



GENERAL

1.0 Content of this Routine Order

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2.0 Online Forms 19

- 2.1 Forms 19 are available to be completed and submitted online via the National Administration System (NAS).
- 2.2 Individual Groups may choose to make use of this feature mandatory for all of their squadrons in 2022.

3.0 Federal Cadet of the Year

- 3.1 There will be a Federal Cadet of the Year (COY) competition held early in 2022.
- 3.2 With the uncertainties around interstate travel in the coming six months or more, it has been decided that the testing for this award will be held online, in some fashion.
- 3.3 Further information will be provided in coming weeks.

4.0 Amendments to AAL Policies

- 4.1 The following policies have been updated or deleted.

4.1.1	1.02	Internet and Social Media Policy	Updated
4.1.2	1.3	Alcohol, Drug and Smoking Policy	Updated
4.1.3	1.4	Sun Protection Policy	Updated
4.1.4	1.7	Gender Policy	Updated
4.1.5	1.08	Communication Policy	Updated
4.1.6	1.09	Code of Conduct Policy	Updated
4.1.7	1.10	Duty of Care Policy	Updated
4.1.8	1.11	Child Safety Policy, Code of Conduct and Procedures	Updated
4.1.9	1.12	First Aid Kit	Deleted
4.1.10	1.14.4	Health and Safety Policies and Procedures (incorporating First Aid)	Updated

5.0 Other Amendments to the AAL Manual

- 5.1 The AAL Manual has been amended in a number of places, as detailed below:
- 5.2 Section 7. *Rank, Appointment Insignia and Duties of Appointments*, at Paragraph 18 *Appointment of Chief Commissioner*, at 18.6.3.1 where wording was added to clarify that one duty is to appoint a Senior Commissioner when a confirmed Deputy Chief Commissioner has not been appointed.

- 5.3 Section 12 *Section Drill*, at Paragraph 40 *Officer Section Drill*, at 40.2 where it is amended to state that, for Federal competition purposes, teams may be of mixed or single gender. Also at 40.3, for Group competition purposes, officer sections may be single or combined gender as decided by the Group.
- 5.4 Section 13 *Flag Drill*, at Paragraph 6 *Flag Drill*, at 6.1, 6.2 and 6.5 where it is amended to clarify that the "left hand" referred to is that of each of the bearers.
- 5.5 Section 16. *Education, Air Activities, Field, Proficiency Badges and Syllabi*, at Paragraph 23. *Meteorology*, at 23.2.5 where the assessment for *Meteorology Class 3 Course* has been corrected to show 10% Workbook Questionnaire and 90% Knowledge Assessment.
- 5.6 Section 24 *Physical Activities – Ball Games*, at Paragraph 1 *Intention*, at 1.3 where it is amended to state that, for Federal competition purposes, teams may be of mixed or single gender.
- 5.7 Section 24 *Physical Activities – Ball Games*, at Paragraph 2 *Conditions and Equipment*, at 2.1 where it is amended to state that teams may be of mixed or single gender.

6.0 Use of Medicine Balls in Physical Activities

- 6.1 Use of Medicine Balls over cadets' heads has been temporarily suspended.
- 6.2 Further particulars are included in F/FI/01/21 (No 57) which is issued simultaneously with this Federal Routine Order.

7.0 Federal Orders Issued

- 7.1 The last regular Federal Routine Order, FRO 03/21 dated 31st May 2021, was issued on 7th June 2021. Since then, the following ad hoc Federal Orders have been issued:

7.1.1	Instructions	Nil	
7.1.2	Standing Orders	Nil	
7.1.3	Circulars	1	
	F/FC/01/21	NCO Promotions & Flag Party Exams	(23-Jul-2021)
7.1.4	Routine Orders	4	
	F/RO/05/21	Queensland Group	(10-Jul-2021)
	F/RO/06/21	Call for EOIs – Federal	(19-Jul-2021)
	F/RO/07/21	Call for EOIs – Chairman	(19-Jul-2021)
	Document	Senior Appointment Information Pack	(19-Jul-2021)

- 7.2 The following Federal Orders have been issued in conjunction with this Routine Order:

7.2.1	Instructions	1	
	F/FI/01/21 (No 57)	Medicine Balls	
7.2.2	Standing Orders	Nil	
7.2.3	Circulars	Nil	
7.2.4	Routine Orders	1	
	F/RO/08/21	Gazette	

8.0 Important Dates for 2021/2022

- **Saturday 11th December 2021** – Annual General Meeting (tbc)
- **Saturday 19th February 2022** – Council AAL – Sydney (tbc).
- **Saturday 20th August 2022** – Council AAL – Sydney (tbc)

**Issued for and on behalf of the
Council of the Australian Air League Inc.**



Chief Commissioner. Ray King, MSA
Chief Commissioner