Once approved for publication, any change or amendment to these regulations shall be listed below in order to maintain clarity and accuracy of changes.

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RETURN TO CONTENTS
CHAPTER ONE
AIM & MEMBERSHIP OF THE WCC

0101. AIM
1. To promote self-discipline, loyalty, leadership, camaraderie and pride in achievement.
2. To make and meet like-minded friends from around the world to share experiences and skills.
3. To encourage skills to assist members to become active components of their local and wider communities.

0102. MISSION STATEMENT
1. The Web Cadet Corps is an online organization with a friendly, structured, cadet oriented environment.
2. It is designed to further enhance ones’ leadership, self-discipline, communication skills and other fundamental life skills whilst interacting with like-minded people from around the world.

0103. MEMBERSHIP
1. Enrolment into the WCC can only be achieved by completing the online application form
2. Individuals must be 13 years of age or older to become members of the WCC.
3. All members are expected to have a good working knowledge of the English language.
4. The following information will be required to complete the online application form, and will be visible to the public domain;
   I. NAME.
5. The aforementioned information may be edited or altered by members once their application has been processed.
6. The rank of New Entry will be awarded to members upon completion of the application process.
7. Prior to being awarded the rank of New Entry, members must choose one of three elements to join (see Chapter 2).

0104. PRIVACY POLICY
1. The Web Cadet Corps is committed to maintaining the privacy of its members’ information.
2. The WCC’s Privacy Policy and Terms of Service can be found at the bottom of all pages.

0105. LEAVING THE WCC
1. There is no minimum compulsory period of time to serve in the WCC - any member may choose to voluntarily retire from the WCC at any point. This is known as an ‘honourable discharge’.
2. Members who are honourably discharged from the WCC may return at any time (see chapter 3).
3. A member found guilty of a serious offence (see chapter 10) may be forcibly retired from the WCC and all personal achievements and information removed. This is known as a ‘dishonorable discharge’.
4. Members who are dishonourably discharged from the WCC may, under certain circumstances, return to the Corps after a set period of time (see chapters 3 and 10).

0106. INACTIVITY
1. A member who becomes ‘inactive’ within the WCC may be advised of intentions to honourably discharge them from the Corps. A period of two (2) weeks notice will issued in such circumstances.
2. Inactivity is defined as failing to ‘check in’ to the MyWCC system nor fail to complete 10 monthly posts on the WCC forums for three (3) consecutive months.

0107. CHANGE OF NAME
1. Any member of the Corps wishing to change their name should email command@webcadets.com marking the email as confidential. This email should explain what they wish their name changed to and why.
2. The applicant should specify in their email whether historical records on the site should be edited or not.
3. Once received the Corps Command Team will make a decision and inform the applicant of the decision. The alterations will be actioned by the Corps Command Team or persons appointed to do so by the Corps Command Team.
4. The Commanding Officers’ decision is final throughout the process of name change requests.
CHAPTER TWO
STRUCTURE

0201. ELEMENTS
1. The WCC comprises of cadets organised by distinguishable elements loosely based on the Cadet Forces and organisations of multiple countries.
2. Members may join one of the following currently active elements;
   I. NAVAL ELEMENT.
   II. ARMY ELEMENT.
   III. AIR FORCE ELEMENT.
   IV. COAST GUARD ELEMENT.
   V. MARINES ELEMENT.
   VI. SPACE ELEMENT.
3. Each element has its own unique rank structure and insignia in addition to specific training programmes and traditions.

0202. LEADERSHIP & APPOINTMENT
1. The WCC is a single Corps lead by an annually elected Commanding Officer.
2. The selection of the Commanding Officer is outlined in chapter four of these regulations.
3. The Commanding Officer is supported by the Executive Officer, Logistics Officer, and the Corps’ Senior Non-Commissioned Officer.
4. The Executive Officer and Logistics Officer is appointed at the discretion of the Commanding Officer alone.
5. The Corps’ Senior Non-Commissioned Officer is appointed by the Commanding Officer in consultation with the NCO cadre.
6. The selection of the Corps’ Senior Non-Commissioned Officer is outlined in paragraph 0203 of these regulations.

0203. CORPS SENIOR NON COMMISSIONED OFFICER SELECTION
1. The position of Corps’ Senior Non-Commissioned Officer is appointed at the discretion of the Commanding Officer following consultation with the NCO cadre.
2. Upon being elected as Commanding Officer, or upon the resignation of the incumbent Corps’ Senior Non-Commissioned Officer, the Commanding Officer will have seven (7) days to identify a selection of senior non-commissioned officers, no greater than four (4) individuals and no fewer than one (1), suitable for the position of Corps Senior NCO.
3. The Commanding Officer must formally present his/her selection of SNCO’s to the NCO cadre within that seven (7) day period.
4. Once presented with the Commanding Officers’ selection, every NCO will have seven (7) days to submit their vote of preference to the Commanding Officer identifying which SNCO they would prefer to hold the position of Corps Senior NCO.
5. A SNCO shall secure a majority of sixty (60) percent of the preference votes in order to be appointed as Corps Senior NCO. If no SNCO receives the required majority, the Commanding Officer shall appoint the Corps Senior NCO giving due consideration to the result of the vote.
6. In the event of the Commanding Officer only presenting one (1) SNCO for consideration, every NCO will submit a vote of preference highlighting whether they support or do not support that sole individual.
7. The sole individual must gain sixty (60) percent majority support to be appointed as Corps Senior NCO. If the sole individual does not gain the required majority, the Commanding Officer will invite the NCO cadre to nominate one (1) alternative individual for the position of Corps Senior NCO. The Commanding Officer will hold the final decision to decide between the two individuals.

0204. BRANCHES
1. The WCC consists of two branches, each with a specific scope and purpose;
   I. The Divisional Branch.
      (a) The Divisional Branch is the main branch of the WCC and consists of singular or multiple divisions complemented by members of the Corps with a focus on progression, development and training.
      (b) The Executive Officer holds overall responsibility for the management and productivity of the Divisional Branch.
   II. The Logistics Branch.
      (a) The Logistics Branch is the support branch of the WCC and consists of multiple departments each with its own purpose and objective.
      (b) The Logistics Officer holds overall responsibility for the management and productivity of the Logistics Branch.
0205. DIVISIONAL BRANCH
1. The Divisional Branch is made up of one or more divisions, which house the members of the WCC.
2. A Division is comprised of any combination of active Cadets, NCO’s and Officers grouped together based on the element groups consisting of Land Forces (Army & Marines), Maritime Forces (Navy & Coast Guard), and Aerospace Forces (Air Force & Space).
3. A Division is lead by a Divisional Officer, who in turn is supported by a Divisional Senior Non Commissioned Officer.
4. A Division is comprised of ‘sections’, which are smaller teams of Cadets, NCO’s and Officers, lead by a Section Leader, offering more direct and manageable support for the career paths of members within the WCC.
5. The Divisional Officer is appointed by the Executive Officer of the WCC. The Divisional Officer is responsible for selecting and appointing a suitable individual to the positions of Divisional Senior Non Commissioned Officer and Section Leaders, and reports directly to the Executive Officer.
6. New members to the Web Cadet Corps will be assigned to a Division and a Section by the Executive Officer upon advancement to the rank grade of C-3 and completion of Basic Training.

0206. DIVISIONAL STRUCTURE
1. The number of Sections that make up a Division and the number of active Divisions within the WCC depends on the number of Cadets, NCO’s and Officers currently active within the Corps.
2. The following number of personnel complements the structure of Sections and Divisions;
   I. Each section must consist of:
      a. One (1) Section Leader
      b. A minimum of four (4) members, not including the Section Leader.
      c. A maximum of eight (8) members, not including Section Leader.
   II. Each division must consist of:
      a. One (1) Divisional Officer
      b. One (1) Divisional Senior NCO
      c. No fewer than two (2) Sections
      d. No more than three (3) Sections
   III. The Web Cadet Corps must consist of at least one (1) Division. There is no maximum limit to the number of Divisions active within the Corps.
3. Members listed within the Corps Command Team and on Department Duties will not count towards the above complements.

0207. DISBANDING & CREATING DIVISIONS (OR SECTIONS)
1. If the number of individuals within a division (or section) falls to the minimum complement outlined in paragraph 0205, the Commanding Officer will disband the section or division.
2. In the event of a division (or section) being disbanded, the members of the disbanded section or division will be equally distributed amongst the remaining active divisions or sections.
3. The Commanding Officer reserves the right to create sections or divisions before the maximum complement of members outlined in 0206 is achieved.

0208. RETURNING TO INDIVIDUAL UNITS
1. The WCC formerly consisted of several units, which collectively housed the members of each individual element.
2. At the time of the most recent restructure of the WCC (2014), only the Navy, Army and Air Force elements were active, and resided within the following unique units:
   I. TRAINING SHIP PHOENIX (NAVAL ELEMENT).
   II. ALPHA COMPANY (ARMY ELEMENT).
   III. NUMBER ONE, LANCASTER SQUADRON (AIR FORCE ELEMENT).
3. The unique units of the Coast Guard, Marines and Space elements when they were last active were:
   I. TRAINING SHIP EAGLE (COAST GUARD ELEMENT)
   II. FIRST MARINES COMPANY (MARINES ELEMENT)
   III. SPACE SHIP AURORA (SPACE ELEMENT)
4. The WCC may, at the Commanding Officers’ pleasure, revert to its former composure of an elemental unit structure when the following criteria are met:
   I. Each individual element achieves and maintains an active complement capable of sustaining two (2) active Divisions (not including members on departmental duties) for a period of six (6) consecutive months.
5. If a decision is to be made to return to this former structure, regulations will be amended accordingly

0209. LOGISTICS BRANCH
1. The Logistics Branch is made up several Departments, each with its own purpose and aim.
2. A Department is commanded by a Head of Department, and is staffed by members of mixed rank and element.
3. A Head of Department is appointed by the Logistics Officer. The Head of Department is responsible for selecting and appointing suitable individuals to fill the positions within their department.
4. A Department may be further split into Sub-Departments which have a more specific and direct role or focus.
5. The following Departments and Sub-Departments are currently actively supporting the WCC:
   II. ADMINISTRATION, COMMUNICATIONS & ENTERTAINMENT (A.C.E.) DEPARTMENT.
      (a) Administration Sub-Department.
      (b) Communications Sub-Department.
      (c) Entertainment Sub-Department.
   II. SITE MAINTENANCE DEPARTMENT
      (a) Forums Sub-Department.
      (b) Site Updates Sub-Department.
      (c) Graphics Sub-Department.
   III. TRAINING DEPARTMENT
      (a) Officers Academy Sub-Department.
      (b) Non Commissioned Officers College Sub-Department.
      (c) Trades & Qualifications Sub-Department.
      (d) Basic & Element Training Sub-Department.

0210. CREATING DEPARTMENTS (OR SUB-DEPARTMENTS)
1. Any member may propose the creation of a new Department or Sub-Department within the WCC by submitting their proposal to the Commanding Officer through their chain of command with the minimum following information;
   I. Name of the proposed Department (or Sub-Department).
   II. Core aim and purpose within the WCC.
   III. Evidence of how this proposal and its aims are not presently being achieved by current Departments (or Sub-Departments).
   IV. Proposed positions and personnel requirements.
2. On receipt of a proposal for a new Department (or Sub-Department), the Commanding Officer will begin a series of discussions with key members of the WCC in order to gauge the need and feasibility of the proposal.
3. The final decision whether the Department (or Sub-Department) is created falls with the Corps Command Staff collectively.

0211. DISBANDING DEPARTMENTS (OR SUB-DEPARTMENTS)
1. A Head of Department or a member of the Corps Command Staff may recommend the disbandment of a Department (or Sub-Department) if either party can provide evidence that the Department (or Sub-Department) is no longer providing a functional level of support to the WCC and maintaining it is becoming a hindrance to the management of the WCC.
2. On receipt of a recommendation to disband a Department (or Sub-Department), the Commanding Officer will chair a board of key personnel in order to assess the evidence and decide on the future of the Department (or Sub-Department).

0211. LOGISTICS PERSONNEL
1. Personnel are encouraged to seek positions within departments in order to gain further experience. Personnel are also encouraged to maintain strong links with their division at the same time.
2. Any member holding a position that is graded CATEGORY TWO (see Annex A) or higher who are struggling to manage their departmental position around in tandem with their divisional commitments may request to be placed on departmental duties.
3. Being placed on departmental duties automatically removes the individual from their division in order to focus solely on their departmental position, however this practice is discouraged unless absolutely necessary.
4. Requests to be placed on departmental duties must be approved by the following personnel;
   I. Commanding Officer
   II. Executive Officer
   III. Logistics Officer
   IV. Divisional Officer
   V. Head of Department.
5. Any member may apply for a position within a department providing they meet the criteria laid down by the head of department and in the positions’ terms of reference.
6. The filling and vacating of positions within a department is the responsibility of the Head of Department.
7. All departmental positions must be publically advertised for a minimum period of seventy-two (72) hours, and the advertisement should include the positions’ terms of reference in addition to any requirements set by the Head of Department.
8. The Head of Department or their superior officers reserve the right to remove an individual from a position if the position holder is not executing their terms of reference in an expeditious or correct manner.
CHAPTER THREE
STATUS, TRANSFERS & LEAVE

0301. CADRES
1. The entire rank structure of the WCC is separated into three cadres;
   I. OFFICERS CADRE
   II. NON COMMISSIONED OFFICERS CADRE
   III. CADETS CADRE
2. Each cadre has its own unique layer of training, each tailored to meet the needs of each cadre.
3. Each cadre has its own mess within the WCC forums.
4. The Corps Senior Non Commissioned Officer is responsible for clear and exact liaisons between each cadre.
5. Refer to Chapter 9 for the rank structure of each cadre.

0302. STATUS
1. The WCC has three (3) status levels;
   I. ACTIVE
   II. INACTIVE
   III. DISCHARGED
2. An ACTIVE member regularly participates in training, communications, including the WCC forums, and features. All new entrants to the WCC are ‘active’.
3. An INACTIVE member is considered somebody who has not checked into the MyWCC system, logged into the WCC forums nor replied to emails for a period of three (3) consecutive months without requesting leave and may be discharged from the WCC as a result.
4. A DISCHARGED member is somebody who is no longer considered a member of the WCC. This status can be further split into two sub-statuses;
   I. HONOURABLY DISCHARGED
   II. DISHONOURABLY DISCHARGED

0303. RETIREMENT
1. Members who no longer wish to remain active within the WCC may apply to their Divisional Officer for an HONOURABLE DISCHARGE (retirement).
2. Members who wish to take a temporary break from the WCC may apply for a period of Extended Leave, which may not exceed three (3) months, through their chain of command.
3. Retired members will be subject to the following;
   I. Retired members will retain their rank, medals, achievements and training records, and will gain the suffix of “Rtd.” on their MyWCC profile.
   II. Retired members cannot fill positions nor receive promotions or medals whilst retired.
   III. Retired members who wish to return to the WCC will be subject to a reduction in rank. (see para 0305).

0304. DISHONOURABLE DISCHARGES
1. Members who are found guilty of a serious offence within the WCC (see Chapter 10) may be dishonourably discharged from the WCC.
2. Members who are dishonourably discharged will be stripped of their rank, medals, achievements and training records and removed from all WCC pages.
3. Dishonourably Discharged members may or may not return to the WCC depending on the severity of their offence (see chapter 10).
4. If a dishonourably discharged member does return to the WCC, they must return at the rank of New Entry and the loss of medals, achievements and training records will stand.
5. The Corps Regulations Officer will keep a full list of dishonourably discharged members in order to maintain the security and safety of the WCC and its members.

0305. RETURNING MEMBERS
1. Retired members of the WCC may choose to return at any time, providing they were not dishonourably discharged permanently.
2. Retired members wishing to return to the WCC will be subject to the following reduction in rank upon their return;
   I. If the member has been retired for a period longer than one (1) day but less than one (1) month, they will return at their previous rank with Time in Rank reset to zero (0) days.
   II. If the member has been retired for a period longer than one (1) month but less than three (3) months, their rank will be reduced by one (1) grade.
   III. If the member has been retired for a period longer than three (3) months but less than six (6) months, their rank will be reduced by three (3) grades.
   IV. If the member has been retired for a period longer six (6) months and is an officer who has completed their Officers’ Academy Commissioning Course, they will return at the rank grade of O-1.
   V. A returning commissioned officers’ rank cannot be reduced any further than the grade of O-1.
VI. If the member has been retired for a period longer than six (6) months, and is an officer who has not completed their Officers’ Academy Commissioning Course, they will return to a rank three (3) grades lower than their last held non commissioned officer rank prior to entry into the Officers’ Academy.
VII. If the member has been retired for a period longer than six (6) months and is a non commissioned officer, they will return at the rank grade of C-5.
VIII. A returning non-commissioned officers’ rank cannot be reduced any further than the grade of C-5.
IX. If the member has been retired for a period longer than six (6) months and is a cadet, they will return at the rank of C-2.

3. Returning members who do not qualify for their returning rank will be granted a one (1) month grace period to address any shortfalls and meet any requirements in accordance with chapter 9 of these regulations.
4. During the one (1) month's grace period, the returning member will hold an 'acting' rank, which will become substantive on completion of all necessary prerequisites.
5. Returning members failing to meet the qualifying requirements during the grace period will be automatically reduced in rank to the next highest rank they may legally hold.
6. For the purpose of these regulations, a 'month' is defined as one calendar month (1st Jan to 1st Feb etc).
7. Members returning from an extended period of authorised leave that does not exceed three (3) months will not be reduced in rank.
8. Members who request a further extended period of leave may be honourably discharged at the discretion of the Commanding Officer.
9. Time in Rank for returning members who held a rank at or above grade O-1 will be at 25% of the full Time in Rank until they reach the rank previously held prior to retirement or discharge.

0306. DEMOTION
1. Members who have been found guilty of an offence (see chapter 10) may be demoted as a reprimand.
2. Members may voluntarily demote themselves to a lower rank with the approval of the Commanding Officer. Such a relinquishment of rank is irreversible.
3. Members who voluntarily demote themselves must complete the relevant prerequisites and time in rank prior to being eligible for promotion.
4. Officers who relinquish their commission to return to the non commissioned officers’ cadre must reapply to take the Officers’ Academy Commissioning Programme if they wish to regain their commission, completing different courses from the ones completed to gain their original commission.

0307. TRANSFERS
1. Any member may request to transfer between elements once every six (6) months.
2. NCO’s and Cadets wishing to transfer between elements must have the following individuals approval;
   I. Divisional Officer
   II. Corps Senior NCO
   III. Executive Officer
3. Officers wishing to transfer between elements must have the following individuals approval;
   I. Divisional Officer
   II. Executive Officer
   III. Commanding Officer
4. Members wishing to transfer between elements must ensure they meet the rank requirements of their equivalent rank within their desired element. Failure to do so may result in the member being demoted to the next most senior legal rank.
5. Members may only transfer between divisions (or sections) if they can provide a suitable reason or grievance to warrant a transfer. The Commanding Officer and both Divisional Officers must approve such a transfer.
6. The Commanding Officer reserves the right to transfer members between divisions (or sections) in order to maintain stability.

0308. LEAVE
1. Any member may request a period of leave if they have a forthcoming engagement that will inhibit them from communicating with their superiors and executing their duties for a period no longer than three (3) weeks.
2. A formal leave request should be submitted through the MyWCC system and followed up with an e-mail to their Divisional Officer.
3. If the member holds a position of responsibility, it is the duty of their superior officer to find a suitable relief to complete their duties during the leave period.
4. Leave periods greater than three (3) weeks must be approved by the Commanding Officer.

0309. EMERGENCY LEAVE
1. A member may request a period of emergency leave in the event of an unforeseen personal emergency occurring.
2. In such a situation, the member, or a colleague of the member, should contact the Divisional Officer by the most expeditious means in order to quickly enable duties and responsibilities to be covered.
0401. **AUTHORITY**
1. The Commanding Officer is the ultimate authority within the WCC and bares all responsibility for the management of the Corps.
2. When dealing with external agencies and organisations, the Commanding Officer is the Corps’ official representative.
3. The Commanding Officer must adhere to the WCC Rules & Regulations and is not immune from prosecution under the Code of Offences.

0402. **TENURE**
1. The Commanding Officer is an elected position, with a term length of one (1) year.
2. A candidate must win a majority of the WCC’s votes in order to be appointed as Commanding Officer.
3. An individual may serve as Commanding Officer for an unlimited number of terms, but may only serve for a maximum of three (3) consecutive terms. One (1) full term must elapse on completion of a third consecutive term before running for a fourth.

0403. **COMMANDING OFFICER ELECTION**
1. **ELIGIBILITY**
   I. Individuals must hold the rank grade of O-3 to be eligible to stand in the Commanding Officer Elections. In the event of an O-3 grade officer being elected as Commanding Officer, they will be promoted to the rank of O-4 on assuming the position, providing they meet the prerequisites laid down in Chapter 9.
   II. The Elections Officer is not eligible to stand in the Commanding Officer Elections.
   III. Officers subject to 0402.3. are not eligible to stand in the Commanding Officer Elections.
   IV. Officers may nominate themselves to the Elections Officer as a candidate.
   V. Cadets and NCO’s may also nominate officers to the Elections Officer, but the Officer reserves the right to decline the nomination at any point.
2. **VOTER ELIGIBILITY**
   I. All active members of the WCC who hold the rank grade of C-2 are eligible to vote.
   II. Members who join the WCC after November 30\textsuperscript{th} are ineligible to vote until the next year.
   III. The Elections Officer is not eligible to vote.
3. **TIME FRAME**
   I. 14th September - The A.C.E. Officer opens the application process for the position of Elections Officer.
   II. 25th September - Elections Officer is announced and appointed by A.C.E. Officer.
   III. 1st October - Elections Officer announces the forthcoming Commanding Officer Elections and appeals for debate questions and nominations from all members of the WCC. Candidates are informed of their nominations immediately by the Elections Officer who will update them if they get further nominations.
   IV. 3rd November – Officers must inform the Elections Officer of their decision to accept or decline their nomination.
   V. 4\textsuperscript{th} November – Election Officer announces the candidates to the public. The Forums Officer opens the Elections Forum. The Elections Officer starts first debate.
   VI. 4\textsuperscript{th} November to 8\textsuperscript{th} December – Debate and question period lead by the Elections Officer.
   VII. 9\textsuperscript{th} December – Closing statements issued by all candidates – end of debate and question period.
   VIII. 0001 GMT on 10\textsuperscript{th} December to 2359 GMT on 31\textsuperscript{st} December – voting period.
   IX. 1\textsuperscript{st} January – Candidates informed of the election results.
   X. 2\textsuperscript{nd} January – Elections Officer announces the new Commanding Officer-elect.
   XI. 2\textsuperscript{nd} to 15\textsuperscript{th} January – The Commanding Officer-elect may assume office during this period on a date agreed by the incoming and outgoing Commanding Officers.
4. **NO CONTEST**
   I. In the event of only one (1) individual being nominated as a candidate for the Commanding Officer Election, they will be appointed as Commanding Officer-Elect.
   II. The timeline outlined in paragraph 0403.3. must be adhered to, and questions must be pitched and answered by the Commanding Officer-Elect in order to gauge a direction for the new term.

0404. **VOLUNTARY RELIQUISHMENT OF POSITION**
1. The Commanding Officer may voluntarily relinquish the position and office of Commanding Officer at any time during their term.
2. If the Commanding Officer stands down after the first day of the second quarter (1\textsuperscript{st} April), the Executive Officer be elevated to the position of Acting Commanding Officer for the remainder of the term.
3. If the Commanding Officer stands down before the last day of the first quarter (30\textsuperscript{th} March), a snap election will be held (see 0406).
0405. VOTE OF NO CONFIDENCE
1. The Commanding Officer may be removed from office as a result of a vote of no confidence.
2. Any member wishing to start a vote of no confidence must provide the Regulations Officer with a formal grievance accompanied with evidence of the Commanding Officers’ inability to execute their duties of office.
3. The Corps Regulations Officer must receive additional grievances from at least ten (10) of the WCC’s members within one (1) week of the initial grievance.
4. If less than ten (10) members file a grievance, the Regulations Officer will inform Commanding Officer privately of the original grievance (with the identity of the originator remaining secure and secret) in order for the Commanding Officer to take steps to deal with the grievance.
5. If the above quota of grievances is received, the following steps will be taken:
   I. The Regulations Officer will inform Commanding Officer privately of the original grievance (with the identity of the originator remaining secure and secret) and that a vote of no confidence will be instigated immediately as a result.
   II. The Regulations Officer will contact all members of the WCC by e-mail, stating a vote of no confidence is underway, citing references to the grievances received.
   III. The Regulations Officer will commence a formal vote of no confidence by email, requesting members choose one of two options;
      (a) Retain the Commanding Officer
      (b) Remove the Commanding Officer
   IV. The vote of no confidence must be concluded within one (1) week of the Regulations Officers’ email commencing the vote.
   V. An option must receive 70% of the active Corps vote to be implemented.
   VI. If the option of “Retain the Commanding Officer” receives a minimum of 70% of the active Corps’ vote, the Commanding Officer will retain their position and authority. The original grievants’ identity will remain secret and immune from a charge of mutiny.
   VII. If the option of “Remove the Commanding Officer” receives a minimum of 70% of the active Corps’ vote, the Commanding Officer will be removed from position and either;
      (a) If the vote of no confidence is concluded on or before 31st August, the Executive Officer will be elevated to the position of Acting Commanding Officer and a snap election will be held in accordance with 0406.
      (b) If the vote of no confidence is concluded on or after 1st September, the Executive Officer will be elevated to the position of Acting Commanding Officer for the final quarter of the term and the completion of the annual Commanding Officer Elections.
   VIII. In the event of neither option gaining the required 70%, the Commanding Officer will retain their position and authority but must take visible steps to resolve issues brought forward by the grievance.

0406. SNAP ELECTIONS
1. A Snap election may only be held as a result of the Commanding Officer standing down voluntarily or being removed following a vote of no confidence.
2. Upon the public announcement of the Commanding Officer leaving that position, the Executive Officer will be elevated to the position of Acting Commanding Officer until the completion of the snap election.
3. In the event of the Executive Officer declining advancement to the position of Acting Commanding Officer, the most senior active officer in the WCC will be elevated to the position of Acting Commanding Officer.
3. The Administration Officer will seek applications for the position of Elections Officer for a minimum of seventy-two (72) hours.
4. The Elections Officer will develop and execute a reduced election timeline based on paragraph 0403 of these regulations, with the aim of a new Commanding Officer being elected within six (6) weeks of the previous Commanding Officer standing down.
5. A Commanding Officer elected as a result of a snap election may only serve as Commanding Officer until completion of that annual term. The annual Commanding Officers Election will still take place regardless of a snap election.
CHAPTER FIVE
TRAINING

0501. THE TRAINING DEPARTMENT
1. The Training Department is lead by the Corps Training Officer (or Corps Training NCO), who is the Head of Department.
2. The Training Department is solely responsible for the development and execution of all training programmes and resources within the WCC.

0502. THE TRADES & QUALIFICATIONS SUB-DEPARTMENT.
1. The Trades & Qualifications Sub-Department is lead by the Trades Officer (or Trades NCO), who is the Sub-Department Coordinator.
2. STRUCTURE.
   I. Trades & Qualifications are level-based subject-specific training.
   II. Each Trade consists of five (5) levels, levels one to five, each with fifteen (15) questions.
   III. Each Qualification consists of two (2) levels, silver and gold.
      (a) Silver Qualifications are the initial level and have ten (10) questions.
      (b) Gold Qualifications are the final level, and have five (5) questions.
   IV. For every level of Trade or Qualification completed, an image will be awarded to the members' MyWCC Training Record.
3. REQUIREMENTS.
   I. Members must hold the minimum rank grade of C-2 in order to be eligible to submit Trades & Qualifications.
   II. Any member may attempt any of the available Trades & Qualifications regardless of element.
   III. Each Trade or Qualification must be completed in level-ascending order.
   IV. A member may only have three (3) trades at level (4) or below at any one time. Before a fourth trade can be attempted, the member must complete one of the currently ongoing trades to level five.
4. MARKING OF TRADES & QUALIFICATIONS.
   I. The Trades Officer (or Trades NCO) will endeavour to mark trades & qualifications at a rate of once a week.
   II. Members will be informed of the results of their submissions by e-mail.
   III. The pass mark for all Trades & Qualifications is as follows
      (a) Trades: 73% - 11 out of 15 questions correct.
      (b) Silver Qualifications: 70% - 7 out of 10 questions correct.
      (c) Gold Qualifications: 80% - 4 out of 5 questions correct.
   IV. Trades & Qualifications, which are submitted prior to the previous trade or qualification being marked, will be graded as a fail.
   V. Any trade or qualification that has been failed may be resubmitted in time for the next marking period.
   VI. If the Trades Officer has reason to believe an answer has been copied directly from a resource, they reserve the right to mark an answer as incorrect.
   VII. Individuals will be notified of the results of their submitted trades and qualifications by email.
5. MASTER TRADES & QUALIFICATIONS.
   I. Master Trades & Qualification Badges can be achieved by attaining the relevant level 5 trades and gold qualifications as identified on the Trades & Qualifications home site.
   II. A trade or qualification may only be counted once towards the achievement of a Master Trade.
   III. Once a Master Trade (or Qualification) badge has been attained, the trade and qualification badges, which were accumulated for its attainment, will be removed from the individuals' profile.
6. TRADES SWORD & THE ROBERT BURNS TRADES TROPHY.
   I. All passed Trades & Qualifications will be accumulated together by element.
   II. At the end of every Quarter (3 months – March, June, October & December), the element with the most Trades & Qualifications passes will be awarded the WCC Trades Sword.
   III. At the end of every year, on January 1st, the element with the most Trades & Qualifications passes for the past year will be awarded the Robert Burns Trades Trophy and all members of the winning element will be awarded the Trades Trophy Ribbon.
7. CREATION OF TRADES & QUALIFICATIONS.
   I. Any member may propose the creation of a new Trade or Qualification.
   II. Proposals should be submitted to the Trades Officer (or Trades NCO) and Training Officer (or Training NCO) for consideration.
   III. Creators of approved Trades or Qualifications will be awarded their Trade or Qualification to the highest level in remuneration for their work.
8. TRADES & QUALIFICATIONS BLACK LIST
   I. Current and former Trades Officers (or Trades NCO’s) and members who have had access to the answer keys to any Trades or Qualifications will be banned from submitting Trades & Qualifications.
   II. Appeals against this regulation may be submitted to the Commanding Officer and considered on a case-by-case situation.
THE OFFICERS’ ACADEMY SUB-DEPARTMENT.
1. The Officers’ Academy Sub-Department is lead by the Officers’ Academy Commanding Officer (OACO), who is the Sub-Department Coordinator.
2. The aims of the Officers’ Academy are to;
   I. Provide a thorough, robust and varied training base for potential and current Officers.
   II. Prepare and refine the core skills of all members of the WCC.
3. The Officers’ Academy offers three main streams of study;
   I. Certificate Courses.
   II. Commissioning Courses.
   III. Return-Officer Entry Programme Courses.
4. CERTIFICATE COURSE APPLICATION PROCESS.
   I. Applicants wishing to study an Officers’ Academy Certificate Course must complete the application form found on the Officers’ Academy home site, as well as emailing the OACO.
5. SPECIAL CERTIFICATE APPLICATION PROCESS.
   I. Applicants wishing to study an Officers’ Academy Special Certificate Course must complete the application form found on the Officers’ Academy home site, as well as emailing the OACO.
   II. The OACO must receive the recommendation of the applicants’ superior officer within a seventy-two (72) hour period.
   III. If the period lapses and the OACO fails to receive the recommendation of the applicants’ superior officer, the application will be denied and the applicant will be unable to submit any further applications to the Officers Academy for a period of two (2) weeks.
6. COMMISSIONING COURSE APPLICATION PROCESS.
   I. Applicants wishing to study an Officers’ Academy Commissioning Course must complete the application form found on the Officers’ Academy home site, as well as emailing the OACO.
   II. The Officers’ Academy Commanding Officer must receive the recommendation of the applicants’ superior officer within a seventy-two (72) hour period.
   III. If the period lapses and the OACO fails to receive the recommendation of the applicants’ superior officer, the application will be denied and the applicant will be unable to submit any further applications to the Officers Academy for a period of two (2) weeks.
   IV. On receipt of the application and recommendation, the OACO should enter these details into the applicants’ forums-record, and send the applicant the Officers’ Academy Entrance Exam.
   V. On successful completion of the Officers’ Academy Entrance Exam, applicants will begin the Initial Commissioning Programme, and be granted the rank of Officer Cadet.
7. Each study stream has a specific purpose and its own procedures;
   I. Certificate Courses
      (a) Ordinary Certificate Courses.
         (1) Ordinary Certificates are open to all members holding the rank grade C-2 and above with no need for a recommendation.
         (2) Ordinary Certificates may be taken at a rate of once every thirty (30) days.
         (3) Ordinary Certificate passes will be displayed on the students’ MyWCC training record.
      (b) Special Certificate Courses.
         (1) Special Certificates are open to all members holding the rank grade of O-1 and with the recommendation of the following individual;
            (a) OA Department Head Certificate – Logistics Officers’ recommendation.
            (b) OA Divisional Officer Certificate – Executive Officers’ recommendation.
            (c) OA Instructors Certificate – Officers’ Academy Commanding Officers’ recommendation.
         (2) Special Certificates relate to specific positions and duties within the WCC.
         (3) Special Certificates may be taken at a rate of once every ninety (90) days.
         (4) Special Certificate passes will be displayed on the students’ MyWCC training record.
   II. Commissioning Courses
      (a) Initial Commissioning Programme.
         (1) The Initial Commissioning Programme is open to all members holding the rank grade of C-7 and above with the intention of becoming an officer within the WCC and requires a thorough written recommendation from their Divisional Officer (or Head of Department).
         (2) Prior to acceptance to this programme, candidates must pass the Officers’ Academy Entrance Exam.
         (3) On completion of the Entrance Exam, the candidate will be granted the rank of OC-1 and must choose three (3) subjects to study, and in which order they choose to complete the subjects in.
         (4) Each subject is broken down into three tiers;
            (i) 101 – Initial Entry Level
            (ii) 202 – Intermediate Level
            (iii) 303 – Final Level (attainment of the subject ‘Degree)
(5) Students must spend exactly two (2) weeks on each 101 subject. In the event of the student completing the 101 subject in a shorter time period, they must wait until the completion of the two (2) week period before moving on to the next subject.

(6) On successful completion of three 101 subjects, the candidate will be promoted to the rank grade of OC-2 at the discretion of the OACO. Candidates must then choose two (2) of their previously studied subjects to study at 202 level.

(7) Students must spend exactly two (2) weeks on each 202 subject. In the event of the student completing the 202 subject in a shorter time period, they must wait until the completion of the two (2) week period before moving on to the next subject.

(8) On successful completion of two 202 subjects, the candidate will be promoted to the rank grade of OC-3 at the discretion of the OACO. Candidates must then choose one (1) of their previously studied subjects to study at 303 level.

(9) Students must spend exactly two (2) weeks on the 303 subject. On successful completion of the 303 subject, the candidate will be awarded the ‘degree’ for their fully completed subject, and promoted to the rank grade of OC-4 at the discretion of the OACO.

(b) Return Officer Entry Programme.

(1) The Return Officer Entry Programme is open to all members holding the rank grade of O-1 and above with the intention of furthering their education – requires the written recommendation from their Divisional Officer (or Head of Department).

(2) When applying for the Return Officer Entry Programme, candidates must identify which course they wish to study – whether it is to begin a new subject from 101 initial entry level and complete it up to degree level, or complete a previously unfinished subject.

(3) Time frames for the completion of the Return Officer Entry Programme are to be agreed between the student and the instructor.

(4) After completing a subject to 303 (degree) level, officers will be eligible for promotion to the rank grade of O-3.

8. ACCELERATION.

I. Initial Commissioning Programme – Corps Senior Non Commissioned Officer.

(a) The OACO may grant acceleration to the Initial Commissioning Programme for candidates who have previously held the position of Corps Senior NCO for a consecutive period of six (6) months.

(b) Candidates who have been granted acceleration rights by the OACO must apply by normal means.

(c) All time limits for the completion of subjects and examinations are suspended for candidates who have been granted acceleration in order to complete the Initial Commissioning Programme in an expeditious manner.

II. Certificate Courses & Return Officer Entry Programme – Officer Academy Instructors.

(a) The OACO may grant acceleration to the Return Officer Entry Programme and Certificate Courses for Officer Academy Instructors in order to address shortfalls in instructor availability.

(b) Students who have been granted acceleration rights by the OACO must apply by normal means.

(c) All time limits for completing and examinations are suspended for candidates who have been granted acceleration in order to complete the courses in an expeditious manner to support the Officers’ Academy.

(d) Acceleration under these circumstances should be used sparingly and the OACO must review accelerated students’ activity against the requirements of the Officers’ Academy at least once a month.

9. PASS, FAIL & EXAMINATION STRUCTURE.

I. Ordinary Certificates.

(a) Ordinary Certificates are marked as a pass or fail only.

(b) Students who fail an Ordinary Certificate, they must wait thirty (30) days before attempting any other Officers’ Academy ordinary certificate, and sixty (60) days before reattempting the failed certificate.

II. Special Certificates.

(a) Special Certificates are marked as a pass or fail only.

(b) Students who fail a Special Certificate, they must wait sixty (60) days before attempting any other Officers Academy special certificate, and one hundred and twenty (120) days before reattempting the failed certificate.

III. Entrance Exam.

(a) The Entrance Exam consists of two sections.

(1) Section one consists of several short-answer questions and is marked by the OACO. The pass mark for the first section is 70%.

(2) Section two consists of more long-answer, role based questions, and is marked collectively by the Board of Instructors. This section is marked as a pass or fail, with each member of the Board of Instructors casting a vote. The final mark is achieved by the majority vote. In the event of a tie, the OACO holds the final decision.

(b) Candidates who fail the first section of the Entrance Exam will be provided feedback from the OACO and must wait a period of six (6) months before reapplying for (and gaining a new recommendation for) the Initial Commissioning Programme.
I. The Officers’ Academy Commanding Officer is to create and maintain an accurate record for all OA students in order to provide a robust and accurate reference pertaining to the training achievements of all students.

II. Student records should contain information regarding course applications, examinations, results, and correspondence between students and instructors.

III. The results of correspondence between students and instructors.

IV. Commissioning Exam.
   (a) The Commissioning Exam consists of several essay-style questions, and is marked collectively by the Board of Instructors. This section is marked as a pass or fail, with each member of the Board of Instructors casting a vote. The final mark is achieved by the majority vote. In the event of a tie, the OACO holds the final decision.
   (b) Students who fail to pass the Commissioning Exam will be assigned a mentor for a period of two (2) weeks. On completion of the mentorship period, the student will be invited to complete an alternative Commissioning Exam.
   (c) Students who pass the Commissioning Exam under these circumstances will be eligible for promotion to the rank grade of O-1 at the discretion of the OACO.
   (d) Students who fail the Commissioning Exam on their second attempt will be removed from the Officers Academy and the Initial Commissioning Programme and revert to their previous rank grade.
   (e) Students removed from the Initial Commissioning Programme must wait a period of one (1) year before reapplying for (And gaining a new recommendation for) the Initial Commissioning Programme.

V. Initial Commissioning Programme.
   (a) All levels of a subject (101, 202 and 303) have a pass mark of 70%.
   (b) Students who fail to achieve the pass mark of 70% will be given feedback from their instructor, and a further one (1) week will be given to act on the advice given.
   (c) The second attempt will only have a maximum available mark of 85%, and a pass mark of 70%.
   (d) Students who pass the subject on their second attempt will continue with the Initial Commissioning Course.
   (e) Students who fail the subject on their second attempt will be removed from the Officers Academy and the Initial Commissioning Programme and revert to their previous rank grade.
   (f) Students removed from the Initial Commissioning Programme must wait a period of one (1) year before reapplying in full.

VI. Return Officer Entry Programme.
   (a) All levels of a subject (101, 202 and 303) have a pass mark of 70%.
   (b) Students who fail to achieve the pass mark of 70% will be given feedback from their instructor, and a further one (1) week will be given to act on the advice given.
   (c) The second attempt will only have a maximum available mark of 85%, and a pass mark of 70%.
   (d) Students who pass the subject on their second attempt will continue with the Return Officer Entry Programme.
   (e) Students who fail the subject on their second attempt will be removed from the Officers Academy and the Return Officer Entry Programme.
   (f) Students removed from the Return Officer Entry Programme must wait a period of three (3) months before reapplying for the programme in full.

10. BOARD OF INSTRUCTORS
   I. All instructors must hold the Officers’ Academy Instructor Special Certificate.
   II. All instructors within the Officers’ Academy form the Board of Instructors and have an obligation to participate in the marking of Entrance and Commissioning Exams.
   III. The OACO reserves the right to fill and vacate any instructor positions as they see fit – holding the OA Instructor Special Certificate is not an automatic appointment as an Officers’ Academy Instructor.
   IV. Instructors are authorised to instruct and assess whatever Officers’ Academy training they have passed themselves. In the event of a course or certificate being re-written, qualified instructors may continue to instruct that course once they have reviewed the new material.
   V. In the event of there being no instructors trained to instruct and assess a particular course, the course will be suspended.

11. ADMINISTRATION.
   I. The Officers’ Academy Commanding Officer is to create and maintain an accurate record for all OA students in order to provide a robust and accurate reference pertaining to the training achievements of all students.
   II. Student records should contain information regarding course applications, examinations, results, and correspondence between students and instructors.
   III. The results of a course should be posted into the forum-record of the student in a percentage format.
IV. In addition to forums records, the Officers’ Academy Commanding Officer is to maintain an accurate and up to date chart of OA results for each eligible member of the WCC.

0504. THE NON COMMISSIONED OFFICERS’ COLLEGE SUB-DEPARTMENT.
1. The Non Commissioned Officers’ College (NCOC) Sub-Department is lead by the NCOC Senior Instructor, who is the Sub-Department Coordinator.
2. The aims of the Non Commissioned Officers’ College are to;
   I. Provide a thorough, relevant and useful base of training for Non Commissioned Officers.
   II. Prepare, develop and refine the core skills of all members of the WCC.
3. ACCEPTANCE & EXCLUSION.
   I. Members must hold the rank grade of C-4 or higher to attempt any NCOC course.
   II. Officers of any rank are encouraged to attempt NCOC courses.
   III. The NCOC Senior Instructor reserves the right to expel any student from the NCOC in liaison with the Training Officer if they believe there is a need to do so.
   IV. The NCOC Senior Instructor reserves the right to press charges on any student expelled from the NCOC for unbecoming conduct or any other offence in accordance with these regulations.
4. FAILING & PASSING COURSES.
   I. The pass mark for all NCOC courses is 70%.
   II. Students who fail to attain a pass mark of 70% but higher than 50% may resubmit assignments at the discretion of their instructor.
   III. Students who fail to attain a pass mark of 70% and less than 50% must wait a period of two (2) weeks before starting any other course (or attempting the same course) within the NCOC.
   IV. Appeals may be made to the NCOC Senior Instructor. The Senior Instructors’ decision is final.
5. MANAGEMENT OF COURSES.
   I. The NCOC Senior Instructor is responsible for the management of all courses within the NCOC.
   II. The Senior Instructor may recommend the closure of a course to the Training Officer if interest, relevance or the state of the course is below standard.
   III. Members are welcome to create potentially new NCOC courses. These propositions should be sent to the NCOC Senior Instructor and Training Officer for consideration and quality control.
   IV. Courses of a similar nature may be merged at the discretion of the Training Officer on the recommendation of the NCOC Senior Instructor if it is seen to be beneficial to the NCOC.
6. ADMINISTRATION.
   I. The NCOC Senior Instructor is to create and maintain an accurate record for all NCOC students in order to provide a robust and accurate reference pertaining to the training achievements of all students.
   II. Student records should contain information regarding course applications, examinations, results, and correspondence between students and instructors.
   III. The results of a course should be posted into the forum-record of the student in a percentage format.
   IV. In addition to forums records, the Senior Instructor is to maintain an accurate and up to date chart of NCOC results for each eligible member of the WCC.

0505. THE ELEMENT TRAINING SUB-DEPARTMENT.
1. The Element Training Sub-Department is lead by the Element Training Officer, who is the Sub-Department Coordinator.
2. The aims of the Element Training Sub Department are to;
   I. Provide a thorough, relevant and useful base of element-specific training to all members of the Corps.
   II. Provide an introduction to the WCC and its procedures and traditions to Cadets.
3. Each element of the WCC has a unique Element Training Plan (ETP) consisting of two types of course;
   I. Element Cadet Courses
      A. Element Cadet Courses consist of three (3) levels (Basic, Intermediate and Advanced).
      B. Each level consists of four (4) lessons, three (3) of which cover a broad range of element topics, and one (1) of which is the same across all Element Training Plans and directly relevant to the WCC.
      C. Members must complete the previous level of Cadet Course prior to progressing to the next level.
   II. Element Specialist Cadet Courses
      A. Element Specialist Cadet Courses consist of two (2) levels (Phase 1 and Phase 2).
      B. Each phase consists of four (4) lessons, all of which are element specific and directly the specialist topic.
4. FAILING & PASSING COURSES
   I. Element Cadet Courses and Specialist Cadet Courses culminate in a multiple choice exam consisting of 10 questions, each question with four incorrect answers and one correct answer.
   II. The pass mark for all ETP courses is 70%.
   III. Once passed, the appropriate image and accreditation will be automatically added to a member MyWCC Profile.
   IV. Members may attempt no more than three (3) courses within a twenty-four (24) hour period.
V. Members who fail to attain a pass mark of seventy (70) percent on any course must wait a period of twenty-four (24) hours before attempting either the same or any other course.

5. MANAGEMENT OF COURSES:
I. The Element Training Officer is responsible for the management of all courses within the Element Training Sub-Department.
II. The Element Training Officer is supported by Subject Matter Experts who are tasked on an ‘as-required’ basis to provide in depth knowledge and guidance for element-specific courses.
III. The Element Training Officer may recommend the closure of a course to the Corps Training Officer if interest, relevance or the state of the course is below standard.
IV. Members are welcome to create potentially new ETP courses. These propositions should be sent to the Element Training Officer and Corps Training Officer for consideration and quality control.
V. Courses of a similar nature may be merged at the discretion of the Corps Training Officer on the recommendation of the Element Training Officer if it is seen to be beneficial to the appropriate ETP.
VI. The Element Training Officer is responsible for establishing and maintaining a rolling review programme of all Element Training Cadet Courses and Specialist Cadet Courses so that each course is reviewed and updated on a six-monthly basis to ensure that all course material is relevant and accurate.
VII. Where an Element Training Cadet Course or Specialist Cadet Course is listed within paragraph 0906 of these Regulations as a prerequisite for promotion, the prerequisite is the Cadet Course or Specialist Cadet Course relevant to the members element.
VIII. Members of the Corps are advised to focus primarily on the completion of their own Element Training Plan in order to meet all promotion prerequisites, however members are also encouraged to study other Element Training Plans to gain a stronger in depth knowledge of all aspects of the WCC.

0506. THE BASIC TRAINING SUB-DEPARTMENT.
1. The Basic Training Sub-Department is led by the Senior Drill Instructor, who is the Sub-Department Coordinator.
2. The aims of the Basic Training Sub Department are to;
   I. Create a smooth transition route for New Entries, helping them to integrate successfully into the Corps.
   II. Provide a thorough introduction into the Corps’ procedures, purposes and traditions.
3. The Senior Drill Instructor is supported by several Drill Instructors to ensure sufficient availability of instructors is prevalent to support the integration and advancement of New Entries.
4. The Senior Drill Instructor will contact all New Entries within twenty-four (24) hours of them registering as a member. If contact has not been established within that time frame, a subordinate Drill Instructor will automatically step in.
5. The Senior Drill Instructor is the promoting authority for the rank grades C-1, C-2 and C-3.
6. The Senior Drill Instructor may promote a cadet successfully meeting all requirements for advancement. Having achieved advancement to C-3, the cadet will be assigned to a Division and a Section by the Administration Officer.
7. ADMINISTRATION:
   I. The Senior Drill Instructor is to create and maintain an accurate record for all New Entries in order to provide a robust and accurate reference pertaining to their training achievements and performance throughout basic training.
   II. Cadet records should contain information regarding courses completed, results, and correspondence between cadets and Drill Instructors.
   III. The results of all Basic Training course should be posted into the forum-record of the student in a percentage format.
CHAPTER SIX
SITE MAINTENANCE & WCC FORUMS

0601. THE SITE MAINTENANCE DEPARTMENT
1. The Site Maintenance Department is lead by the Site Maintenance Officer (or Site Maintenance NCO), who is the Head of Department.
2. The Site Maintenance Department is solely responsible for the running, management, and maintenance of all ‘technical’ aspects of the WCC, including the MyWCC system, web pages, and WCC Forums.

0602. SERVER ACCESS
1. Access to the server is restricted to individuals authorised by the Site Maintenance Officer who are deemed to have the necessary training and requirements to access the server in their line of duty.
2. Server security is paramount. Unauthorised access or unapproved alterations to the server without prior permission of the Site Maintenance Officer is a breach of trust and a justice offence.

0603. SITE UPDATING & FILE HOSTING
1. The MyWCC file manager is the primary point for the updating and uploading of site pages.
2. Prior to assuming a role within the Site Maintenance Department, thorough training will be given to individuals by the Site Maintenance Officer or their delegate in order to create a level of understanding acceptable to be able to carry out their duties.
3. All pages must be backed-up and saved prior to being downloaded, updated offline and re-uploaded as a test page. This will provide a safety net in the event of an error in the coding.
4. The following programmes are authorised for use when updating and editing WCC web pages;
   I. Notepad
   II. Notepad++
   III. PHPEdit
   IV. SimpleText (Mac OS X)
   V. TextEdit (Mac OS X)
   VI. Text Wrangler (Mac OS X)
   VII. BB Edit (Mac OS X)
5. Any programs with auto indenting must have this feature disabled.
6. Security is paramount; therefore all files and documents should be scanned for viruses prior to being introduced to the MyWCC file management system.
7. The Site Maintenance Officer has ultimate responsibility over all items hosted on the WCC server, and may use, alter and remove items at their discretion.

0604. WEB CADET CORPS E-MAIL ACCOUNTS
1. Most positions within the WCC come accompanied with an official WCC email address, ending with a registered domain name of "@webcadets.com".
2. All traffic sent and received through this channel is official and should be used for WCC business only and are not to be used as points of contact for third party organisations.
3. The Site Maintenance Officer, on the orders of the Corps Command Staff, reserves the right to monitor or remove access to any official WCC email account.
4. Other than authorised ‘sharing’ e-mail accounts, sharing the access of official e-mail accounts is strictly forbidden without written permission of the Site Maintenance Officer.

0605. UTILISING THE SITE MAINTENANCE DEPARTMENT
1. The Site Maintenance Department serves the WCC in a number of ways. In order for the Site Maintenance Officer to direct and manage the department efficiently, all official communications and requests should be directed to the Site Maintenance Officer who will filter the information out to the appropriate sub department coordinators for auctioning.
2. The Site Maintenance Officer or their delegate will prioritise projects in order of importance and resources available.
3. Anybody with skills that may be desirable to the Site Maintenance Department should make themselves known to the Site Maintenance Officer.

0606. FORUMS REGISTRATION & ACCESSES
1. All members of the WCC should have an active account on the WCC Forums.
2. When registering for the WCC Forums, members should provide the same information that was provided for the MyWCC registration form.
3. Members shall use their full name as a Forums username, using the following format, unless approval to use an alternative username is given by the Forums Officer, Site Maintenance Officer and Commanding Officer.
   I. FirstnameLastname (e.g. JohnDoe).
4. Members shall not create multiple accounts, nor give others access to their account. If a member is experiencing trouble registering or using the forums, they should be directed to the Forums Officer for assistance.
5. On initially joining the WCC Forum, members should set their rank avatar, signature, and request the appropriate forums accesses by posting in the relevant topic.
6. It is the responsibility of Divisional Officers or Heads of Department to advise members’ which forums and sub-forums they should have access to; however it is the responsibility of the individual to request the relevant accesses by contacting the Forums Officer.
7. All members of the WCC should have access to the Cadet Mess and General Chat forums.
8. Non Commissioned Officers and Officer Cadets should have access to the NCO Mess forum.
9. Commissioned Officers and the Corps Senior NCO should have access to the Wardroom forum.

0607. FORUM STATES
1. Each forum and sub forum will have a default ‘state’ which dictates the formality and levels of address utilised throughout that forum.
2. The moderator of a forum or sub forum reserves the right to alter the state of a forum at any time.
3. The following states are currently in use on the WCC Forums:
   I. FORMAL - Full marks of respect and courtesies associated with rank and position must be adhered to.
   II. SEMI-FORMAL – First names may be used if the situation dictates, but marks of respect must be maintained.
   III. INFORMAL – First names only. Polite and courteous remarks are expected at all times.

0608. FORUMS CONDUCT
1. All forums users must adhere to the conduct expected of their rank and status.
2. Swearing, or mimicking foul language is forbidden throughout the WCC Forums.
3. Sarcastic comments or joking remarks should be timed appropriately, and thought should be given to the fact that the internet can often obscure the intentions of such comments.
4. Relevance to the topic of a thread must be maintained at all times. Private messages should be used for off-topic conversation.
5. In order to maintain clarity, an effort to spell and type clearly and concisely should be made at all times.

0609. FORUMS STAFFING
1. The Site Maintenance Officer holds the overall responsibility for the running and maintenance of the WCC Forums.
2. The Site Maintenance Officer may delegate these responsibilities in part to the Forums Officer, who is the Forums sub department coordinator.
3. The following position holders are eligible to become forums administrators at the Site Maintenance Officers’ discretion;
   I. Forums Officer (or Forums NCO)
   II. Commanding Officer
   III. Executive Officer
   IV. Corps Senior NCO
   V. Assistant Site Maintenance Officer
4. The following position holders are eligible to become forums moderators at the Forums Officers’ discretion;
   I. Divisional Officers (to moderate division-specific sub forums)
   II. Heads of Department (to moderate department-specific sub forums)
   III. Sub Department Coordinators (to moderate sub-department-specific sub forums)
5. Prior to taking up the additional tasking as an administrator or moderator, an individual must receive specific training from the Site Maintenance Officer or their delegate.
6. The abilities of moderators will be set by the Forums Officer. Any moderatory action, such as, but not limited to, closing, merging, moving and renaming of topics, must be logged immediately in the Forums’ After Action thread in order to maintain a clear paper trail of actions.

0610. FORUMS DISCIPLINE
1. Discipline within the Forums is maintained by the Forums Officer or Forums NCO, supported by additional administrators and moderators.
2. Moderators and administrators may use warnings and infractions in order to maintain forums discipline and order, providing clear reasoning at the time of issue.
3. Excessive warnings or infractions may result in justice charges at the discretion of the Forums Officer.
4. Administrators reserve the right to issue a temporary forums ban in conjunction with a justice charge if they consider the conduct of an individual to be uncontrollable and unbecoming.
5. Appeals against the issue of a warning (or infraction) may be made no later than three (3) days after the warning (or infraction) was issued. Appeals should be directed to the superior of the issuing moderator or administrator, who will make a decision on the appeal based on the facts and information provided.

0611. CHANGE OF FORUMS USERNAMES
1. Where a member of the Corps requires a change to their username they should private message the Forums Officer/NCO and request it. This change must be made in tandem with the change of name request as per paragraph 0107.
2. Forums usernames must only be changed to align with a person’s name with the name recorded in the MyWCC database, this is in accordance with paragraph 0606.
0612. **FORUMS SIGNATURES & AVATARS**
1. All WCC Forums users must display an avatar that accurately replicates their current rank within the WCC.
2. All WCC Forums users must have a valid and accurate forum signature.
3. Signatures may not be longer than five (5) lines long.
4. Signatures must contain the following information as a minimum requirement:
   - I. Rank
   - II. Name
5. Medals may be displayed within a members’ signature. Medals only count as one (1) line.
6. Signatures may contain a maximum of two (2) images (if not displaying medals), providing the images are not greater than 200 pixels wide by 100 pixels high.
7. The Site Maintenance Department-approved remembrance poppy image may be displayed in a signature. This will not count as an image as outlined in line 6 above.
8. Signatures containing a language other than English must be translated into English directly after within brackets.
CHAPTER SEVEN
ADMINISTRATION, COMMUNICATIONS & ENTERTAINMENT

0701. THE ADMINISTRATION, COMMUNICATIONS & ENTERTAINMENT DEPARTMENT
1. The Administration, Communications & Entertainment Department is lead by the Corps Administration, Communications & Entertainments Officer (or Corps Administration, Communications & Entertainment NCO), who is the Head of Department.
2. The Administration, Communications & Entertainment Department is responsible for the overall record keeping, profiling and public relations of the Corps, in addition to the management and organisation of entertainment and esprit-de-corps.

0702. THE ADMINISTRATION SUB DEPARTMENT
1. The Administration Sub Department forms part of the Administration, Communications & Entertainment Department, and is lead by the Administration Officer (or Administration NCO) who is the Sub Department Coordinator.
2. The Administration Sub Department is responsible primarily for the updating of MyWCC profile information, in addition to the running of the annual Commanding Officer Elections, and the maintenance and display of historical record mediums.
3. The Administration Officer is the lead officer for the administrative aspect of MyWCC, and has complete MyWCC administrative rights in order to maintain the accurate reflection of MyWCC records in the event of a Divisional Officer or Head of Department being unable or unavailable to do so.
4. It is the duty of all personnel in a position of authority or responsibility to ensure that the MyWCC records of their responsible members are updated regularly in order to accurately reflect promotions, appointments, award, and training achievements.
5. The Administration Officer is authorised to action any outstanding promotions, appointments, awards or training achievements that have not been actioned within seventy-two hours (72) of being publicly announced on behalf of the announcing authority in order to maintain the accurate reflection of MyWCC records.

0703. THE COMMUNICATIONS SUB DEPARTMENT
1. The Communications Sub Department forms part of the Administration, Communications & Entertainment Department, and is lead by the Communications Officer (or Communications NCO), who is the Sub Department Coordinator.
2. The Communications Sub Department is responsible primarily for the public image of the Corps, in addition to managing the continual Corps wide recruitment effort and liaising with external associations acting as ambassadors of the WCC.
3. The following social media accounts are official public relation tools of the Web Cadet Corps:
   I. Twitter - https://twitter.com/webcadets
   II. FaceBook - https://www.facebook.com/WebCadetCorps
4. All members of the WCC are encouraged to participate in public relations activities in order to increase the WCC's public persona and to improve Corps' recruitment and retention.
5. Any member may request access to the WCC's public relations’ social media tools, however the Communications Officer reserves the right to deny access to said tools for any reason.
6. Members acting under the orders of the Communications Officer should remember that professionalism should be of paramount importance in order to produce a positive image of a mature and relevant organization to potential members.
7. The Recruitment Officer will work directly with the Communications Officer to ensure that a positive, professional public image is portrayed at all times to aid recruitment, and the Senior Corps Instructor/Corps Drill Instructor to aid a smooth hand over from initial recruitment to Basic Training.
8. New social media accounts must be approved by the Communications Officer/NCO where there is a clear business need for their creation. Where there is no clear business case for creation of a new social media account permission may be denied, though the reason for denial will be given.
9. On creating new social media accounts, the relevant positions @webcadets.com email should be used, the username/handle should have ‘webcadets’ contained within eg @JoinWebCadets is the recruitment account.
10. When a position linked to a social media account is filled, the password will be released by changed and released by the Communications Officer/NCO to the new appointee.
11. Social media accounts are a public face of the Web Cadet Corps and therefore to prevent embarrassment or bringing the Corps into disrepute the accounts, all posts should be professional and not inflammatory in any way. Failure to responsibly utilise a social media account will result in control being reverted to the Communications Officer/NCO. In the interests of maintaining a professional image all accounts must be updated with new content at least on a monthly basis.
12. Any member may request access to official public relations tools, however the Communications Officer/NCO reserves the right to deny access to said tools where it is in the interests of the Corps.
13. Where a social media account exists for a department, the Department Head has the right to take control of the account through liaising with the Communications Officer/NCO.

14. The Communications Officer/NCO is responsible for ensuring proper use of all social media accounts. Any member who improperly uses a social media account will be banned from the use of Corps social media accounts until they have deemed themselves responsible enough to the satisfaction of the Communications Officer/NCO.

0704. THE ENTERTAINMENT SUB DEPARTMENT

1. The Entertainment Sub Department forms part of the Administration, Communications & Entertainment Department, and is lead by the Entertainment Officer (or Entertainment NCO), who is the Sub Department Coordinator.

2. The Entertainment Sub Department is responsible primarily for providing regular entertainment features which are relevant and accessible to all members, in addition to publishing a monthly Newsletter and improving esprit-de-corps through entertaining mediums.

3. All Corps wide features will be directly or indirectly managed through the Entertainment Sub Department. Any member wishing to propose a Corps wide feature is encouraged to send a detailed plan to the Entertainment Officer for consideration.

4. All division-centric features will be directly or indirectly managed through the Entertainment Sub Department by way of a Divisional Features NCO, who is responsible for the creation and execution of Division-centric features.

5. The Newsletter Editor is responsible for the creation of a monthly Newsletter for the consumption of the Corps. Members are encouraged to submit articles for consideration to the Newsletter Editor. The Editor has the authority of selectivity when creating the Newsletter, and may omit or include articles as he sees fit.
CHAPTER EIGHT
AWARDS & MEDALS

0801. COCK OF THE WALK

1. The ‘Cock of the Walk’ is a bi-annual competition held at various levels, which takes into account the achievements of members in order to identify the most successful section, division, or unit (depending on the competition in force), in accordance with the criteria laid down below.

2. The levels of the ‘Cock of the Walk’ competition are as follows;
   I. SECTION (COTW(S)) – If a Division has at least two (2) sections, this competition may be started.
   II. DIVISION (COTW(D)) – If the WCC has at least two (2) divisions, this competition may be started.
   III. COCKRELL AWARD – The member with the most overall points at the end of the competition will be awarded this.

3. The section or division with the most collective points gained during a six (6) month period (1st Jan to 30th June, 1st July to 31st December) in accordance with the below criteria will be named the winner of the relevant Cock of the Walk competition, and all members of the winning section or division will be awarded the relevant medal.

4. Multiple Cock of the Walk competitions may be executed simultaneously; if the WCC consists of two (2) divisions, and each division has two (2) sections, each section within a division will be competing for the COTW(S), and collectively, they will be competing against the other division for COTW(D).

5. Cock of the Walk points are awarded as follows:

<table>
<thead>
<tr>
<th>POINTS</th>
<th>TRADE LEVELS 1 TO 4</th>
<th>SILVER QUALIFICATIONS</th>
<th>PROMOTION TO C1</th>
<th>PROMOTION TO C2</th>
<th>PROMOTION TO C3</th>
<th>PROMOTION TO C4</th>
<th>PROMOTION TO O3</th>
<th>PROMOTION TO O2</th>
<th>PROMOTION TO O1</th>
<th>PROMOTION TO O0</th>
<th>PROMOTION TO C4</th>
<th>PROMOTION TO C3</th>
<th>PROMOTION TO C2</th>
<th>PROMOTION TO C1</th>
<th>PROMOTION TO C0</th>
<th>PROMOTION TO B10</th>
<th>PROMOTION TO B9</th>
<th>PROMOTION TO B8</th>
<th>PROMOTION TO B7</th>
<th>PROMOTION TO B6</th>
<th>PROMOTION TO B5</th>
<th>PROMOTION TO B4</th>
<th>PROMOTION TO B3</th>
<th>PROMOTION TO B2</th>
<th>PROMOTION TO B1</th>
<th>PROMOTION TO B0</th>
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<tbody>
<tr>
<td>1 POINT</td>
<td>Trade Level 1</td>
<td>Gold Qualifications</td>
<td>Promotion to C-1</td>
<td>Promotion to C-2</td>
<td>Promotion to C-3</td>
<td>Promotion to C-4</td>
<td>Appointment as O-C1</td>
<td>Features 100th Medal</td>
<td>Recruitment Medal</td>
<td>HoF Medal</td>
<td>Features Medal 1 (to 99)</td>
<td>Cadet Input Medal</td>
<td>Harris Medal</td>
<td>Admin Contribution Medal</td>
<td>Exceptional Service Medal</td>
<td>CATW (Sect) Medal</td>
<td>ETP Spec Course</td>
<td>ETP Basic Cadet Course</td>
<td>CSNCO Certificate</td>
<td>ETP Inter. Cadet Course</td>
<td>ETP Spec Course</td>
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<tr>
<td>2 POINTS</td>
<td>Trade Level 2</td>
<td>Master Trades Badge</td>
<td>Promotion to C-5</td>
<td>Promotion to C-6</td>
<td>Promotion to C-7</td>
<td>Appointment as O-C1</td>
<td>Features 100th Medal</td>
<td>Recruitment Medal</td>
<td>HoF Medal</td>
<td>Features Medal 1 (to 99)</td>
<td>Cadet Input Medal</td>
<td>Harris Medal</td>
<td>Admin Contribution Medal</td>
<td>Exceptional Service Medal</td>
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<tr>
<td>3 POINTS</td>
<td>Trade Level 3</td>
<td>Master Qualification Badge</td>
<td>Promotion to C-5</td>
<td>Promotion to C-6</td>
<td>Promotion to C-7</td>
<td>Appointment as O-C1</td>
<td>Features 100th Medal</td>
<td>Recruitment Medal</td>
<td>HoF Medal</td>
<td>Features Medal 1 (to 99)</td>
<td>Cadet Input Medal</td>
<td>Harris Medal</td>
<td>Admin Contribution Medal</td>
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<tr>
<td>4 POINTS</td>
<td>Trade Level 4</td>
<td>Promotion to O-2</td>
<td>Promotion to O-3</td>
<td>Promotion to O-4</td>
<td>Promotion to O-5</td>
<td>Promotion to C-10</td>
<td>Promotion from O-C4 to O-1</td>
<td>COTW (Cockrell) Medal</td>
<td>NCOC Honours Medal</td>
<td>OA Honours Medal</td>
<td>Divisional Retention Medal</td>
<td>OAC Certificate</td>
<td>OA Certificate</td>
<td>CATW (Sect) Medal</td>
<td>Exceptional Service Medal</td>
<td>CATW (Sect) Medal</td>
<td>ETP Spec Course</td>
<td>ETP Basic Cadet Course</td>
<td>CSNCO Certificate</td>
<td>ETP Spec Course</td>
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<tr>
<td>5 POINTS</td>
<td>Trade Level 5</td>
<td>Promotion to O-6 and above</td>
<td>Promotion to O-7 and above</td>
<td>Promotion to O-8 and above</td>
<td>Promotion to O-9 and above</td>
<td>Promotion to O-10 and above</td>
<td>Promotion from O-C4 to O-1</td>
<td>COTW (Cockrell) Medal</td>
<td>NCOC Honours Medal</td>
<td>OA Honours Medal</td>
<td>Divisional Retention Medal</td>
<td>OAC Certificate</td>
<td>OA Certificate</td>
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6. The Divisional Officer is responsible for the running and tallying of points for the Cock of the Walk (Section) competition.

7. The Administration Officer is responsible for the running and tallying of points for the Cock of the Walk (Division) competition.

8. Members must have spent at least three (3) months as a member of the Division or Section in order to be eligible to receive the winning medal.

0802. AWARDING OF MEDALS

1. On the initial awarding of a medal, the ribbon image for that medal will be displayed on an individuals MyWCC profile.

2. All medals (with the exception of the Features Medal and Exceptional Service Medal) can be awarded a total of sixteen times:
   I. On the initial awarding of the medal, the ribbon image will be displayed on an individuals’ MyWCC profile.
   II. On the second instance of the medal having been awarded, a single bronze rosette will be attached to the ribbon.
   III. Further bronze rosettes will be added for each additional issue of the medal up to a maximum of four bronze rosettes, representing the fifth instance of the medal having been awarded.
   IV. On the sixth instance, all bronze rosettes will be substituted for a single bronze laurel.
   V. On the seventh instance of the medal having been awarded, the single bronze laurel will be substituted for a single silver rosette.
   VI. Further silver rosettes will be added for each additional issue of the medal up to a maximum of four silver rosettes, representing the tenth instance of the medal having been awarded.
   VII. On the eleventh instance, all four silver rosettes will be substituted for a single silver laurel.
   VIII. On the twelfth instance of the medal having been awarded, the single silver laurel will be substituted for a single gold rosette.
IX. Further gold rosettes will be added for each additional issue of the medal up to a maximum of four gold rosettes, representing the fifteenth instance of the medal having been awarded.

X. On the sixteenth instance, all four gold rosettes will be substituted for a single gold laurel. No further issues of the medal may be awarded.

3. The Features Medal is an exception to the above;
   I. On the initial awarding of the Features Medal, the ribbon image (with a centralised numeral “1”) will be displayed on an individuals MyWCC profile.
   II. For every further instance of the Features Medal being awarded, the centralised numeral will increase by one, up to the maximum of one hundred (100) instances.

6. Medals must be added to the awardee’s MyWCC profile by the awarding authority within three (3) days of the medal being awarded.

7. In order to be eligible for an annual element or divisional award, a member must have spent a minimum of six months of the year as a member of that element or division.

8. Certain medals of a high precedence within the WCC require the approval of an Awards Board before being awarded.

0803. AWARDS BOARD
1. The purpose of an Awards Board is to identify the suitability and eligibility of an individual when considering them for the awarding of specific medals.
2. An Awards Board must convene prior to awarding any of the following medals;
   I. WEB CADET MEDAL
   II. MEDAL OF VAOUR
   III. MEDAL OF GALLANTRY
   IV. DEPARTMENT CROSS
   V. ALL ELEMENT CROSSES
3. An Awards Board will be assembled by the awarding authority upon receipt of a recommendation for one of the above medals.
4. In addition to the awarding authority, who will act as Board Chair, the following personnel must be present;
   I. Commanding Officer.
   II. Executive Officer.
   III. Corps Senior NCO.
   IV. Three officers of O-5 grade or above.
   V. The original recommending body.
5. The Awards Board may be conducted in real time utilising instant messenger tools, or by e-mail.
6. Only after the Awards Board has approved the recommendation with a majority of four members out of seven can the award be announced and issued.

0804. REVOKING OF MEDALS
1. The Commanding Officer may revoke any medal providing they issue a letter of explanation and reason.
2. The awarding authority for a medal reserves the right to revoke that same medal, providing they issue a letter of explanation and reason.
3. The revocation of a medal may be done in conjunction of conduct unbecoming, however abusing the right to revoke a medal is an offence in itself.

0805. DISPLAYING OF MEDALS
1. Medals will be displayed automatically on an individuals' MyWCC profile in ribbon-form.
2. Medals will be displayed in descending order of importance, filling rows left to right, top to bottom.
3. Only five ribbons may be displayed on a single row. On the awarding of a sixth medal, the highest-ranking medal will begin a new row above the current row.
4. The top-most row of ribbons is to be centered on all rows below.

0806. EXCEPTIONAL SERVICE MEDAL
1. The Exceptional Service Medal will be awarded to an individual on their anniversary date of joining the WCC, unless their continuous service record is interrupted.
2. Continuous service is considered interrupted should an individual enter the inactive reserves, retire, or if the individual receives a reprimand, warning, or entry on their Justice Record as a result of a justice case.
3. Continuous service will restart afresh when an individual returns to the WCC from retirement or the reserves.
4. Continuous service will restart for reprimanded individuals on completion of their sentence as directed by the justice cases’ Presiding Officer.
5. The Administration Officer is responsible for monitoring the continuous service records for all members.
6. The Exceptional Service Medal can be awarded for a maximum of 64 instances:
   I. On the first instance of award (first year), a white ribbon with blue edges will be awarded.
II. Bronze, silver and gold rosette and laurel clasps will be awarded appropriately for two (2) to sixteen (16) years’ service, following the progression of clasps identified in paragraph 0802.2.

III. On the seventeenth instance of the award, the white ribbon with laurel clasp will be replaced with a bronze ribbon with blue edges and no clasps.

IV. Bronze, silver and gold rosette and laurel clasps will be awarded appropriately for eighteen (18) to thirty-two (32) years’ service, following the progression of clasps identified in paragraph 0802.2.

V. On the thirty-third instance of the award, the bronze ribbon with laurel clasp will be replaced with a silver ribbon with blue edges and no clasps.

VI. Bronze, silver and gold rosette and laurel clasps will be awarded appropriately for thirty-four (34) to forty-eight (48) years’ service, following the progression of clasps identified in paragraph 0802.2.

VII. On the forty-ninth instance of the award, the silver ribbon with laurel clasp will be replaced with a gold ribbon with blue edges and no clasps.

VIII. Bronze, silver and gold rosette and laurel clasps will be awarded appropriately for fifty (50) to sixty-four (64) years’ service, following the progression of clasps identified in paragraph 0802.2.

0807. MEDALS OF THE WCC
1. The medals of the WCC are listed in Annex D.

0808. CSNCO CERTIFICATES
1. CSNCO Certificates are awarded by the currently serving Corps Senior Non-Commissioned Officer.
2. Recommendations are to be sent to the Corps Senior Non-Commissioned Officer for any Certificate to be awarded.
   I. Details in recommendations must include;
      a. Which Certificate is being awarded
      b. Who is being recommended to receive the certificate
      c. Reason for the recommendation
3. The CSNCO Certificates are listed in Annex D.
CHAPTER NINE
RANK PROGRESSION & DEVELOPMENT

0901. PROMOTION
1. In order to be eligible for promotion, members must meet all pre-requisites as listed below.
2. Additional pre-requisites may be set by Divisional Officers within their Divisional Standing Orders.
3. Ranks may not be by-passed in advancement, with the following exceptions;
   I. RANK GRADE C-12: May be promoted directly from C-8 to this rank if the position of Corps Senior NCO is held, at the discretion of the Commanding Officer.
   II. RANK GRADE O-C1: May be promoted directly from C-7 to this rank if accepted on the Initial Commissioning Programme, at the discretion of the Officers’ Academy Commanding Officer.

0902. DEMOTION
1. Members may be subject to demotion as a result of a justice case.
2. Members returning from retirement may be subject to demotion and should refer to paragraph 0305 of these regulations.

0903. ACTING PROMOTIONS
1. The Commanding Officer may authorise an acting promotion if there is an operational need for such a promotion.
2. A member may only hold an acting rank one grade senior to their usual substantive rank.
3. Acting ranks may only be held for a period of one (1) month. On conclusion of that month, the member must have either met all pre-requisites to be substantively promoted, or revert to their original rank.
4. Acting promotions should be used sparingly and not as an alternative to completing promotion prerequisites.
5. The Regulations Officer will inform those who have had their rank requirements changed within 48 hours of the change becoming effective.
6. In the event of the requirements regulating a rank being amended by the Regulations Officer, an acting rank will be authorised for one (1) month, during which the individual affected must meet all pre-requisites or they will be automatically demoted to the most senior rank they can legally hold.

0904. PROMOTION PREREQUISITES
1. The following prerequisites are set as a minimum standard to achieve in order to be eligible for promotion.
2. Achieving all prerequisites does not automatically generate a promotion. The final decision on promotions lies with the promoting authority.
3. Where a certain category of position is listed as a prerequisite for advancement to the next rank grade, once promoted to that grade, loss of the required category of position will not result in an automatic demotion, however personnel may be subjected to a career review by their superior officer.
4. The following prerequisite table below should be read in conjunction with the equivalent rank table listed in Annex B

0905. TRAINING PREREQUISITE WAIVERS
1. The Training Officer shall immediately notify the Commanding Officer if one or more of the following training prerequisites are no longer in an operational state:
   I. Trades
   II. Qualifications
   III. NCOC Courses
   IV. OA Courses
2. The Training Officer shall develop and submit a plan to the Commanding Officer detailing how a non-operational training prerequisite will be placed into an operational state.
3. Upon receipt of the plan submitted by the Training Officer, the Commanding Officer shall instigate a poll within the Wardroom proposing a Training Prerequisite Waiver. The poll shall specify the training prerequisite(s) being waived, in addition to a copy of the plan submitted by the Training Officer.
4. The Commanding Officer shall authorise a Training Prerequisite Waiver upon approval by seventy (70) percent majority of the votes cast by the Wardroom utilizing the poll instigated by the Commanding Officer.
5. Training Prerequisite Waivers are valid for a period of six (6) months. Extensions of the waiver may be granted at the Commanding Officer’s discretion in increments no greater than three (3) months.
6. Individuals must meet all training prerequisites for any promotions granted during the waiver period prior to any subsequent promotion being granted by a promoting authority following the expiration of a Training Prerequisite Waiver.
7. Promotions granted as a result of a training waiver are considered substantive and not acting.
0906. PROMOTION PREREQUISITE TABLE

<table>
<thead>
<tr>
<th>RANK</th>
<th>TIME IN CURRENT RANK</th>
<th>TRADES / QUALS REQUIREMENTS</th>
<th>ADDITIONAL REQUIREMENTS</th>
<th>PROMOTING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-0</td>
<td>NIL</td>
<td>NIL</td>
<td>COMPLETE WCC REGISTRATION FORM</td>
<td>MyWCC SYSTEM</td>
</tr>
<tr>
<td>C-1</td>
<td>NIL</td>
<td>NIL</td>
<td>COMPLETE BASIC TRAINING EXAM</td>
<td>DRILL INSTRUCTOR</td>
</tr>
<tr>
<td>C-2</td>
<td>NIL</td>
<td>GOLD</td>
<td>COMPLETE BASIC ETP CADET COURSE</td>
<td>DRILL INSTRUCTOR</td>
</tr>
<tr>
<td>C-3</td>
<td>1 WEEK</td>
<td>1 x LEVEL 1 TRADE</td>
<td>COMPLETE INTERMEDIATE ETP CADET COURSE</td>
<td>DRILL INSTRUCTOR</td>
</tr>
<tr>
<td>C-4</td>
<td>2 WEEKS</td>
<td>1 x LEVEL 2 TRADE</td>
<td>COMPLETE ADVANCED ETP CADET COURSE</td>
<td>DIVISIONAL STAFF</td>
</tr>
<tr>
<td>C-5</td>
<td>3 WEEKS</td>
<td>1 x LEVEL 1 TRADE</td>
<td>COMPLETE CADET JUNIOR LEADERSHIP COURSE</td>
<td>DIVISIONAL STAFF</td>
</tr>
<tr>
<td>C-6</td>
<td>4 WEEKS</td>
<td>1 x LEVEL 4 TRADE</td>
<td>COMPLETE ONE NCOC COURSE</td>
<td>DIVISIONAL STAFF</td>
</tr>
<tr>
<td>C-7</td>
<td>4 WEEKS</td>
<td>1 x LEVEL 5 TRADE</td>
<td>COMPLETE TWO NCOC COURSES (NOT CJL OR CSL)</td>
<td>DIVISIONAL STAFF</td>
</tr>
<tr>
<td>C-8</td>
<td>6 WEEKS</td>
<td>2 x LEVEL 5 TRADES</td>
<td>COMPLETE CADET SENIOR LEADERSHIP COURSE</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-9</td>
<td>8 WEEKS</td>
<td>3 x LEVEL 5 TRADES</td>
<td>COMPLETE ONE OFFICERS ACADEMY CERTIFICATE</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-10</td>
<td>12 WEEKS</td>
<td>4 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-3 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-11</td>
<td>12 WEEKS</td>
<td>4 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-2 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-12</td>
<td>0 WEEKS</td>
<td>4 x LEVEL 5 TRADES</td>
<td>MUST HOLD THE POSITION OF CORPS SENIOR NCO</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-13</td>
<td>0 WEEKS</td>
<td>1 x LEVEL 5 TRADE</td>
<td>MUST PASS THE OFFICERS ACADEMY ENTRANCE EXAM</td>
<td>OFFICERS ACADEMY COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-14</td>
<td>0 WEEKS</td>
<td>1 x LEVEL 3 TRADE</td>
<td>MUST PASS THREE 101 LEVEL OA COURSES</td>
<td>OFFICERS ACADEMY COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-15</td>
<td>0 WEEKS</td>
<td>1 x LEVEL 5 TRADE</td>
<td>MUST PASS TWO 202 LEVEL OA COURSES</td>
<td>OFFICERS ACADEMY COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-16</td>
<td>0 WEEKS</td>
<td>1 x LEVEL 3 TRADE</td>
<td>MUST PASS ONE 303 LEVEL OA COURSE (HOLD 1 DEGREE)</td>
<td>OFFICERS ACADEMY COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-17</td>
<td>0 WEEKS</td>
<td>1 x LEVEL 5 TRADE</td>
<td>MUST PASS OA COMMISSIONING EXAM</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-18</td>
<td>2 WEEKS</td>
<td>2 x LEVEL 5 TRADES</td>
<td>MUST PASS ONE OFFICERS ACADEMY CERTIFICATE</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-19</td>
<td>8 WEEKS</td>
<td>4 x LEVEL 5 TRADES</td>
<td>MUST HOLD TWO COMPLETE OA DEGREES (101, 202, 303)</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-20</td>
<td>12 WEEKS</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-3 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-21</td>
<td>24 WEEKS</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD TWO OFFICERS ACADEMY CERTIFICATES</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-22</td>
<td>32 WEEKS</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-3 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-23</td>
<td>40 WEEKS</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-2 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-24</td>
<td>48 WEEKS</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-2 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-25</td>
<td>1 YEAR</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-1 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
<tr>
<td>C-26</td>
<td>2 YEARS</td>
<td>5 x LEVEL 5 TRADES</td>
<td>MUST HOLD A CAT-1 POSITION WITHIN THE WCC</td>
<td>COMMANDING OFFICER</td>
</tr>
</tbody>
</table>

0907. PROMOTION BOARDS
1. The purpose of a promotion board is to assess the readiness and ability of an individual prior to being promoted.
2. Promotion boards are mandatory for advancement to rank grade of O-5 and above, but optional at the discretion of the promoting authority for all other grades.
3. Promotion boards must consist of the promoting authority (the chair), and a minimum of at least two other individuals of a senior grade than the grade the promotion board is being held for, excluding the individual being considered for promotion.
4. In the event of there being less than two individuals of a senior grade than the grade the promotion board is being held for, the next most senior officers may be selected for the board.
5. Candidates for promotion do not have to be present for a promotion board to be held, but may be requested by the chair to provide evidence supporting their eligibility.
CHAPTER TEN
REGULATIONS & JUSTICE

1001. THE REGULATIONS OFFICE
1. The Regulations Office is lead by the Regulations Officer, who reports directly to the Corps Command Staff.
2. The Regulations Office is responsible for the management and enforcement of WCC Rules & Regulations as well as maintaining discipline and order within the WCC.

1002. WCC RULES & REGULATIONS
1. The Web Cadet Corps is governed by the Web Cadet Corps’ Rules & Regulations, which is an active document updated and controlled by the Regulations Officer.
2. WCC Rules & Regulations may be supplemented locally by the creation and implementation of Divisional or Departmental Standing Orders, at the discretion of Divisional Officers or Heads of Department once approved by the Regulations Officer.
3. All members must adhere to WCC Rules & Regulations and any other regulatory documents approved by the Regulations Officer. Failure to do so may result in formal justice action.

1003. AMENDMENTS TO WCC RULES & REGULATIONS
1. Any member may propose an amendment to WCC Rules & Regulations by submitting a proposition to their direct superior for submission through the chain of command. A member who has submitted a proposal is hereby referred to as ‘The Originator’.
2. Any amendment proposition must be presented to the Regulations Officer by email by a member holding a Category Two position (or above) who supports the proposal; hereby referred to as ‘The Sponsor’. Proposals submitted by other means than email will not be considered unless except in the event of an email outage.
3. A member holding a Category Two position may submit a proposition to the Regulations Officer themselves as both ‘The Originator’ and ‘The Sponsor’.
4. On receipt of a proposition, the Regulations Officer will create a Regulations Amendment Proposal, which must include the following information;
   I. A serial reference number (REGULATIONS AMENDMENT PROPOSAL NUMBER/MONTH/YEAR)
   II. Name and rank of ‘The Originator’.
   III. Name and rank of ‘The Sponsor’.
   IV. Details of the specific regulation to be amended.
   V. The current regulation to be amended, in full, and unaltered.
   VI. The proposed regulation in amended form.
   VII. A detailed explanation and reasoning.
5. Once the Regulations Officer has drafted the Regulations Amendment Proposal, it will be presented for discussion in the Regulations Forum, which is accessible to all commissioned officers of the WCC.
6. All non commissioned officers will be informed of the Regulations Amendment Proposal by the Corps Senior Non Commissioned Officer, and invited to submit comments for inclusion by way of the Corps Senior Non Commissioned Officer acting as a liaison.
7. The Regulations Officer is responsible for moderating and overseeing a fair and fluid discussion of the proposal in a timely fashion, with the discussion phase lasting for a minimum of seventy-two (72) hours and continuing until the discussion has drawn to a natural lull or an agreed end, when the Regulations Officer will instigate a vote utilising a poll within the Regulations Forum.

1004. VOTING ON A SINGLE-OPTION REGULATIONS AMENDMENT PROPOSAL
1. Voting on Regulations Amendment Proposals is only open to commissioned officers and the Corps Senior Non Commissioned Officer, the latter of which votes on behalf of the non commissioned officers’ cadre, and will last for a period of seven (7) days.
2. The following options are available when voting on a single Regulations Amendment Proposal;
   I. I APPROVE.
   II. I DISAPPROVE.
3. A single Regulations Proposal Amendment must secure a majority of seventy percent (70%) of the overall voter turnout to be considered as successful and written into WCC Rules & Regulations.
4. Any member wishing to abstain from voting should indicate so by posting in the appropriate ‘poll thread’.
5. In the event of a single Regulations Proposal Amendment not being able to secure a majority of seventy percent (70%) of the overall voter turnout, it will be classed ‘unsuccessful’ with thorough feedback being provided to ‘The Originator’.

1005. VOTING ON A MULTIPLE-OPTION REGULATIONS AMENDMENT PROPOSAL
1. There may be occasions where ‘alternate’ proposal options are formed throughout the discussion phase.
2. When voting on a Regulations Amendment Proposal where there are two or more proposal options, the following responses will be available;
   I. I APPROVE OF PROPOSAL ………… (Repeated as necessary).
II. I DISAPPROVE OF ALL (or BOTH) PROPOSALS.
3. When voting on a Regulations Proposal Amendment with two or more proposal options, a single option must secure a majority of seventy percent (70%) of the overall voter turnout to be considered as successful and written into WCC Rules & Regulations.
4. Any member wishing to abstain from voting should indicate so by posting in the appropriate ‘poll thread’.
5. When voting on a Regulations Proposal Amendment with two or more proposal options, if no single option, nor all options cumulatively are able to secure a majority of seventy percent (70%) of the overall voter turnout, all proposals will be classed ‘unsuccessful’ and not written into WCC Rules & Regulations, with thorough feedback being provided to ‘The Originator’.

1006. SECOND-ROUND VOTING ON A MULTIPLE-OPTION REGULATIONS AMENDMENT PROPOSAL
1. If, cumulatively, all proposal options secure a majority of seventy percent (70%), but with no single option securing a majority, a second round of voting, lasting for a period of seven (7) days, will be instigated by the Regulations Officer.
2. In a second round of voting, only the following voting choice will be available;
   I. APPROVE OF PROPOSAL ………… (Repeated as necessary).
3. In a second round of voting, the proposed option with the MOST votes will be considered as successful.
4. In the event of a tie in a second round of voting, the Commanding Officer will have a second, tie-breaking vote to decide which proposed option is approved and written into WCC Rules & Regulations.
5. Any member wishing to abstain from voting should indicate so by posting in the appropriate ‘poll thread’.

1007. JUSTICE WITHIN THE WCC
1. In the event of a lapse in conduct of an individual, a breach of WCC Rules & Regulations or an offence being committed, justice action may commence.
2. A justice case within the WCC will consist, as a minimum, of three people;
   I. Prosecuting party (namely the complainant),
   II. Defending party (namely the accused)
   III. Presiding Officer (namely the coordinator and judging authority).
3. Where possible, conflicts and complaints should be dealt with through the chain of command using mediation, and justice cases should only be used in extremis.
4. It is the duty of all members in a position of authority to maintain discipline, order and equality throughout their area of responsibility, referring to the Regulations Officer for guidance.

1008. JUSTICE CASE PROCEDURE
1. Any member of the WCC who has a complaint regarding another member (or members) should report such ill feelings to their immediate superior, unless their immediate superior is the cause of the complaint, in which case it should be reported to the next senior member in the chain of command.
2. Upon receipt of a complaint, the superior should contact the originating individual (herein known as the complainant) to discuss the full extent of the situation, and the course of action to be taken. Courses of action available at this stage are;
   I. MEDIATION – This involves the superior officer bringing the complainant and the accused together in order to discuss the complaint in a controlled situation to try and resolve tensions. Mediation is limited to discussion only and the superior officer cannot issue any form of reprimand or punishment.
   II. JUSTICE CASE – Mediation is not always suitable. A Justice Case involves the superior officer passing the complaint to a Presiding Officer for a thorough justice trial and verdict, including a reprimand and punishment if necessary, in order to resolve the complaint.
3. If the complainant chooses to proceed to a justice case, the superior officer handling the complaint must pass the case up to the Regulations Officer, who will inform the Executive Officer.
4. The Executive Officer acts as Presiding Officer for all justice cases with the following exceptions;
   I. The complaint is against the Executive Officer. In this case, the Commanding Officer will act as Presiding Officer.
   II. The complaint is against the Commanding Officer. In this case, a board of the three most senior officers in the WCC (excluding the Commanding Officer and Executive Officer) will form a Presiding Board.
4. In consultation with the complainant, the presiding officer will create a thorough charge sheet within three (3) days of receiving the complaint and send it to the primary email address of the accused. The charge sheet must contain the following information as a minimum;
   I. Name of Complainant VS Name of Accused
   II. Date of offence
   III. Date of complaint
   IV. Circumstances of complaint
   V. Proposed breach of regulations
   VI. Proposed charges (in accordance with Code of Offences)
   VII. A timeline of events from this stage
5. The following timeline must be followed throughout the justice case, but may be extended at the discretion of the presiding officer;

<table>
<thead>
<tr>
<th>Date of Offense</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Days</td>
<td>Complaint Received</td>
</tr>
<tr>
<td>+3 Days</td>
<td>Charge Sheet Formed and emailed</td>
</tr>
<tr>
<td>+6 Days</td>
<td>Plea Entered</td>
</tr>
<tr>
<td>+13 Days</td>
<td>If plea guilty, sentencing</td>
</tr>
<tr>
<td>+9 Days</td>
<td>Instruction to appoint</td>
</tr>
<tr>
<td>+12 Days</td>
<td>Appointment of Representation</td>
</tr>
<tr>
<td>+15 Days</td>
<td>Notice of Commencement (Investigation Starts)</td>
</tr>
<tr>
<td>+22 Days</td>
<td>End of investigation, start of cross examination</td>
</tr>
<tr>
<td>+29 Days</td>
<td>End of cross examination</td>
</tr>
<tr>
<td>+36 Days</td>
<td>Sentencing &amp; appeal period</td>
</tr>
</tbody>
</table>

6. On receipt of the charge sheet, the accused (herein known as the defendant) must respond directly to the presiding officer by email with a plea of either GUILTY or NOT GUILTY.

7. In the event of a GUILTY plea, the presiding officer will sentence the defendant in accordance with the Code of Offences and the case will close with no right to appeal.

8. In the event of a NOT GUILTY plea, the presiding officer must inform the defendant that they have a period of seven (7) days to appoint himself or herself or another member of the WCC as the defence lawyer. Failure to do so by the end of the period will result in the presiding officer appointing one on their behalf.

9. The Regulations Officer will act as prosecuting officer for all justice cases with the following exceptions;
   I. The complaint is against the Regulations Officer, in which case the Administration Officer will act as prosecuting officer.

10. On receipt of the names of legal representation, the presiding officer will issue a notice of commencement to all parties which will start the period for both parties to gather evidence, witnesses and form their cases in preparation for the cross examination. No further contact should be made during this period.

11. On completion of the investigation period, the presiding officer will issue a notice of commencement for the start of the cross-examination period;
    I. The prosecuting officer commences the cross examination on behalf of the complainant by presenting the prosecuting case to all parties.
    II. The defendants’ legal representative then responds to the prosecutor’s case.
    III. The prosecuting officer may then respond to the defence, and so on until conclusion of the cross-examination period.
    IV. Correspondence must be sent to all parties via email.
    IV. Both parties may summon evidence and witnesses at any time.

12. The presiding officer will order all parties to cease the providing of evidence on completion of the cross-examination period. The presiding officer will then have seven (7) days to come to a decision on judgment. The judgment must be one of the following;
    I. GUILTY (and sentenced accordingly in accordance with Code of Offences)
    II. NOT GUILTY (and no punishment or sentencing necessary)
    III. THROWN OUT (evidence and outcome not certain therefore case closed with no further action).

13. An appeal may be submitted by email with full details of the appeal to the superior officer of the presiding officer within one month of the judgment. The super officer of the presiding officer must then investigate the appeal and decide whether a retrial is justifiable.

1009. **CODE OF OFFENCES**

1. The following list of offences dictates the minimum and maximum punishments in the event of a guilty verdict.
2. The final sentence must fall within the minimum and maximum punishments as the presiding officer see’s fit.
I. ABSENCES

(a) ABSENT WITHOUT LEAVE (AWOL)
Absent without applying for leave for a period equal to, or greater than four (4) weeks.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>No minimum punishment</td>
<td>Discharge (honourable or dishonourable) from the WCC</td>
</tr>
</tbody>
</table>

(b) NEGLECT OF DUTIES
Failing to meet and achieve their positional terms of reference without applying for leave for a period equal to, or greater than two (2) weeks.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>No minimum punishment</td>
<td>Loss of position and two (2) rank demotion</td>
</tr>
</tbody>
</table>

II. CONDUCT OF PERSONNEL

(a) SLANDER, LIBEL & SPREADING FALSE INFORMATION
Purposely circulating untrue, false or negative information about another member or aspect of the WCC that may bring the credibility or conduct of that individual or faction into disrepute.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>One month promotion freeze</td>
<td>Six rank demotion</td>
</tr>
</tbody>
</table>

(b) PLAGIARISM
Using the work of another person without providing proper reference or gaining their approval with the intention of assuming the work as your own.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three month promotion freeze</td>
<td>Three rank demotion and loss of any achievements gained as a result of said plagiarism</td>
</tr>
</tbody>
</table>

(c) CHEATING
Directly or knowingly supporting or participating the provision of answers, or partial answers, to any examination, test or assessment within the WCC by any means other than self-research with the intention of assuming the work as your own.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three month promotion freeze</td>
<td>Three rank demotion and loss of any achievements gained as a result of cheating</td>
</tr>
</tbody>
</table>

(d) INSUBORDINATION
Refusing, directly or indirectly, to obey a legal and official order from a superior officer or manager within the WCC, or failing to offer the proper marks of respect and politeness warranted to individuals’ position and rank.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six month promotion freeze</td>
<td>Four rank demotion</td>
</tr>
</tbody>
</table>

(e) ABUSE OF POWER
Using position, rank (either internally or externally of the WCC), experience or length of service in order to gain power or control of a member, members, faction or aspect of the WCC.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>One rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

(f) BLACKMAIL & BRIBERY
Utilising information of a sensitive, personal or negative nature, or using offers of undue rewards or recognition to another member in order to gain power or control of a member, members, faction or aspect of the WCC.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>One rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

(g) CONDUCT UNBECOMING
Acting in a shameful manner that does not reflect nor meet the standards appropriate to the status, rank, and standing of that member, including any act, conduct, disorder or neglect to the prejudice of good order and discipline within the WCC.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six month promotion freeze</td>
<td>Six rank demotion</td>
</tr>
</tbody>
</table>

(h) MUTINY
Leading or participating in a movement, successfully or not, to illegally remove an individual from a position of authority, neglecting to adhere to the processes laid down in WCC Rules & Regulations

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>One rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

RETURN TO CONTENTS
(i) IMPERSONATION & FALSE ALIASES
Pretending to be another member of the WCC with the intention of bringing that individual into disrepute or in order to gain self-advancement, including the creation of false members to artificially augment the complement of the WCC.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

III. JUSTICE
(a) OBSTRUCTION OF JUSTICE
Intentionally stalling the progress of a justice case by any means, including (but not limited to) willfully withholding information from the presiding officer and intentionally divulging restricted justice information with individuals not party to the case.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>No minimum punishment</td>
<td>Three rank demotion and loss of positions</td>
</tr>
</tbody>
</table>

(b) FAILURE TO COMPLY, CONTEMPT, & PERJURY
Failure to comply with the instructions, orders and procedures of a presiding officer during a justice case, including (but not limited to) failure to enter a plea, ignorance of time frames, failure to tell the truth, and failure to adhere to the sentencing issued.

<table>
<thead>
<tr>
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<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>No minimum punishment</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

(c) FRAMING
Making it appear that another individual has committed an offence regardless of the intention of the individual.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
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</tr>
</thead>
<tbody>
<tr>
<td>One rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

IV. ELECTRONIC & TECHNICAL OFFENCES
(a) TRANSFER OF DAMAGING PROGRAMMES
Knowingly introducing a damaging programme, such as (but not limited to) a virus or worm, to the WCC infrastructure.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

(b) HACKING & SERVER VIOLATIONS
Gaining unauthorised access to the WCC server, any part of the WCC infrastructure (including MyWCC), or another members’ personal computer or electronic device without the correct permissions and authorization.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

(c) SPAMMING & RELEASE OF PERSONAL INFORMATION
Transmitting inappropriate, unwanted or unnecessary communications by any means, or releasing or using personal information such as (but not limited to) email addresses which result in members’ receiving reciprocally inappropriate, unwanted or unnecessary communications.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three month promotion freeze</td>
<td>Six rank demotion</td>
</tr>
</tbody>
</table>

(d) ABUSE OF COPYRIGHT
Externally reproducing or recirculating materials and resources subject to WCC copyright without prior authorization from the copyright holder.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six month promotion freeze</td>
<td>Six rank demotion</td>
</tr>
</tbody>
</table>

IV. PERSONAL ABUSE & HARRASSEMENT
(a) DISCRIMINATION
Using personal information, such as (but not limited to) race, religion, creed, sexual orientation, nationality, age or gender to discriminate a member of the WCC.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>

(b) PROMOTION OF HATE
Circulating propaganda or information with the intention of creating or supporting the hate or discrimination of a member of the WCC.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Six rank demotion</td>
<td>Dishonourable discharge from the WCC</td>
</tr>
</tbody>
</table>
(c) **HARRASSMENT**
Knowingly unwelcome conduct exhibited towards a member of the WCC that offends, demeans, belittles or humiliates the harassed.

<table>
<thead>
<tr>
<th>MINIMUM PUNISHMENT</th>
<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six rank demotion</td>
<td>Dishonourable discharge from the WCC with intervention of local law enforcement agencies.</td>
</tr>
</tbody>
</table>

(c) **SEXUAL HARRASSMENT**
Unwelcome and inappropriate sexual comments, advances, suggestions, or requests that humiliate, threaten, embarrass or endanger the harassed.

<table>
<thead>
<tr>
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<th>MAXIMUM PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six rank demotion</td>
<td>Dishonourable discharge from the WCC, possible intervention of local law enforcement agencies.</td>
</tr>
</tbody>
</table>
ANNEX A
POSITIONAL TERMS OF REFERENCE

A.1. STRUCTURE
A.1.1. Every position within the Corps must have Terms of Reference to enable the position holder to execute their duties correctly.
A.1.2. Terms of Reference consist of the positional title, its abbreviation, its responsibility category, the aim of the position, and the duties expected of the incumbent, as well as any restrictions or notes pertinent to the incumbent.
A.1.3. Failure to comply with the terms of reference for a position may result in reprimands from a superior officer.

A.2. CATEGORIES OF POSITION
A.2.1. All positions are categorized depending on their level of responsibility, status, overall workload and authority within the Corps.
A.2.2. Certain categories exempt or limit the position holder from holding additional positions, unless approved by the Commanding Officer.
A.2.3. The following categories (CAT) are currently in use;
   A.2.3.a. CATEGORY ONE (CAT-1) – No additional positions may be held.
   A.2.3.b. CATEGORY TWO (CAT-2) – One additional CATEGORY THREE (CAT-3) position may be held.
   A.2.3.c. CATEGORY THREE (CAT-3) – No more than three (3) CAT-3 positions may be held at any one time.
A.2.4. Exemptions to the above regulation may be sought through the chain of command and approved by the Commanding Officer only in extremis.

A.3. TERMS OF REFERENCE

A.3.1. CORPS COMMAND STAFF

COMMANDING OFFICER of the WEB CADET CORPS (“CO”)
CATEGORY ONE

Aim:
To maintain the stability and activity of the Web Cadet Corps by exercising positive command, authority, and responsibility for the Web Cadet Corps and its members.

DUTIES:
• WEEKLY – Liaise with all Heads of Department to discuss the development and progress of each department.
• WEEKLY – Liaise with the Executive Officer to discuss the development and progress of each Division.
• WEEKLY – Maintain a robust awareness of activities, developments and situations within the Corps.
• AS REQUIRED – Fill and vacate positions of responsibility within his/her remit.
• AS REQUIRED – Assume the duties associated with the Executive Officer and/or Logistics Officer in their planned absence or a long term position vacancy.

REQUIREMENTS: Must hold the rank grade of O-4 or higher.

EXECUTIVE OFFICER of the WEB CADET CORPS (“XO”)
CATEGORY ONE

Aim:
To support the Commanding Officer by exercising overall authority of the Divisional Branch of the Web Cadet Corps and maintaining a high standard of discipline and order at all times.

DUTIES:
• WEEKLY – Liaise with all Divisional Officers to discuss the development and progress of each Division.
• AS REQUIRED - Carry out additional duties as dictated by the Commanding Officer.
• AS REQUIRED – Assume the duties of the Commanding Officer in the event of a planned absence.
• AS REQUIRED – Appoint newly promoted cadets of the rank grade C-3 to a Division and a Section.

REQUIREMENTS: Must hold the rank grade of O-3 or higher.

LOGISTICS OFFICER of the WEB CADET CORPS (“LogsO”)
CATEGORY ONE
AIM:
To support the Commanding Officer by exercising overall authority of the Logistics Branch of the Web Cadet Corps and maintaining a high standard of innovation and support at all times.

DUTIES:
• WEEKLY – Liaise with all Heads of Department to discuss the development and progress of each Department and their subsequent sub-departments.
• AS REQUIRED - Carry out additional duties as dictated by the Commanding Officer.

REQUIREMENTS: Must hold the rank grade of O-3 or higher.

CORPS SENIOR NON COMMISSIONED OFFICER of the WEB CADET CORPS (“CSNCO”)
CATEGORY ONE

AIM:
To support the Commanding Officer by exercising overall responsibility and representation of the Non Commissioned Officers of the Web Cadet Corps, maintaining a high standard of discipline, order, liaison and representation at all times.

DUTIES:
• AT LEAST WEEKLY – Monitor the discussions within the NCO Mess and the Wardroom, providing representational input as required.
• MONTHLY - Meet with all NCO's to discuss career development and progression.
• MONTHLY – Provide the Commanding Officer with a brief on the activity and development of the NCO Cadre.
• AS REQUIRED – As NCO Mess President, arrange access to the NCO Mess Forum for all newly promoted NCO’s.
• AS REQUIRED - Meet with the Commanding Officer and Divisional Officers to discuss the promotion prospects of a Senior NCO to the rank grade of C-10 or above.
• AS REQUIRED – Any duties as assigned by direct superior

REQUIREMENTS: Must hold the rank grade of C-8 or higher.

REGULATIONS OFFICER (“RegsO”)
CATEGORY TWO

AIM:
To support the Web Cadet Corps by enforcing, writing, or amending WCC Rules & Regulations, offering guidance and support to all matters of a regulatory or judiciary nature.

DUTIES:
• WEEKLY – Liaise with the Executive Officer to maintain the high standard of discipline within the Corps.
• AS REQUIRED – Amend WCC Rules & Regulations or its appendices on receipt of a proposition.
• AS REQUIRED – Act as Presiding Officer of justice cases where a presiding officer cannot be found or determined.
• AS REQUIRED – Source judicial representation from within the Corps for justice cases where the defending or prosecuting parties are unable to do so themselves.
• AS REQUIRED – Any duties as assigned by direct superior

REQUIREMENTS: Must hold the rank grade of O-1 or higher.
• AS REQUIRED - Resolve any major errors and maintain compatibility with major browsers.
• AS REQUIRED – Fill and vacate positions within his/her department.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: The terms of reference are applicable to both Forums Officer and NCO positions, depending on the rank of the incumbent.

ASSISTANT SITE MAINTENANCE OFFICER (“ASMO”) / ASSISTANT SITE MAINTENANCE NCO (“ASMNCO”) CATEGORY TWO

AIM: To support the Site Maintenance Officer in the execution of their duties by any means they see fit in order to maintain a robust and reliable series of web pages for the Web Cadet Corps.

DUTIES:
• WEEKLY – Liaise with all Site Maintenance sub department coordinators to discuss project management and development.
• WEEKLY – Liaise with the Site Maintenance Officer to discuss progress and shortfalls within the department.
• AS REQUIRED - Resolve any major errors and maintain compatibility with major browsers.
• AS REQUIRED – Assume the duties of Site Maintenance Officer in the event of a planned absence.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: The terms of reference are applicable to both Forums Officer and NCO positions, depending on the rank of the incumbent.

FORUMS OFFICER (“ForumsO”) / FORUMS NCO (“ForumsNCO”) CATEGORY TWO

AIM: To serve as the Sub Department Coordinator for the Forums Sub Department, managing the daily operations and maintenance of the Web Cadet Corps’ forums, exercising moderator authority as necessary.

DUTIES:
• DAILY – Verify the continuity and operational status of all aspects of the forums.
• DAILY – Maintain vigilance against bots, false accounts or other threats to the integrity of the forums.
• WEEKLY - Liaise with the Site Maintenance Officer to discuss matters pertinent to the Forums.
• AS REQUIRED – Select and train individuals as Forums’ Moderators or Administrators.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: The terms of reference are applicable to both Forums Officer and NCO positions, depending on the rank of the incumbent.

SITE UPDATES OFFICER (“SUO”) / SITE UPDATES NCO (“SUNCO”) CATEGORY TWO

AIM: To serve as the Sub Department Coordinator for the Site Updates Sub Department, managing and implementing any web page updates as necessary in order to maintain an accurate, relevant and appealing web page structure.

DUTIES:
• WEEKLY – Liaise with the Site Maintenance Officer to discuss progress and shortfalls within the sub department.
• AS REQUIRED - Liaise with section officers and Heads of Department to discuss update and design requirements.
• AS REQUIRED – Coordinate the design and completion of web page updates within the WCC.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: These terms are applicable to both Site Updates Officer and NCO positions, depending on the rank of the incumbent.
SITE UPDATE TECHNICIAN ("SUTech")
CATEGORY THREE

AIM:
To support the Site Updates Officer with any web page update projects underway.

DUTIES
• WEEKLY – Liaise with the Site Updates Officer to discuss the status of site update projects.
• AS REQUIRED – Carry out updates to the WCC web pages as directed by the Site Updates Officer.

GRAPHICS TECHNICIAN ("GFXTech")
CATEGORY THREE

AIMS:
To serve as the Sub Department Coordinator for the Graphics Sub Department, producing high quality graphical resources for the WCC.

DUTIES:
• WEEKLY – Liaise with the Site Maintenance Officer to discuss progress and shortfalls within the sub department.
• AS REQUIRED - Liaise with Divisional Officers and Heads of Department to discuss graphics requirements.
• AS REQUIRED – Create and approve high quality visual graphics for use on the WCC web pages.
• AS REQUIRED – Any duties as assigned by direct superior

A.3.3. ADMINISTRATION, COMMUNICATIONS & ENTERTAINMENT DEPARTMENT

ADMINISTRATION, COMMUNICATIONS & ENTERTAINMENT OFFICER / NCO ("A.C.E.O" / "A.C.E.NCO")
CATEGORY ONE

AIM:
To serve as the Head of Department for the Administration, Communications & Entertainment Department, exercising authority and responsibility for all matters pertaining to the accuracy of WCC records, profiling, public relations and entertainment.

DUTIES:
• WEEKLY - Liaise with sub department coordinators to discuss project management and development
• WEEKLY – Liaise with the Commanding Officer to discuss progress and shortfalls within the department.
• AS REQUIRED – Fill and vacate positions within his/her department.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: These terms are applicable to both Administration, Communications & Entertainment Officer and NCO positions, depending on the rank of the incumbent.

ADMINISTRATION OFFICER ("AdminO") / ADMINISTRATION NCO ("AdminNCO")
CATEGORY TWO

AIM:
To serve as the Sub Department Coordinator for the Administration Sub Department, exercising authority and responsibility for all matters pertaining to the accuracy of WCC records and profiles.

DUTIES:
• WEEKLY – Inspect MyWCC profiles for irregularities or inaccuracies, correcting them as necessary.
• WEEKLY – Liaise with the Administration, Communications & Entertainment Officer to discuss progress and shortfalls within the sub department.
• MONTHLY – Maintain the history and traditions of the Corps by way of managing the historical data in an appropriate manner.
• AS REQUIRED – Maintain the accuracy of MyWCC records by way of issuing reminders to individuals in positions of authority after the appointment, promotion or awarding of a medal to an individual.
• AS REQUIRED – Action any outstanding promotions, appointments, awards and training achievements which have not been actioned within seventy-two (72) hours of being announced.
• AS REQUIRED – Fill and vacate positions within his/her sub department.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: These terms are applicable to both Administration Officer and NCO positions, depending on the rank of the incumbent.

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**ELECTIONS OFFICER (“ElectO”)**
CATEGORY TWO

**AIM:**
To support the Web Cadet Corps by fairly and effectively executing the annual Commanding Officer elections as required.

**DUTIES:**
• AS REQUIRED - Run the Commanding Officer Election in accordance with WCC Rules & Regulations.
• AS REQUIRED – Any duties as assigned by direct superior

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**COMMUNICATIONS OFFICER (“CommsO”) / COMMUNICATIONS NCO (“CommsNCO”)**
CATEGORY TWO

**AIMS:**
To serve as the Sub Department Coordinator for the Communications Sub Department, creating and maintaining a strong public image for the Web Cadet Corps.

**DUTIES:**
• DAILY – Manage and operate all official WCC social media tools.
• AS REQUIRED – Coordinate all Corps-wide public relations exercises and demonstrations.
• AS REQUIRED – Liaise with the Visual Designs Officer to discuss the requirements for graphical PR tools.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: These terms are applicable to both Communications Officer and NCO positions, depending on the rank of the incumbent.

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**RECRUITMENT OFFICER (“RecO”) / RECRUITMENT NCO (“RecNCO”)**
CATEGORY TWO

**AIMS:**
To serve actively organise and manage all joint recruitment efforts through the Public Relations sub department.

**DUTIES:**
AS REQUIRED – Organise and execute strategic plans for periodic recruitment pushes.
AS REQUIRED - Create and maintain a list of external contacts and associates who have been contacted with regards to recruitment to avoid 'spamming'.
AS REQUIRED – To encourage Corps wide recruitment.
AS REQUIRED – Liaise with the Communications Officer to discuss progress and shortfalls with regards to recruitment.
AS REQUIRED – Liaise with the Corps Drill Instructor to ensure a smooth transition from initial recruitment to basic training.
• AS REQUIRED – Any duties as assigned by direct superior

NOTE: These terms are applicable to both Recruitment Officer and NCO positions, depending on the rank of the incumbent.

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**NEWSLETTER EDITOR (“NewsEd”)**
CATEGORY THREE

AIMS:
To serve as the person responsible for the creation of a regular WCC Newsletter to aid with Public Relations, improving communication by leading and editing a relevant, regular, varied and useful newsletter for the WCC.

DUTIES:
• MONTHLY – Publish the WCC Newsletter.
• AS REQUIRED – Source input and material for the WCC Newsletter.
• AS REQUIRED – Any duties as assigned by direct superior.

ENTERTAINMENT OFFICER (“EntO”) / ENTERTAINMENT NCO (“EntNCO”)
CATEGORY TWO

AIM:
To serve as the Sub Department Coordinator for the Entertainment Sub Department, providing regular entertainment features which are relevant and accessible to all members, in addition to publishing a monthly Newsletter and improving esprit-de-corps through entertaining mediums.

DUTIES:
• MONTHLY – Organise and oversee the execution of a monthly Corps wide Feature.
• AS REQUIRED – Organise and oversee the execution of any games, competitions or exercises, which have a goal of improving esprit de corps.
• AS REQUIRED – Liaise with the Administration, Communications & Entertainment Officer to discuss progress and shortfalls within the department.
• AS REQUIRED – Fill and vacate positions within his/her sub department.
• AS REQUIRED - Run the bi-annual Marksmanship Competition.
• AS REQUIRED – Any duties as assigned by direct superior.

NOTE: These terms are applicable to both Entertainment Officer and NCO positions, depending on the rank of the incumbent.

DIVISIONAL FEATURES OFFICER (DivFeatO) / DIVISIONAL FEATURES NCO (DivFeatNCO)
CATEGORY THREE

AIM:
To improve internal divisional esprit-de-corps through the management and execution of regular Division-centric features.

DUTIES:
• MONTHLY – Organise and oversee the execution of a monthly Divisional Feature.
• AS REQUIRED – Assist in the promotion and execution of any games, competitions or exercises which have a goal of improving esprit de corps.
• AS REQUIRED – Liaise with the Entertainments Officer to discuss progress and shortfalls within the department.
• AS REQUIRED – Liaise with the Divisional Officer and Divisional SNCO to discuss the activity and morale of the Division.
• AS REQUIRED – Any duties as assigned by direct superior.

A.3.4. TRAINING DEPARTMENT

TRAINING OFFICER (“TrgO”) / TRAINING NCO (“TrgNCO”)
CATEGORY TWO

AIM:
To serve as the Head of Department for the Training Department, exercising authority and responsibility for all matters pertaining to the training of WCC members, the material and programmes on offer and the relevance they have to the current WCC.

DUTIES:
• WEEKLY – Liaise with all Training sub department coordinators to discuss project management and development.
• WEEKLY – Liaise with the Commanding Officer to discuss progress and shortfalls within the department.
• MONTHLY – Review all training materials and practices in use, discussing any shortfalls or ideas for improvement with staff.
• AS REQUIRED – Liaise with Divisional Officers and divisional members to discuss the training available and the current advancement requirements.
• AS REQUIRED – Maintain the accuracy of cadets’ MyWCC training records by adding to them on conclusion of successfully passing any course.
• AS REQUIRED – Fill and vacate positions within his/her department.
• AS REQUIRED – Any duties as assigned by direct superior.

NOTE: These terms are applicable to both Training Officer and NCO positions, depending on the rank of the incumbent.

OFFICERS ACADEMY COMMANDING OFFICER (“OACO”) CATEGORY TWO

AIM: To serve as the Sub Department Coordinator of the Officers Academy sub department, providing and managing the training of all current and potential officers of the WCC, innovating and improving the training as appropriate.

DUTIES:
• WEEKLY - Liaise with all OA Instructors to discuss best practices, course material, and areas for improvement.
• WEEKLY – Liaise with the Training Officer to discuss shortfalls and projects within the sub department.
• AS REQUIRED – Manage the initial acceptance and progress of students in accordance with Training regulations.
• AS REQUIRED – Maintain an accurate forum-record for all students, progressively updating the records.
• AS REQUIRED - Update students’ MyWCC profiles on successful completion of any Officers Academy training.
• AS REQUIRED - Manage Officers Academy instructors to effectively meet demand.
• AS REQUIRED - Determine the resultant terms for reapplication in the event of a student gaining a failed result.
• AS REQUIRED - Provide training and guidance to Instructors to help them provide better instruction and feedback to their students.
• AS REQUIRED – Fill and vacate positions within his/her sub department as required.
• AS REQUIRED – Any duties as assigned by direct superior.

REQUIREMENTS: Must hold the rank grade of O-2 or higher. Must hold the Officers Academy Instructors Certificate.

OFFICERS ACADEMY INSTRUCTOR CATEGORY THREE

AIMS: To support the Officers Academy Commanding Officer by providing high quality instruction to all students within the Officers Academy in order to prepare them for their future duties.

DUTIES:
• AS REQUIRED – Instruct certificates and courses to the highest standard, issuing letters of expectation in a timely fashion.
• AS REQUIRED – Create effective lesson plans for instructional use.
• AS REQUIRED – Provide mentorship and guidance for struggling officer candidates as directed by the OACO.
• AS REQUIRED – Review the entrance and commissioning exams of students, providing feedback and votes in a timely fashion.
• AS REQUIRED – Any duties as assigned by direct superior.

REQUIREMENTS: Must hold the rank grade of O-1 or higher. Must hold the Officers Academy Instructors Certificate.

NON COMMISSIONED OFFICERS COLLEGE SENIOR INSTRUCTOR (“NCOCSI”) CATEGORY TWO

AIMS:
To serve as the Sub Department Coordinator of the Non Commissioned Officers’ College sub department, providing and managing the training of all current and potential NCO’s of the WCC, innovating and improving the training as appropriate.

**DUTIES:**
- WEEKLY - Liaise with all NCOC Instructors to discuss best practices, course material, and areas for improvement.
- WEEKLY – Liaise with the Training Officer to discuss shortfalls and projects within the sub department.
- AS REQUIRED - Manage NCOC instructors to effectively meet demand.
- AS REQUIRED - Update students’ MyWCC profiles on successful completion of any NCOC training.
- AS REQUIRED - Provide training and guidance to Instructors to help them provide better instruction and feedback to their students.
- AS REQUIRED – Fill and vacate positions within his/her sub department as required.
- AS REQUIRED – Any duties as assigned by direct superior.

**REQUIREMENT:** Only a Non Commissioned Officer may hold this position.

---

**NON COMMISSIONED OFFICERS COLLEGE INSTRUCTOR**
**CATEGORY THREE**

**AIMS:**
To support the Non Commissioned Officers’ College Senior Instructor by providing high quality instruction to all students within the NCOC in order to prepare them for their future duties.

**DUTIES:**
- AS REQUIRED – Instruct NCOC courses to the highest standard.
- AS REQUIRED – Create effective lesson plans for instructional use.
- AS REQUIRED – Provide mentorship and guidance for aspiring NCO’s.
- AS REQUIRED – Any duties as assigned by direct superior.

**REQUIREMENT:** Only a Non Commissioned Officer may hold this position.

---

**TRADES OFFICER ("TradesO") / TRADES NCO ("TradesNCO")**
**CATEGORY TWO**

**AIMS:**
To serve as the Sub Department Coordinator for the Trades & Qualifications Sub Department, enforcing the timely and accurate marking of Trades & Qualifications

**DUTIES:**
- WEEKLY – Mark all submitted Trades & Qualifications in a fair, unbiased and accurate manner.
- MONTHLY – Conduct a review of all Trades & Qualifications, improving them as necessary.
- AS REQUIRED – Report any faulty Trades or Qualifications to the Site Maintenance Department for rectification.
- AS REQUIRED – Encourage the act of participation in an innovative and effective manner.
- AS REQUIRED – Liaise with the Training Officer to discuss propositions for new or amended Trades or Qualifications.
- AS REQUIRED – Any duties as assigned by direct superior.

**NOTE:** These terms are applicable to both Trades Officer and NCO positions, depending on the rank of the incumbent.

---

**DRILL INSTRUCTOR**
**CATEGORY TWO**

**AIMS:**
To serve as the Sub Department Coordinator of the Basic Training Sub Department, providing a friendly, approachable and effective initial contact for all new entries into the Web Cadet Corps, and providing all new entries with the required basic level of training to prepare them for future training.

**DUTIES:**
- DAILY – Contact all new entries to discuss their basic training progress.
- WEEKLY – Liaise with the Training Officer to discuss shortfalls and projects within the sub department
- AS REQUIRED – Welcome new entries to the WCC within twenty-four (24) hours of joining.
AS REQUIRED – Liaise with the Administration Officer to discuss the appointment of newly promoted C-3 grade cadets to a Division and Section.

AS REQUIRED – Any duties as assigned by direct superior.

---

**DRILL INSTRUCTOR**  
**CATEGORY THREE**

**AIMS:**
To support the Senior Drill Instructor by providing high quality instruction and guidance to any New Entries assigned to them.

**DUTIES:**
- **DAILY** – Contact all new entries under their charge to discuss their basic training progress.
- **WEEKLY** – Liaise with the Senior Drill Instructor to discuss the status of New Entries under training.
- **AS REQUIRED** – Welcome new entries to the WCC within twenty-four (24) hours of joining.
- **AS REQUIRED** – Any duties as assigned by direct superior.

---

**ELEMENT TRAINING OFFICER (“ETO”) / ELEMENT TRAINING NCO (“ETNCO”)**  
**CATEGORY TWO**

**AIMS:**
To serve as the Sub Department Coordinator of the Element Training sub department, providing and managing the element-specific training programmes for all six elements within the WCC.

**DUTIES:**
- **WEEKLY** – Liaise with the Corps Training Officer to discuss shortfalls and projects within the sub department.
- **SIX-MONTHLY** – Create and maintain a rolling six-monthly review-and-update programme for every ETP course.
- **AS REQUIRED** - Update students' MyWCC profiles on successful completion of any ETP training in the event of a failure of the automatic updating system.
- **AS REQUIRED** – Fill and vacate positions within his/her sub department as required.
- **AS REQUIRED** – Any duties as assigned by direct superior.

**NOTE:** These terms are applicable to both Element Training Officer and NCO positions, depending on the rank of the incumbent.

---

**A.3.5. DIVISIONAL BRANCH**

**DIVISIONAL OFFICER (“DivO”)**  
**CATEGORY THREE**

**AIMS:**
To serve as the officer-in-charge of the Division, providing a robust and effective level of leadership and guidance in order to further develop the Division while exercising overall responsibility for its' members.

**DUTIES:**
- **WEEKLY** - Liaise with the Executive Officer and Corps Senior NCO to discuss matters pertinent to the Division.
- **WEEKLY** - Maintain awareness of the promotion eligibility and training requirements of the members of the division.
- **AS REQUIRED** - Recommend suitable candidates for entry into the Officers Academy.
- **AS REQUIRED** - Liaise with the Corps Command Staff to discuss the promotion prospects of a Senior NCO to the rank grade of C-10 or above.
- **AS REQUIRED** – Fill and vacate the positions of Divisional Senior NCO and Section Leaders.
- **AS REQUIRED** – Any duties as assigned by direct superior.

---

**DIVISIONAL SENIOR NON COMMISSIONED OFFICER (“DSNCO”)**  
**CATEGORY THREE**

**AIMS:**
To support the Divisional Officer by creating positive communication links with members in order to improve the overall activity and development of the Division.

DUTIES:
• WEEKLY – Liaise with the Divisional Officer and Section Leaders to discuss the developments of the Division.
• WEEKLY – Liaise with the Corps Senior NCO to discuss the developments of the NCOs within the Division.
• WEEKLY - Meet with all divisional members in order to discuss opportunities to develop their WCC career.
• AS REQUIRED - Maintain high esprit-de-corps and self-discipline within the division in an innovative and effective manner.
ANNEX B
EQUIVALENT RANKS

B.1. Each element has a unique and individual rank structure that can be easily compared using this appendix.
B.2. Chapter 9 of WCC Rules & Regulations should be referred for the promotion requirements of each rank.

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ANNEX C
COMMUNICATIONS

C.1. Orders may only be issued utilising official means of communication within the WCC. The following methods of communication are classed as official:
   C.1.A. EMAIL.
   C.1.B. FORUMS.
   C.1.C. INSTANT MESSENGER – if backed up with message logs by all parties.

C.2. All members of the WCC are expected to be able to access and check all methods of official communications at least once every four (4) days, unless on leave.

C.3. In order to assist with communications, the following official email addresses are authorised for use within the WCC:

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<th>POSITION</th>
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</tr>
<tr>
<td><a href="mailto:Command@webcadets.com">Command@webcadets.com</a></td>
<td>Corps Command Staff</td>
</tr>
<tr>
<td><a href="mailto:co@webcadets.com">co@webcadets.com</a></td>
<td>Commanding Officer of the WCC</td>
</tr>
<tr>
<td><a href="mailto:xo@webcadets.com">xo@webcadets.com</a></td>
<td>Executive Officer of the WCC</td>
</tr>
<tr>
<td><a href="mailto:csnco@webcadets.com">csnco@webcadets.com</a></td>
<td>Corps Senior Non Commissioned Officer</td>
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<td><strong>REGULATIONS OFFICE</strong></td>
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<td>Regulations Officer</td>
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<tr>
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</tr>
<tr>
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<td>Officers’ Academy Commanding Officer</td>
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</tbody>
</table>
C.4. In order to assist with communications, the following official social media accounts are authorized for use within the WCC:

<table>
<thead>
<tr>
<th>TWITTER USERNAME</th>
<th>FACEBOOK USERNAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>@CO_WebCadets</td>
<td></td>
<td>Commanding Officer of the WCC</td>
</tr>
<tr>
<td>@CSNCO@Webcadets</td>
<td></td>
<td>Corps Senior Non Commissioned Officer</td>
</tr>
<tr>
<td>@OA_Webcadets</td>
<td></td>
<td>OA Commanding Officer</td>
</tr>
<tr>
<td>@WebCadets</td>
<td></td>
<td>Communications Officer</td>
</tr>
<tr>
<td>@JoinWebCadets</td>
<td></td>
<td>Recruitment Officer</td>
</tr>
<tr>
<td>@NCOC_Webcadets</td>
<td></td>
<td>NCOC Senior Instructor</td>
</tr>
</tbody>
</table>
D.1. The following medals are approved for use within the WCC and are listed in descending order of priority:

<table>
<thead>
<tr>
<th>MEDAL</th>
<th>CRITERIA</th>
<th>AWARDING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEB CADET MEDAL</td>
<td>Awarded for consistently serving the WCC in a commendable and selfless</td>
<td>Commanding Officer after approval of an Awards Board.</td>
</tr>
<tr>
<td></td>
<td>fashion, providing a service that has a direct and positive influence on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the entire Corps in a manner that is above and beyond the call of duty.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “WCM”.</td>
<td></td>
</tr>
<tr>
<td>MEDAL OF VALOUR</td>
<td>Awarded for saving the life on another individual outside of the WCC.</td>
<td>Commanding Officer on receipt of three (3) eyewitness</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “MV”</td>
<td>reports and approval of an Awards Board.</td>
</tr>
<tr>
<td>MEDAL OF GALLANTRY</td>
<td>Awarded for carrying out an act of courageous gallantry (other than</td>
<td>Commanding Officer on receipt of three (3) eyewitness</td>
</tr>
<tr>
<td></td>
<td>saving a life) outside of the WCC.</td>
<td>reports and approval of an Awards Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “MG”</td>
<td></td>
</tr>
<tr>
<td>GOLD AWARD</td>
<td>Awarded annually on January 1(^{st}) to the member who has been the</td>
<td>Commanding Officer after a majority vote of all Cadets &amp;</td>
</tr>
<tr>
<td></td>
<td>greatest asset to the WCC for the previous year as determined by the</td>
<td>NCO’s.</td>
</tr>
<tr>
<td></td>
<td>Cadets and NCO’s of the WCC.</td>
<td></td>
</tr>
<tr>
<td>SILVER AWARD</td>
<td>Awarded annually on January 1(^{st}) to the member who has attained</td>
<td>Commanding Officer</td>
</tr>
<tr>
<td></td>
<td>the highest combined average of all training results for the previous</td>
<td></td>
</tr>
<tr>
<td></td>
<td>year.</td>
<td></td>
</tr>
<tr>
<td>BRONZE AWARD</td>
<td>Awarded annually on January 1(^{st}) to the member who has been the</td>
<td>Commanding Officer after a majority vote of all Officers.</td>
</tr>
<tr>
<td></td>
<td>greatest asset to the WCC for the previous year as determined by the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Officers of the WCC/Corps.</td>
<td></td>
</tr>
<tr>
<td>NCO MEDAL OF EXCELLENCE</td>
<td>Awarded annually on January 1(^{st}) to the most outstanding NCO</td>
<td>Corps Senior NCO</td>
</tr>
<tr>
<td></td>
<td>judged on activity, leadership potential and contribution to the WCC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>during the previous year.</td>
<td></td>
</tr>
<tr>
<td>COMMAND CITATION</td>
<td>Awarded for providing a commendable service to the WCC.</td>
<td>Any member of Corps Command Staff</td>
</tr>
<tr>
<td>DEPARTMENT CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Commanding Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual working within (or in</td>
<td>respective Head of Department and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>support of) any department.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “DC”</td>
<td></td>
</tr>
<tr>
<td>NAVY CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Executive Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual representing the naval</td>
<td>respective Divisional Officer and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>element within their Division.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “NC”</td>
<td></td>
</tr>
<tr>
<td>COAST GUARD CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Executive Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual representing the coast</td>
<td>respective Divisional Officer and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>guard element within their Division.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “CGC”</td>
<td></td>
</tr>
<tr>
<td>AIR FORCE CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Executive Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual representing the air force</td>
<td>respective Divisional Officer and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>element within their Division.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “AFC”</td>
<td></td>
</tr>
<tr>
<td>ARMY CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Executive Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual representing the army</td>
<td>respective Divisional Officer and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>element within their Division.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “AC”</td>
<td></td>
</tr>
<tr>
<td>MARINES CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Executive Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual representing the marine</td>
<td>respective Divisional Officer and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>element within their Division.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “MC”</td>
<td></td>
</tr>
<tr>
<td>SPACE CROSS</td>
<td>Awarded for consistently and selflessly performing above and beyond the</td>
<td>Executive Officer upon recommendation from the</td>
</tr>
<tr>
<td></td>
<td>standard required or expected of an individual representing the space</td>
<td>respective Divisional Officer and approval of an Awards</td>
</tr>
<tr>
<td></td>
<td>element within their Division.</td>
<td>Board.</td>
</tr>
<tr>
<td></td>
<td>May use the post nominal “SC”</td>
<td></td>
</tr>
<tr>
<td>DEPARTMENT CITATION</td>
<td>Awarded for providing a commendable service to a Department, but not</td>
<td>Logistics Officer</td>
</tr>
<tr>
<td></td>
<td>meeting the standard required for a Cross.</td>
<td></td>
</tr>
<tr>
<td>DIVISIONAL CITATION</td>
<td>Awarded for providing a commendable service to a Division, but not</td>
<td>Executive Officer</td>
</tr>
<tr>
<td></td>
<td>meeting the standard required for a Cross.</td>
<td></td>
</tr>
<tr>
<td>Award Description</td>
<td>Awarded to</td>
<td>Responsible Officer(s)</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>BLAKE (OFFICER) AWARD</strong></td>
<td>Awarded annually on January 1st to the Officers of the best Element of the previous year.</td>
<td>Commanding Officer</td>
</tr>
<tr>
<td><strong>BLAKE (CADET) AWARD</strong></td>
<td>Awarded annually on January 1st to the Cadets and NCO’s of the best Element of the previous year.</td>
<td>Commanding Officer</td>
</tr>
<tr>
<td><strong>HARRIS AWARD</strong></td>
<td>Awarded annually on January 1st to the members of an Element who are judged as the most improved element over the previous year.</td>
<td>Commanding Officer</td>
</tr>
<tr>
<td><strong>SPECIAL PROJECTS MEDAL</strong></td>
<td>Awarded for participating and contributes commendably to a special project or exercise.</td>
<td>CAT-2 position holders and above.</td>
</tr>
<tr>
<td><strong>PASTORAL CARE MEDAL</strong></td>
<td>Awarded for constantly putting the care, welfare and interest of others before you.</td>
<td>CAT-2 position holders and above.</td>
</tr>
<tr>
<td><strong>PUBLIC RELATIONS MEDAL</strong></td>
<td>Awarded for contributing greatly to the Public Relations sub department, or the image of the Web Cadet Corps itself.</td>
<td>Public Relations Officer</td>
</tr>
<tr>
<td><strong>MAINTENANCE MEDAL</strong></td>
<td>Awarded for exceptional contributions to the design, layout, scripting, or other areas of responsibility of the Site Maintenance Department above the standard of the Web Development Medal.</td>
<td>Site Maintenance Officer</td>
</tr>
<tr>
<td><strong>HALL OF FAME MEDAL</strong></td>
<td>Awarded annually on WCC Day (21st October) to all members of the Division judged as the most operationally ready during the previous year based on training standards, page accuracy and appeal, justice information, features, and forums activity of the unit</td>
<td>MyWCC System</td>
</tr>
<tr>
<td><strong>OPERATIONAL READINESS MEDAL</strong></td>
<td>Awarded annually on WCC Day (21st October) to all members of any division, which has retained the same (or increased) its complement of members since the last WCC day.</td>
<td>Executive Officer on a majority vote of the Corps Command Staff.</td>
</tr>
<tr>
<td><strong>DIVISIONAL RETENTION MEDAL</strong></td>
<td>Awarded annually on January 1st to the members of the Element with the most trades and qualification passes during the past year.</td>
<td>Trades Officer</td>
</tr>
<tr>
<td><strong>TRADES TROPHY MEDAL</strong></td>
<td>Awarded for twelve months of exceptional conduct and continuous service without interruption.</td>
<td>Administration Officer</td>
</tr>
<tr>
<td><strong>EXCEPTIONAL SERVICE MEDAL</strong></td>
<td>Awarded to all members on active duty on 21 October 2018 in commemoration of the WCC’s 20th Anniversary</td>
<td>Commanding Officer, Executive Officer, or Administration Officer/NCO</td>
</tr>
<tr>
<td><strong>20th ANNIVERSARY MEDAL</strong></td>
<td>Awarded to all members on active duty on 21 October 2013 in commemoration of the WCC’s 15th Anniversary.</td>
<td>NO LONGER AWARDED</td>
</tr>
<tr>
<td><strong>15th ANNIVERSARY MEDAL</strong></td>
<td>Awarded to all members on active duty on 21 October 2008 in commemoration of the WCC’s 10th Anniversary.</td>
<td>NO LONGER AWARDED</td>
</tr>
<tr>
<td><strong>OFFICERS ACADEMY HONOURS AWARD</strong></td>
<td>Awarded to any officer who graduates from the Officers Academy with a degree, achieving an average mark of 85% or higher.</td>
<td>Officers’ Academy Commanding Officer</td>
</tr>
<tr>
<td><strong>NCO COLLEGE HONOURS AWARD</strong></td>
<td>Awarded to any member who completes three NCOC collection courses (Support or Operations), achieving an average mark of 85% or higher.</td>
<td>NCOC Senior Instructor</td>
</tr>
<tr>
<td><strong>TRADES CONVERSION CAMPAIGN MEDAL</strong></td>
<td>Awarded to any member who converts a complete trade into multiple choice format</td>
<td>NO LONGER AWARDED</td>
</tr>
<tr>
<td><strong>GENERAL CAMPAIGN SERVICE MEDAL</strong></td>
<td>Awarded to any member who significantly contributes to the successful completion of a 'campaign' designated by the Commanding Officer. Campaigns designated for recognition: Project Minerva (2015).</td>
<td>Commanding Officer</td>
</tr>
</tbody>
</table>
**Cock of the Walk (Cockrell)**
Awarded semi-annually (1st July, 1st January) to the member who accumulates the most COTW points in a six month period in accordance with para 0801.

**Cock of the Walk (Division)**
Awarded semi-annually (1st July, 1st January) to all members of the best division within the WCC based on para 0801. Requires two or more active divisions within the Corps.

**Cock of the Walk (Section)**
Awarded semi-annually (1st July, 1st January) to all members of the best section within a division based on para 0801. Requires two or more active sections within a division.

**Recruitment Medal**
Awarded for recruiting five (5) new entries upon their promotion to the rank of C-3.

**Web Development Medal**
Awarded for contributing to any aspect of the Site Maintenance Department or its sub departments.

**Administration, Communication and Entertainment Contribution Medal**
Awarded for contributing to any aspect of the Administration Department or its sub departments.

**Training Contribution Medal**
Awarded for contributing to any aspect of the Training Department or its sub departments.

**Cadet Input Award**
Awarded for contributing to any aspect of the WCC beyond their usual duties.

**Features Medal**
Awarded in conjunction with a specific “Feature” of the WCC.

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**D.2.** The following Certificates are awarded by the Corps Senior Non Commissioned Officer of the WCC and are listed in descending order of priority.

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Criteria</th>
<th>Awarding Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>Awarded for consistently working above and beyond the call of duty to serve both the Corps and the NCO Cadre.</td>
<td>Corps Senior Non Commissioned Officer</td>
</tr>
<tr>
<td>Appreciation</td>
<td>Awarded to show appreciation to a member of the WCC for their efforts serving the Corps.</td>
<td>Corps Senior Non Commissioned Officer</td>
</tr>
<tr>
<td>Recognition</td>
<td>Awarded to show recognition of consistently good service to both the Corps and the NCO Cadre.</td>
<td>Corps Senior Non Commissioned Officer</td>
</tr>
<tr>
<td>IMPROVEMENT</td>
<td>Awarded to a member who has shown great levels of improvement in the Corps and their WCC Career.</td>
<td>Corps Senior Non Commissioned Officer</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>CONTRIBUTION</td>
<td>Awarded to an Officer for their contribution to the NCO Cadre.</td>
<td>Corps Senior Non Commissioned Officer</td>
</tr>
</tbody>
</table>
ANNEX E
WCC TERMS OF SERVICE & PRIVACY POLICY

E.1. The Web Cadet Corps operates under a Terms of Service available below:

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By using this Site, using Applications, or clicking on a button indicating your consent, you agree to these Terms
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remedy exclusions and limitations. If you do not agree to these Terms, you do not have permission to use the Site.
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Notification of changes to these Terms will be posted on the Site or sent via e-mail. If any future changes to these
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You may also be subject to additional terms and conditions when you use third-party content, services, or software
(including Applications) accessed through or promoted on the Site.

1. REGISTRATION OBLIGATIONS
In consideration of your use of the Site and/or Applications, you agree to provide true, accurate and complete
information about yourself as prompted by the Site registration process. In addition, you agree to update that
information in order to maintain its truth, accuracy and completeness. The WCC may deny you access to the Site in
the event that your information is untrue, inaccurate or incomplete.

2. AGREEMENT TO DEAL ELECTRONICALLY
All transactions with or through the Site may, at The WCC's option, be conducted electronically. The WCC may keep
records of any type of communication conducted via the Site. All electronic records are deemed sent when they are
properly addressed to the recipient and the record enters an information processing system outside the control of the
sender or the record enters a region of an information processing system under the recipient's control. All electronic
records are received when the record enters an information processing system that the recipient has designated or
uses for the purpose of receiving electronic records or information of the type sent, in a form capable of being
processed by that system, and from which the recipient is able to retrieve the electronic record.

3. OBLIGATION FOR USING YOUR PASSWORD
ALL CONTENT OR INSTRUCTIONS TRANSMITTED BY OR RECEIVED FROM ANYONE PRESENTING YOUR
PASSWORD ON THE SITE WILL BE DEEMED BINDING ON YOU. You agree that you are solely liable for all actions
taken via your password, whether or not made with your knowledge or authority. You agree to guard your password
carefully, with the full awareness that a failure to keep it secure will enable others to engage in transactions through
the Site for which you will be legally responsible. If you suspect that someone may have obtained access to your
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Maintenance Department immediately to authorize staff to deny access to the Site to anyone else presenting your
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You represent and warrant for the benefit of The Web Cadet Corps in addition to other representations and obligations contained in these Terms, that: (a) you possess the legal right and ability to enter into and make the representations and warranties contained in these Terms; (b) all information submitted by you to the Site is true and accurate; (c) you will keep your registration information current; (d) you will be responsible for all use of your password even if such use was conducted without your authority or permission; (e) you will not use the Site for any purpose that is unlawful or prohibited by these Terms; (f) you are the owner of the Materials and they are original to you; (g) the Materials do not infringe any third party right, such as copyright, trademark, and publicity/privacy right; (h) the Materials do not constitute defamation or libel or otherwise violate the law, and (i) you agree to defend, indemnify, and hold The Web Cadet Corps (and its employees, representative, agents, and assigns) harmless from breaches of (a) through (h).

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18. TERMINATION OR CANCELLATION OF SITE ACCESS; MODIFICATIONS TO SITE AND APPLICATIONS
If you violate these Terms, The Web Cadet Corps may terminate or cancel your access rights to the Site and/or Applications immediately without notice. The Web Cadet Corps may also block your use of the Site and/or Applications or direct you to cease using it. The Web Cadet Corps reserves the right at any time to modify or discontinue the Site, Applications, or any part thereof and you agree that The Web Cadet Corps shall not be liable to you or to any third party for any modification, suspension, or continuance of the Site, Applications, or any part thereof.

19. EXCLUSIVE JURISDICTION
These Terms shall be governed by the laws of the State/Province in which the current Commandant of the Web Cadet Corps resides with no regard to its conflict of law provisions. Any disputes arising under or related in any way to these Terms, the Site or any Application shall be litigated or otherwise heard in the appropriate forum in said State/Province. The parties hereto hereby consent to the exclusive jurisdiction of the courts located in the City where the current Commandant of the Web Cadet Corps resides, and hereby waives any claim or defense that such forum is not convenient or proper, and consent to service of process by any means authorized by the laws governing the Country to which the current Commandant of the Web Cadet Corps resides.

20. ENTIRE AGREEMENT
These Terms, as amended, your registration forms, and the disclosures provided by The Web Cadet Corps and the consents provided by you, constitute the entire agreement between you and The Web Cadet Corps. If any provision of these Terms shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from these Terms and shall not affect the validity and enforceability of any remaining provisions. The Web Cadet Corps’ failure to act with respect to a breach by you or others does not waive The Web Cadet Corps' right to act with respect to subsequent or similar breaches.

21. AMENDMENTS
You agree that The Web Cadet Corps may amend or modify these Terms or impose new conditions at any time by updating these Terms on the Site or upon notice from The Web Cadet Corps to you as published through the Site or by email. Any use of the Site or order by you after such updating shall be deemed to constitute acceptance of such amendments, modifications, or new conditions. If you do not want to be bound by an amendment, you will need to terminate your registration, if any, and refrain from using the Site after that date. No other amendments will be valid unless they are in a paper writing signed by The Web Cadet Corps and by you.

22. NOTICES
Except as expressly stated otherwise, any notices required or allowed under these Terms shall be given to The Web Cadet Corps by postal mail to The Web Cadet Corps Commandant, or as to a successor address that The Web Cadet Corps makes available on the Site or through other reasonable manner. If applicable law requires that The Web Cadet Corps accepts email notices (but not otherwise), then you may send The Web Cadet Corps email notice using The Web Cadet Corps’ Comments and suggestions Form. With respect to The Web Cadet Corps’ notices to you, The Web Cadet Corps may provide notice of amendments by posting them in the Site and you agree to check for changes. Instead or in addition, The Web Cadet Corps may give notice by sending email to the email address you provide during registration. Notice shall be deemed given 24 hours after it is posted or an email is sent, unless (as to email) the sending party is notified that the email address is invalid.

E.2. The Web Cadet Corps operates a Privacy Policy which can be seen below:

1. Information about our Organisation and Web site
Modern information and communication technologies play a fundamental role in the activities of an organisation like the Web Cadet Corps. We are a global, non profit organization designed around providing an online Cadet Corps type of organization.

Our privacy policy covers:
2. **Anonymous Access**

As a visitor to our web site you may access our site and browse through our site without having to disclose your personal identifiable information. However, visitors who are not members of the Web Cadet Corps may not be able to access certain portions of our site, view certain information contained within our site, and/or post/transmit any information to our site.

3. **Automatic Collection of Information**

As a standard practice The Web Cadet Corps automatically logs data from all visitors by means such as programming, the use of cookies or we link information automatically logged by such means with personal data about specific individuals. This information is collected for the purpose of technical administration of the web site, research and development, and the management of our members. This data is limited to readily available information and does not contain any personally identifiable information. This includes logs of all data transmitted through the site. The Web Cadet Corps only logs transmitted data which has been sent for processing by our site and does not practice or allow key logging of any sort.

4. **Data Collection and Purpose Specification**

The Web Cadet Corps collects only the personal data that you provide us with while using our services. We do not collect information about our visitors from other sources, such as public records or bodies, or private organisations.

The personal data collected by the Web Cadet Corps, and what it is used for is outlined below. We do not collect or use personal data for any purpose other than that indicated. In the event that we would like to use your personal data for a new purpose, you will be notified of the purpose and given an opportunity to refuse this change. The Web Cadet Corps collects the following personal information:

- Name
- Gender
- Date of Birth
- E-mail Address
- Country/Place of residence
- Personal Details
- On-Line Identifiers

The Web Cadet Corps reserves the right to retain any and all work created by our members. This includes but is not limited to their service record, justice related information, and documents, images and other items created for the use of the Web Cadet Corps.

5. **Children's Privacy**

Although the Web Cadet Corps' website does not target children the Web Cadet Corps does allow the membership of persons under the age of 18, however we do not knowingly collect personal data from children under the age of 13. The Web Cadet Corps is a member of The Child Exploitation and Online Protection (CEOP) Centre and actively works to protect the privacy of all members under the age of 18.

6. **Disclosure of Personal Information**

The information collected by the Web Cadet Corps is for our own purposes only. We do not share personal information with other organizations or agencies. Should we wish to disclose your personal information for any other purposes than those indicated we will notify you of that purpose and give you the opportunity to refuse the disclosure.

7. **Confidentiality / Security**

The Web Cadet Corps has in place rules and technical measures to protect the personal data that we have under our control from:

- unauthorised access
- improper use or disclosure
- unauthorised modification
- unlawful destruction or accidental loss

All our members, who have access to, and are associated with the processing of personal data, are obliged to respect the confidentiality of our other member's personal data. All passwords stored by the Web Cadet Corps are securely encrypted within the database and cannot be accessed by anyone other than the password holder. Authorized
members may be required to access your account for authorized purposes, however this is done through administrative functions, all activities of this nature are logged and this action does not compromise your password.

When required by law or other regulation, the Web Cadet Corps will comply with the request of appropriate authorities for the disclosure of personal information. This also includes unprompted discloser by the Web Cadet Corps is deemed necessary to facilitate the protection of our members or other persons from a serious threat of bodily harm and/or death. As a supporter of The Child Exploitation and Online Protection (CEOP) Centre, we will disclose information as deemed necessary for the protection of persons under the age of 18 from being exploited.

8. Access to the personal data we may hold about you
All persons may make requests to our Administration Department to enquire about any information the Web Cadet Corps may be keeping about you. All requests should be sent to admin@webcadets.com. Upon request, we will provide you with a copy of the personal data kept by the Web Cadet Corps, although we may require proof of your identity before such information is provided. This information is provided at no charge.

Should you feel there is an error in your personal information held by the Web Cadet Corps, we allow you to challenge the data that we hold about you and, where appropriate, you may have the data:

- erased;
- rectified or amended;
- and/or completed.

However, the Web Cadet Corps reserves the right under certain circumstances to refuse to provide our visitors with a copy of the data held by the Web Cadet Corps, and a reason for the refusal will be provided to you. Should you wish to challenge the refusal you should contact the Logistics Officer at logso@webcadets.com clearly indicating the information you are seeking, and why you feel the refusal was unjust.

9. Privacy Support
If you have an enquiry or concern about our privacy policy, please contact:

- Site Maintenance Officer (webmaster): smo@webcadets.com; or Corps Administration Officer: admin@webcadets.com.
- If you are not satisfied with our response to your concern you may wish to contact the Logistics Officer at logso@webcadets.com.