FOREWORD

The aim of this handbook is to provide you, ‘The Recruit’ with the necessary information that will ensure that your preparations to join the Royal Marines are thorough, timely and afford you the best possible start to your career in the Royal Marines. The detail contained in this handbook is specifically aimed at helping you to prepare yourself, both physically and psychologically, for the transition from civilian to Royal Marine and has been derived from the experiences of many young men that have gone before you. The advice on physical preparation will assist you in developing a level of ability that will ensure a solid foundation that will serve you well during the early stages of the syllabus. Additionally, the handbook will provide you with the information required to ensure that your personal administration and domestic preparations are in order prior to your arrival at the Commando Training Centre Royal Marines (CTCRM), and this is no less important than your physical preparation.

You have already passed the initial hurdle, the Potential Royal Marines Course (PRMC), and are congratulated on passing this short but very intensive first step. Through your attendance on the PRMC, you will have gained a limited understanding of what the Royal Marines and CTRCM has to offer. Therefore, please use the information contained in these pages to broaden your knowledge and understanding of the Royal Marines, and the exciting and demanding challenges that lie ahead.

You are about to begin a great adventure with a world class organisation - excellence is what the country expects from us, and excellence is what we strive for. My instructors will exert every effort, through teaching, coaching and mentoring, to create the conditions for you to achieve success and realise your ambition. In return, all that I demand is that you demonstrate the determination, commitment and self-discipline to succeed, and this starts with your preparatory training. I trust that you will find this handbook a useful guide to your preparation and a valuable reference document.

Finally, I wish you the very best of luck with your preparations and I look forward to you joining CTRCM in the near future.

Officer Commanding
Commando Training Wing
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CHAPTER 1
PREPARATION BEFORE ARRIVING AT CTCRM

Personal Items Required by a Recruit on Joining CTCRM

General.
All new recruits arriving at CTCRM, although issued with the uniforms and equipment necessary for training, are required to purchase a number of personal items. Although the vast majority of these items can be purchased on camp, the following information is provided to give some guidance.

Civilian Dress.
Recruits will spend the majority of their time in uniform; however, smart civilian dress will be required for the first few days, evenings, weekends and leave periods. The following items should be brought on joining:

a. A set of formal civilian dress (shoes, trousers, shirt and tie). This should be worn when joining CTCRM.

b. At least 3 sets of casual civilian dress. Smart jeans, T-shirts and clean training shoes are allowed.

c. Swimming trunks and flip-flops.

d. Two sets of sports kit (shorts and T-shirts)

e. When proceeding on leave, in the galley or in the all ranks bar, ranks are not allowed to wear the following:
   i. Patched, frayed or ragged jeans.
   ii. Track suits.
   iii. Shorts.
   iv. Shirts displaying ‘hippie’ or psychedelic designs, or printed obscene or otherwise undesirable motifs.
**Personal Hygiene In Barracks.**
Exacting standings of personal hygiene are required from Royal Marines. The following items are to be brought by all individuals:

a. One bar of soap/shower gel.
b. Shampoo and comb.
c. Toothbrush and toothpaste.
d. Nail brush.
e. Deodorant.
f. Razor and shaving foam (electric razors are not to be used).
g. Two towels.

As these items can be replenished at the shop on camp, no bulk quantities are required.

**Maintaining Kit.**
All uniforms are provided, however it is the responsibility of all servicemen to maintain their kit. To achieve this, recruits will receive instruction during the Foundation module (first 3 weeks). There are several items required to achieve this and they are as follows:

a. Boot brushes and polish.
b. Clothes hangers.
c. Sewing kit.
d. Good quality Steam Iron.

**Additional Service Equipment.**
The emphasis throughout training is placed on a recruit learning how to use and maintain the equipment issued to him therefore he is discouraged from buying additional items unnecessarily as he will not be permitted to use them. Any recruit who arrives at CTCRM with additional service equipment will have those items secured in Troop baggage rooms and will be directed to take these items home at the earliest opportunity.

**Civilian Outdoor equipment**
There are several items which it is accepted will make a Marines life and
duties more bearable in the field and may be used at specific stages when approved by the Training team. These items include the following:

a. Waterproof Map case.
b. Personal head torch/Maglite.
c. Watch.

**Stationary/Miscellaneous**

On arrival in foundation each man will be issued sufficient stationary to enable him to write home to family and friends. Surplus to this he will be required to bring sufficient stationary to enable him to maintain a record of notes taken during instructional periods and to operate under tactical situations. He will require the following:

a. A4 Ring binder & paper.
b. A5 notebook.
c. Small pocket notebook.
d. Selection of Pens/pencils.

In addition to all items listed in this section each recruit will require sufficient re-sealable waterproof bags at a suitable size to hold trainers, combat jacket, trousers and socks (individually wrapped) to maintain all this kit when deployed in the field.
PHYSICAL TRAINING

Introduction

The purpose of this part of the handout is to aid and educate you in the best ways to improve and maximise your fitness levels prior to arriving at CTCRM to commence Royal Marines Recruit Training. This training period will differ from person to person, but a rough guideline to work on is 8 – 10 weeks. The exercises given are designed with simplicity in mind, and should allow you to complete your session wherever you may be.

Royal Marines must have an all round, complete level of fitness, so it is important that you train both cardiovascular fitness and muscular strength before arriving at CTCRM. Many Recruits struggle during the first few weeks of training due to weak upper body strength in particular. The following pages suggest a training programme that will ensure you get a good strong start to training. As you will see, it concentrates on body weight exercises, such as press-ups and pull-ups, meaning the programme can be completed almost anywhere, and there is no need to rush to the gym to start lifting lots of heavy weights, spending large amounts of money on expensive gym fees.

Ideally you should train twice daily. The morning session should be your body weight strength exercises, and the afternoon session your aerobic (cardiovascular) exercise, i.e. running, cycling or swimming. Don’t worry if you can only train once daily; remember this programme is only a suggested format; it can be altered to suit your needs and lifestyle. You will notice that the programme includes rest days. These are very important, as they will ensure you do not over train and do not arrive at CTCRM tired, injury prone and unable to maintain your level of fitness.

Warming Up and Stretching

There are many different components of fitness, of which one is flexibility. As injuries are a very real and sometimes unavoidable reality of training, it is very important that you do everything you can prior to training to help your body avoid injuries. If you warm up and stretch properly prior to exercise you will improve your flexibility, which will in turn improve you strength and make you less prone to injury. However, ensure you stretch safely and correctly, as poor stretches can also lead to injury.
Always warm up correctly, approx. 10 minutes of some sort of light aerobic exercise, and then stretch each major muscle group for approx. 10 seconds. Each stretch should be put on in a controlled manor, it is very important that you do not “bounce”, overstretch (experience pain or discomfort) or stretch cold muscles, as all these can lead to injury of the muscle.

**Warm Down**

To finish your session correctly you should always try to warm down correctly. Instead of just stopping abruptly you should first walk around to help bring your heart rate down slowly, and then sit and stretch the major muscles used in the exercise. After exercise you should aim to hold each stretch for approx. 30 seconds. This will help eliminate muscle stiffness the following day and develop a larger more flexible muscle.

**Morning Exercise – “The Body Weight Circuit”**

The body weight circuit exercises should follow the order of an “upper-body exercise”, an “abdominal exercise” and a “leg exercise”. Three different exercises of each type should be used for the circuit and gives a “set” of nine exercises in total. After a short rest you repeat this set. Once the second set of nine is finished, rest and finish off with a final set of nine exercises. Including warm up, stretch, circuit and warm down, your morning session should take approx 40 mins.

You will see over the page, a suggested circuit with examples of nine exercises and repetitions that you can achieve correctly. It is very important that when doing these exercises you use the correct technique, keep good posture and concentrate on quality exercises, rather than quantity. It is better to do 10 quality press-ups than 20 poor ones. Over your training period you will improve and this improvement will be accelerated if you concentrate on quality.
Example of Body Weight Circuit

<table>
<thead>
<tr>
<th>1st SET</th>
<th>2nd SET</th>
<th>3rd SET</th>
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<tbody>
<tr>
<td>15 Press-Ups</td>
<td>20 Press-Ups</td>
<td>15 Press-Ups</td>
</tr>
<tr>
<td>20 Knees to Chest</td>
<td>25 Knees to Chest</td>
<td>20 Knees to Chest</td>
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<tr>
<td>20 Squats</td>
<td>25 Squats</td>
<td>20 Squats</td>
</tr>
<tr>
<td>5 Pull-Ups</td>
<td>8 Pull-Ups</td>
<td>5 Pull-Ups</td>
</tr>
<tr>
<td>20 Alt knee to elbow</td>
<td>25 Alt knee to elbow</td>
<td>20 Alt knee to elbow</td>
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<tr>
<td>15 Box Jumps</td>
<td>20 Box Jumps</td>
<td>15 Box Jumps</td>
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<tr>
<td>15 Triceps Dips</td>
<td>20 Triceps Dips</td>
<td>15 Triceps Dips</td>
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<tr>
<td>20 Half-Sits</td>
<td>20 Half-Sits</td>
<td>20 Half-Sits</td>
</tr>
<tr>
<td>10 Lunges (each leg)</td>
<td>20 Lunges (each leg)</td>
<td>10 Lunges (each leg)</td>
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</tbody>
</table>

Notice that the repetitions have increased in the second set. This is because you always want to make the second set the hardest of all three. You can choose how many repetitions to increase by, but remember to try and make the exercises good quality. Also remember that your strength will increase so you will have to progress the number of repetitions in your first set, so the exercises are not too easy for you, this will in turn mean your 2nd and 3rd set will increase. This natural progression is expected over your training period, but do not rush it by performing bad quality exercises.

Afternoon Exercise – “Cardiovascular Fitness”

This is your aerobic exercise, helping to improve the fitness of your heart and lungs. A suggested programme is detailed below, but as with the body weight circuit, this is flexible. It is just important that you keep a steady pace throughout, as the aim of this aerobic exercise is to build a platform of fitness. This bank of fitness should then give you enough saved to be available to draw from when required. In other words, you’ll have worked steadily to gain a foundation of physical endurance and, once you have achieved that, you will be able to sharpen your fitness by including some faster and harder work.
Day | Time | Exercise
---|---|---
Mon | 35 min | RUN at steady pace. Finish with 3 sets of pull-ups.
Tue | 45 min | BIKE RIDE at steady pace or 35 min SWIM (breast stroke). Finish with 3 sets of pull-ups.
Thu | 35 min | RUN at steady pace. Finish with 3 sets of pull-ups.
Fri | 45 min | BIKE RIDE at steady pace or 35 min SWIM (breast stroke). Finish with 3 sets of pull-ups.
Sat | 35 min | RUN at steady pace. Finish with 3 sets of pull-ups.

Increase or decrease the pull-up number to suit your ability and increasing fitness.

Cycling and swimming are included to add aerobic exercises that are low impact (running being high impact). Swimming is also included to encourage any weak swimmers to seek advice and improve their breast stroke technique. During training you will need to pass your “Battle Swimming Test”, the Royal Marines Swimming Test. Any time devoted to practising swimming before arriving at CTCRM will aid you greatly and help you pass the test early on in training, to allow you to concentrate on other aspects of Recruit training.

**Progression**

The most important part of this programme is to gain a base level of endurance fitness. After 4 weeks this should be in place, so you should include some sharpening exercises during your run. For instance, using a technique called interval training you can increase your stamina as well. To do this you set off on a normal run or bike ride, after 10 minutes or so, sprint flat out over a short distance, say from one telegraph pole to the next. Carry on with the run/cycle as normal after the sprint to let your heart recover. After a couple of minutes, repeat this process and do so at least four times. Try to do this in the middle part of your run/cycle, so that you complete the last 10 – 15 minutes at a steady pace.

This technique of running is called “interval” training, it raises your heart rate and enables you to improve the rate at which you recover. It is important not to overdo interval training, introduce it once a week initially, ensuring you have built up a base level of fitness first. Around week six of your training programme you can increase it to twice a week, the number of intervals can be changed as well. Start with 4/5 intervals and increase up to about 10.
Recovery
Recovery is as important, if not more important than training itself. Without adequate recovery time, the benefit of the previous days training can be lost, or severely reduced. Adequate rest allows the damaged muscle fibres to heal and reform in a strengthened state; this is also true for the muscle fibres within the heart. It is therefore important that the rest days allotted into the programme are kept to, where possible and your body is allowed to recover. Overtraining is a common outcome, rest days are ignored and can lead to illness, fatigue and in many cases injury.

Fluid Intake
It has been stated that dehydration by as little as 2% can lead to a drop in performance by as much as 7%. It is very important that you drink water throughout the day, and not just while exercising. However, it is important to take on water while performing your exercise programme, small sips in between sets is a good start. If you feel thirsty you are already dehydrated, another sign is if your urine is orange/dark yellow in colour, it should be clear. The best way to combat this is to carry a water bottle around with you and drink little and often. Keeping yourself hydrated will keep your performances at its peak.

Diet and Nutrition
While training it is important that you eat the correct foods at the right time. If possible you should eat a fulfilling healthy breakfast (example: weatabix, muesli or porridge), and then about 1/2 hour before training have a banana or sugary snack to raise your sugar levels pre-exercise. After exercise, you should try to replenish your energy stores within 15-30 minutes of finishing your exercise, a glass of orange juice or a banana is suitable for this. If you eat healthily and sensibly, there is no requirement to take any supplements or “get fit quicker” pills/powders. Everything that you need exists in ordinary everyday food; it just takes a bit of knowledge to choose the right food. Libraries and good bookshops provide excellent information on good diet if you are unsure of what to eat.

Training Programme
To enable you to chart your progress, there is a ten week training diary in this booklet. It is included to help you, so it is in your best interest to fill in
the diary accurately for 10 weeks, starting the week after your successful PRMC. This diary will enable you to see your fitness levels increase over the ten week period, which will give you feedback and encourage you to keep working hard.

**Summary**

Royal Marines Recruit Training Physical Training is progressive throughout, and will gradually make you reach levels of physical fitness that you never thought would be possible.
Although it is our job to help you achieve your goals, so you do not have to be a super-fit human being before you arrive, it is important that you follow the programme outlined, so you do arrive with a good base level of fitness for us to work from. Be under no illusion that you will require a lot of determination and willpower to push yourself above and beyond anything you have done before, however, arriving at CTCRM with a credible level of fitness will do nothing but make life easier for you in the 32 weeks ahead.

The Royal Marines Physical Training branch wish you all the best in your preparations and look forward to seeing you back at CTCRM fit, healthy and ready to go.
Using Military Boots

The likelihood is that you do not wear heavy leather boots in your civilian life and your feet are probably more used to the comfort and ease of a trainer. Although it would be sensible for you to break a pair of combat boots in and try to harden the soles of your feet a little, this is achieved by walking around in combat boots for a couple of hours here and there, and by polishing the leather to help soften it up. There is really no need to start doing any physical training while wearing boots, which may even cause injuries in a worst case scenario. The physical side of Recruit training is structured specifically to be progressive, so we will not start you running in boots as soon as you arrive. This will be a gradual process to make sure we avoid any injuries. You will be supplied boots after completion of PRMC.

Sport in the Royal Marines

The Royal Marines attracts sportsmen of many differing disciplines and prides itself in competing against the Army, Air Force and Navy despite it’s considerably smaller size. Sport is a part of everyday life for trained Ranks within the Corps, whether it be Company and Unit sports team training, Unit Competitions, or inter Unit Competitions and Corps Championships. For those sportsmen that wish to pursue their chosen sport to a higher level, there are Corps teams that play Army regiments, Naval teams and civilian clubs, if successful at a Corps level it is not uncommon for Royal Marines to represent the Navy, and in a large number of Naval sports team, the Corps actually provides a higher percentage of that squad, despite having a smaller pool of individuals to select from. Those sportsmen who prove themselves at a Navy level can also go on to represent the Combined Services, a very high level in which ever sport, and has often lead to Royal Marines representing their country.

During Recruit training it is very difficult to find time to pursue your specific sport due to the hectic and busy nature, however there are “Recreational Training Periods” programmed in with your PTI, where you may play football, touch rugby etc. To risk a serious injury during training, by playing a specific sport to a high standard, would really not be sensible. Your Troop PTI will ask you which sports you play/take part in and to what standard, and this will be highlighted to your Unit if you successfully pass out of training, to enable you to continue this sport in the Corps. However, in general Recruits do not get time to compete while in training, although some talented Recruits have provided exceptions in the past.
## Training Diary

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<th>Week 1</th>
<th>Week 2</th>
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<td><strong>Example</strong></td>
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<td>10am: body weight circuit.</td>
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<td>3pm: 35min run, 3 sets 3 pull ups</td>
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<td>9am: body weight circuit.</td>
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<tr>
<td>3pm: 35min run, 3 sets 3 pull ups</td>
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<td>REST DAY</td>
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<tr>
<td>10am: circuit.</td>
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<tr>
<td>3pm: 35min run, + 4 50m intervals, 3 sets 5 pull ups</td>
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<td><strong>Fri</strong></td>
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<td>8am: circuit.</td>
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<td>2pm: 35min swim</td>
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<td>5pm: 3 sets 5 pull ups</td>
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<td>3pm: 35min run, 3 sets 5 pull ups</td>
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<td><strong>Sun</strong></td>
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<td>REST DAY</td>
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- **Week 6**
- **Week 7**
- **Week 8**
- **Week 9**
- **Week 10**
**Warm Up Stretches**


**Hamstring Stretch:** one foot forward, one foot back. Bend in rear leg, front leg straight. Knees together, chest and head up. Sit into the stretch, hands on bent leg, feeling stretch on rear of front leg. Hold for 10 seconds. Repeat for opposite leg.

**Calf Stretch:** one foot forward, one foot back. Bend in front leg, rear leg straight. Body up-right. Ease forward on front leg to feel stretch at back of rear leg in lower part. Hold for 10- seconds. Repeat for opposite leg.

**Upper Back Stretch:** feet shoulder width apart, slight bend in knee. Arms out in front, hands linked. Roll shoulders forward as if hugging, round your back, feel stretch across upper back/shoulder blades. Hold for 10- seconds.

**Chest Shoulder Stretch:** shoulder width apart, slight bend in knee. Hands crossed behind back. Slowly raise arms backwards towards head and push chest out. Feel stretch across shoulders and chest. Hold for 10 seconds.

**Shoulder Stretch:** feet shoulder width apart, slight bend in knee. One arm across body, other arm pulls first arm into body, pulling above or below joint (not on elbow joint). Feel stretch across shoulder of straight arm. Hold for 10- seconds. Repeat for opposite arm.

**Triceps Stretch:** arm up behind head pointing down spine, other arm holds elbow of first arm and eases arm further down spine. Feel stretch on back of first arm. Hold for 10- seconds. Repeat for opposite arm.

**Hip/Abductor Stretch:** sit on the floor, knees apart, soles of feet together. Hands grasp ankles with elbows on inside of knees. Push knees gently to floor with elbows. Keep back straight, looking forward. Hold for 10 seconds.
Examples of Exercises

Press-up: hands shoulder width apart; i.e. under shoulders, elbows stay close to body as arms straighten. Arms fully straighten, before chest returns to the floor and exercise repeated. Head and eyes look forward at all times. Pivot from the heels, not the lower back. Your body should be stiff like a plank of wood, feet and knees together.

Close Arm Press-up: As above but hands touching each other under chest, making a diamond with the index fingers and thumbs of your hands.


Triceps Dips: hands shoulder width apart on bench with arms straight. Feet away with slight bend in knee. Head up. Bend in elbow lowers rear to floor, elbow at right angle. Elbow straightens to full extension of arm.

Half-Sits: Head, shoulders and back on floor. Hands on thigh with fingers pointed. Knees, feet together. Sit up, sliding hands along thigh, over knees until palm in on knee cap. Keep neck rigid by focusing on point on ceiling or in distance, do not jerk head. Return to start under control. Head and shoulder return to floor.

Alternate Elbow to Knee: Head, shoulders and back on floor. Hands at side of head with fingers on temples. Knees, feet together. Sit up, twisting so left elbow touches top of right knee. Return to start position under control, with head, shoulders and back on floor. Repeat with right elbow to left knee.

Knees to Chest: Head, shoulders, back rested on floor. Arms straight by sides. Knees and feet together, feet 10 cm from floor. Bend at knees bringing towards chest and curls hips up so rear and lower back comes away from floor. Return to start position under control. Feet remain off the floor for entire set.

Step-ups: stand straight in front of step. Step up onto step/box with one foot. Ensure the whole sole of the foot (and not just the toe) is placed onto the step. Step up and stand up straight. Step down backwards and return to original start position, standing fully straight. Repeat.
**Box Jump:** stand in front of box with slight bend in knee. Jump up onto box, ensuring the entire sole of both feet land on the box. Straighten the legs and stand up straight. Jump down backwards under control and repeat.

**Knee Raise:** hold onto beam/bar with over hand grip, slightly wider than shoulder width. Hang straight with feet and knees together. Bend at the knee to raise knees to chest, curls the hips forward to raise knees as far as possible. Lower under control to avoid body swinging.

**Pull-Ups:** hold onto beam/bar with over hand grip, slightly wider than shoulder width. Hang straight with feet and knees together. Pull up until top of chest touches the beam and chin is higher than the beam. Hold for a short pause and return under control to original position. Hold body tension rigid to avoid swinging. Do not kick legs to aid in raising the body.

**Lunges:** stand with feet shoulder width apart, slight bend in knee, head looking forward. Arms across chest, right over left. Step forward with one leg and bend knee to ninety degree angle, so that opposite knee almost touches the floor. Push up with stepping leg to return to starting position at speed. Pause, and repeat for opposite leg. Ensure back remains straight and head looking forward.

**Squats:** with feet shoulder width apart, slight bend in knee, head looking forward. Arms across chest, right over left. Bend both knees to a ninety degree angle as if about to sit in an imaginary seat. Return to standing, starting position at speed and repeat. Ensure back remains straight and head looking forward.
POLICY FOR THE USE OF COMPUTERS AND GAMING EQUIPMENT

General
Notwithstanding individuals’ personal rights all electrical equipment contained in this section are subject to specific restrictions and orders for use in a military establishment. In accordance with military law any individual contravening these orders may have his equipment confiscated and returned at a later date to be removed from the Camp.

Equipment is to have been passed as fit for use by a PSA electrician. This testing will be conducted in the foundation block soon after arrival at CTCRM. Any equipment purchased during training thereafter must be tested and approved and this is to be co-ordinated through your Troop Sergeant.

Private Computers
Restricted Use – There is limited space in accommodation blocks for desktop computers and consequently recruits are not permitted to bring them into camp. Individuals may wish to use laptops for watching DVD’s. There are many restrictions on a military base regarding where and when systems can be operated therefore to comply with standing orders usage of laptops is permitted only in accommodation blocks out of working hours.

Recording Notes – Privately owned computers may only be used for UNCLASSIFIED work; never for any work classified RESTRICTED or above therefore all notes on recruit training may not be kept on computer.

Data Protection Act – Owners of personal computers are reminded that they will be contravening the Data Protection Act 1984 if they use their computers to hold or process personal data. The definition of personal data is information that relates to a living individual who can be identified from the information (or from that and other information in the possession of the data user).

Learning Centre 21 (LC21)
CTCRM has an Interactive Learning Centre to which all recruits are permitted access. This facility will enable the user access to the internet, send and receive emails and register for online learning in a variety of courses (where
spare time is available). All trainees are strongly encouraged to use this facility and to refrain from keeping personal computers in accommodation blocks.

**Television Sets**

There is limited space in accommodation blocks for Television sets and consequently recruits are discouraged from bringing them into camp. There are several sets around the camp in the Leisure facility area, Gymnasium, Main dining hall and Church which recruits are able to view during limited spare time. All television sets on a military establishment are to be covered by an individual licence held by the owner.

**Gaming Equipment**

Generally there will be very little time available for the use of gaming equipment; in addition without the use of a television screen it is not feasible. Handheld gaming machines are permitted to be used out of working hours.

**Music Systems/Ipods**

Recruits are permitted to own and use any form of music player whether portable or otherwise. These are to be used out of working hours and will be subject to local restrictions for storage within troop accommodation blocks.
CORRECT ADDRESSING OF PERSONAL MAIL

In order to ensure personal correspondence is addressed correctly, thereby ensuring timely delivery, mail being delivered to the camp should contain the following information:

- Rct… Initials & Name
- Service Number…
- Troop Number…
- Company
- Commando Training Wing
- CTCRM
- Lympstone
- EXMOUTH
- Devon
- EX8 5AR

Service number, Troop number and Company will be known on arrival at CTCRM.

All registered parcels and recorded delivery post will arrive at the Unit mail office. Internal chits will then be issued to individuals for collection from the mail office on production of their ID cards.

SMOKING POLICY

Smoking is permitted in CTCRM but only in designated areas. These will be pointed out on arrival. There is a no smoking policy in force in all accommodation blocks. New policy and guidance for smoking in MOD buildings is now in force.
Preparation Before Arriving at CTCRM
ESSENTIAL FOOD TIPS FOR EXERCISE

What to Eat
Eating a healthy balanced diet will provide you with all the nutrients you need to take part in your favourite sport or physical activity. This means eating a wide variety of foods, see below, for how to get the balance right. Trying to eat more of the right things does not mean ‘going on a diet’, especially not one of the quick-fix diets so many celebrities are keen to endorse. True, you may lose weight with one of these, but it could well be only temporary and you’re likely to be less healthy as these diets don’t provide all the nutrients you need.

Fruit and Vegetables
Fresh fruit and veg, frozen, chilled, canned, 100% juice, and dried fruit & veg all count here. You should try to eat at least five portions of fruit & veg each day. The size of a ‘portion’ can vary depending on what you’re eating, but a good rule is that a portion of fruit or veg will generally weigh about 100 grams.

Juice also counts as a portion, but however much you drink in a day it will only count as one portion. This is because juice doesn’t contain as much fibre as “solid” fruit.

Bread, Potatoes and Cereals (inc. noodles, pasta and rice)
Starchy foods like these should make up half your plate. Your body’s main source of energy and the high fibre keeps you regular in the bowel department. Surprisingly, an average serving of potatoes also contains a healthy dollop of vitamin C and, unless you’ve smothered them in butter, absolutely no fat.

Lean Meat, Fish, Poultry, Eggs, Nuts, Beans and Pulses
All of these provide a good source of protein, which helps your body rebuild itself (repairing damaged muscles, hair, nails etc). OK, if you’re vegetarian or vegan you’re not going to go for the meat & fish... but eating Soya also does this and there are smaller amounts in grains and dairy products.
Milk and Dairy Products
These are a rich source of calcium, which strengthens your bones and teeth and helps your muscles and nerves function properly. The best products health wise will be those classified as having lower fat. A pint of milk a day is enough to ensure you’re getting the recommended daily intake of calcium.

Foods containing Fat and Sugar
Fat is a great energy source, but fatty foods don’t contain very many nutrients. Just one gram of fat contains about nine calories so unless you take a lot of exercise having eaten a lot of fatty foods, your body will retain the fat and you’ll put on weight. But don’t avoid eating fat altogether - your body needs energy and in smaller doses fat is an important part of healthy eating. And though it’s high in fat, chocolate’s fine every now and then.

Foods high in Fat Content
Try to eat these sorts of foods less often or in small amounts:

- Meat pies, sausages, meat with visible white fat
- Hard cheese
- Butter and lard
- Pastry
- Cakes and biscuits
- Cream, soured cream and crème fraîche
- Coconut oil, coconut cream or palm oil

For a healthy choice, use just a small amount of vegetable oil or a reduced-fat spread instead of butter, lard or ghee. And when you are having meat, try to choose lean cuts and cut off any visible fat.

Good Sources of Energy During and After Exercise
Carbohydrate is the most important fuel for energy, so you should eat lots of foods that are rich in starchy carbohydrates.

Many different foods contain carbohydrate. The richest sources of carbohydrate are bread, rice, pasta, cereals and potatoes, but other foods also contain useful amounts, such as: fruit, vegetables, beans, pulses, yoghurt and milk.

The more you exercise, the more carbohydrate you need. The actual amount
you need depends upon the type of exercise you’re doing, the intensity, duration and frequency of the exercise, and your fitness level. The bigger the glycogen stores in your muscles, the longer you can perform. So this is particularly important if you do an endurance sport such as marathon running, long distance cycling or fell running.

After exercise, your muscles can refuel their glycogen stores twice as fast as normal, so it’s important to eat foods containing carbohydrate soon after you’ve finished exercising.

**Keeping Hydrated**

Dehydration and heat stress can stop you getting the most out of your body, so it’s important that you drink enough.

Remember that during training, you need extra fluid on top of the usual 1.2 litres (6 to 8 glasses) we need in climates such as the UK to stop us getting dehydrated.

When you are physically active it is essential that you take plenty of fluids on board as you tend to sweat a lot as your body tries to keep itself cool. Replacing this water stops you from getting tired so quickly and can help speed up the recovery process after a lengthy sports session.

For short bouts of activity, it’s fine just to drink water or diluted fruit juice before and after you exercise.
CHAPTER 2
ARRIVAL AT CTCRM AND INITIAL TRAINING

What Happens if I get Injured during Training?

Hunter Company

Hunter Coy is the rehabilitation department for Commando Training Wing, if you receive an injury or get sick and you are unable to continue with training, you will be sent to Hunter Coy. The Coy is specifically designed to look after all types of injuries, ensuring you receive the correct treatment and the time to recuperate. On joining Hunter Coy with an injury you will automatically join 1 Tp. There you will be welcomed into the Troop with an interview with the Troop Officer as part of your joining routine. Another important part of joining routine is your assessment by one of the two chartered Physiotherapist who are permanently attached to Hunter Coy, depending on what your injury is you will then be allocated to one of four sections, each is specifically designed to cater for injuries to a part of the body, for example if you have broken a bone you will join the Fractures section. These sections are headed by a Remedial instructor (Sports Therapist) who will look after your rehabilitation ensuring you carry out the right remedial exercises. During this period you will continue to receive military instruction from a dedicated training team, their job is to deliver an interesting and comprehensive training programme, to keep your professional skills fresh preventing skill fade.

Once your injury has healed and you are pain free you will move up to 2 Tp, here you will start to prepare for a return to training. Whilst in 2 Tp you will concentrate on your physical training and professional skills, in an 8 week training cycle you will participate in two shooting exercises on the range, go on two field exercise and take part in other training evolutions. The end result is that you will be ready to return to training.

The only important factor that you must remember, if you get injured whilst in training, the Corps is required to provide the duty of care necessary to get you fit. The remedial facilities here at CTCRM are the envy of all the three services and could easily be compared to some of the top professional football clubs.
PAY AND ADVANCES

General
On joining CTCRM you will be paid the New Entry Rate of Pay unless you have been advised otherwise by your careers office. On completion of 26 weeks training, your pay will rise to Increment Level 1. Your next incremental raise will be one year from the date that you went up to Incremental Level 1.

NEW ENTRY RATE OF PAY £13,644
INCREMENT LEVEL 1 £17,014
INCREMENT LEVEL 2 £17,485

As well as Income Tax and National Insurance, you are liable for Food and Accommodation charges. Once these have been deducted, you can expect a monthly wage packet of approximately £700 - £800 in the early weeks.

FOOD £4.13 (DAILY)
ACCOM FOR 1ST 2 WEEKS £0.62 (DAILY)
ACCOM FROM WEEK 3 £1.39 (DAILY)

On the Friday of your first week at CTCRM you will receive a pay lecture, during which we will need your bank details - Sort Code and Account Number. We recommend that you join having already opened a bank account and that your bank statements are sent to your home address as, during training, your address could change quite frequently. At this pay lecture, we will offer you a cash advance of £200 although this isn’t compulsory. If you choose to take it, the entire £200 will be deducted from your first payment to your bank account. In week three, £200 will be paid directly into your account - this will be paid in one go. It can take up to a maximum of nine weeks to get your pay up and running so, in spite of the cash advances you receive, we would advise you to have access to sufficient funds, for your personal needs, for this period.

Rates as at 1st April 2010
DOCUMENTATION TO BRING

Please make sure you bring the following:

- P45 - Payment and Tax details from former employer.
- Valid UK Passport.
- Driving Licence - Card and Paper elements.
- Vaccination details from your GP.
- Educational Qualifications - GCSE; A Levels; NVQs etc.
- Certificate of Discharge from previous service in the Armed Forces. (if applicable)
FOUNDATION

Foundation is the first two weeks of recruit training. The aim is to facilitate the transition from civilian to military student as smoothly as possible for each new recruit. During this period you will undergo a medical and dental check, interview from your Troop Commander and the Personnel Selection Officer, and briefs from the various departments at CTCRM that will affect you. Accommodation is a 60 man room with dedicated washing, drying and ironing facilities. All military clothing and equipment will be issued. Instruction is given on bed making, personal hygiene, naming of kit, washing and ironing of uniform. A two day field exercise takes place on Woodbury Common. You will also receive lessons on Physical Training, the SA80 Rifle, and Drill.
POLICY ON MOBILE PHONE USE

Mobile phones can be brought to CTCRM on joining but are only to be used in recreational areas, accommodation blocks or in approved outside areas. During the working day they should be secured in lockers, and never taken on exercise. For security reasons the use of video phones are not permitted whilst carrying out training evolutions. Certain sensitive areas within CTCRM do not allow the use of mobile phones, which will be pointed out on arrival.
ROYAL MARINES RECRUIT CHARTER

General
This Recruit Charter details the code of conduct and standards expected of you under training. Adherence to the Charter will support the development of a sense of responsibility and self-confidence, whilst also instilling those standards that set you, as a potential Royal Marine Commando, apart from the remainder of society. A well-developed sense of responsibility will breed self-discipline, pride and respect for others, the environment and, not least, the Corps as a whole. Fundamentally, adherence to the Charter will further develop our ethos and traditional values, balanced against the expectations of modern society, for which we are all responsible. As a Recruit, you must take responsibility for both yourself and for those around you, as application of the expected standards is one way of demonstrating your pride in being a member of the Royal Marines.

Approach to Training
You are expected to approach training with professionalism, a clear work ethic and positive attitude, all combined with a sense of humour; this will assist in the development of Commando Spirit, embodied by:

Unselfishness, Cheerfulness in adversity,
Courage, and Determination.

Respect
At all times, you must demonstrate respect towards not only to Training Teams and other Trained Ranks, but also for all other Recruits, both on and off duty. This develops camaraderie and the teamwork ethos essential to our character as a Corps. You must however, also demonstrate respect to both civilians and other authorities, such as the Police or members of other Armed Forces, whenever encountered, both on and off duty.

Marks of Respect
Other than the normal saluting of officers whilst in uniform; when dressed in civilian clothes, you are to brace up and acknowledge Officers and Warrant
Officers with a ‘Good morning/afternoon/evening, Sir/Ma’am’. Similarly, you should acknowledge Trained Ranks when dressed in uniform, and civilians working at CTCRM as ‘Staff’. On the initial entry of any staff to a room, you should stand up. Such marks of respect not only acknowledge rank, but also experience and, importantly, an appreciation for the Green Beret and what it represents.

**Behaviour**

a. Your standard of behaviour at all times, and particularly ashore, must be of the highest order. Use of foul language, drunkenness and violent behaviour not only portrays you in a poor light, but also damages the hard earned professional reputation of the Corps as a whole. A perception based on the behaviour of an individual or group, whether good or bad, reinforces the public’s perception of the Royal Marines.

b. You must possess a sense of responsibility, which should extend to ensuring that your comrades also adhere to the expected high standards of behaviour. To that end, you should recognise that you have the legal right to defend yourself or your colleagues using minimum force, but any response to threat or physical violence must be proportionate and entirely justifiable. The Corps will support you to the hilt if you stay within the law.

**Movement about CTCRM**

Whilst you are not required to march about camp when in civilian clothes, movement is still to be smart; slouching, hands in pockets or other slovenly habits are not acceptable. Whether in uniform or not, paths are to be used rather than damaging the grassed areas. When moving to the galley, mugs and cutlery are to be carried, not hung from belts.

**Dress**

Your standard of dress reflects pride in your position within the Royal Marines and portrays a traditional standard that is part of the Corps ethos:

**Ashore:** Dress may be casual, but smart - no ‘hoodies’, ripped/torn jeans, offensive T-shirts or sports shirts; although trainers may be worn, these are to be of a presentable, clean standard. A smart top is to be worn, but does not necessarily need to have a collar. The Duty JNCO will inspect the standard of dress prior to being authorised to run ashore.
Camp: Dress about camp should reflect the activity:
   a. Dress in the Galley and public areas is to be uniform, or reflective of the standard of dress required for running ashore; sports shirts (including ‘hoodies’) and PT rig are not permitted, unless conducting PT or general administration.
   b. The body is to be covered when outside of the accommodation, with no naked upper body or singlets worn.
   c. Personnel in ground floor rooms are to ensure that when dressing/undressing, they cannot be viewed from outside.

Mobile Telephones
Mobile telephones are only to be used within the immediate vicinity of accommodation blocks and outside of working hours; telephones are not to be used when moving about CTCRM, in the Galley queue or Galley itself. Mobile telephones are not to be used to store obscene or offensive material, or any other material that may bring the Corps into disrepute.

MP3 and other Personal Music Systems
MP3 players and other personal music systems are to be used in the accommodation and washing facilities only, and not when moving about CTCRM. Music should only be listened to at a reasonable volume, and use should not adversely impact upon individuals beyond your room.

Pornographic or Potentially Offensive Material.
You should not openly display such material, whether in photographic or multimedia form, especially when it might be visible through windows.

Food
Any food purchased within the confines of, or brought into, CTCRM is only to be consumed within Jim’s Diner, or in the benched areas at the back and side of the Unit Shop, the Barbers Square, and the accommodation. Food and drink is not to be consumed at any other location, nor whilst moving around the camp. Any gash is to be disposed of properly and is not, under any circumstances, to be dropped about camp or whilst ashore.
**Drugs and Alcohol**

The attitude towards drugs in the Royal Marines is zero tolerance. Much as it might be prevalent in your home towns, and maybe even amongst some of your friends, you must rise above any peer pressure and have the mettle to refuse any temptation that might come your way. You will end up respecting yourself more and earn the possible begrudging respect of those that might try to persuade you. The challenges and camaraderie that the Corps will give you produce a real high. Whilst the consumption of alcohol is recognised as part of typical social activity for many, excessive consumption can hinder professional and physical performance. Those under the age of 18 are not to consume alcohol; those over 18 will have the same limitations as applied to trained Royal Marines in an operational environment. Whilst at CTCRM, you should therefore abide by the ‘two-can’ rule whenever there is training the following morning. You are expected to exercise appropriate self-discipline and a sense of responsibility, which should also extend to those you might be drinking with.

**Summary**

This Charter reflects the attitude required of all ranks, with your time as a Recruit being the most important period in which the qualities mentioned above develop. Fostering this approach will undoubtedly assist you in completing training, and help you acknowledge responsibility for your own and others actions, but should also make you proud of your position within the Royal Marines. This pride should bring with it a genuine desire to raise yourselves above the standards of ‘normal’ society, and reflect the tradition and ethos that make the Corps, of which you are now a valued part, what it is today.
CHAPTER 3
TRANSITION FROM TRAINING AS A ROYAL MARINE COMMANDO

The Armed Forces Act 2006

Introduction

A person who joins the Royal Marines, whether as an Officer or as a Marine, does not cease to be a citizen.

Whilst Officers and Marines remain subject to the ordinary law of the United Kingdom, they are subject to an entirely distinct legal code known as “Armed Forces Act 2006”.

Object of the Armed Forces Act 2006

The object of the Armed Forces Act 2006 is two fold:

Firstly, it is to provide for the maintenance of good order and military discipline.

Secondly, it is to regulate certain aspects of administration, mainly those which effect individual rights.

Redress of Complaints

If a person subject to military law thinks himself wronged in any matter relating to his service he may make a complaint with respect to that matter to such officer as may be prescribed.

The procedure for making and dealing with a complaint under this section shall be laid down in the Armed Forces Act 2006.

If the complaint does not obtain the redress to which he thinks he is entitled, he may submit his complaint to the Defence Council in accordance with the procedure laid down in the Armed Forces Act 2006.

The Defence Council shall have any complaint submitted to them investigated and shall grant any redress which appears to them necessary.
Records of Wrongdoing

Many mobile phones can act as recording devices for audio, still photography and video. There have been occasions when mobile phones have been used to record wrongdoing. Whatever the reason for making the record, there is a concern that these records damage the reputation of the MoD if they are communicated with the media. Obviously, our concern is to control the wrongdoing rather than the recording devices. Our policy is that records of wrongdoing should be submitted to the chain of command or RMP, not suppressed, retained or passed to the press.
ROYAL NAVY’S POLICY ON BULLYING AND HARASSMENT

Policy
The Royal Navy (of which the RM belong) acknowledges that its people are the most important factor in delivering operational effectiveness. We value the diversity and range of individual skills and talents our people bring. Our ethos is inclusive, it welcomes and appreciates differences in gender, race, colour, ethnic origin, sexual orientation, marital status and social and educational background while accepting the limitations imposed through being a deployable fighting force.

The Royal Navy is committed to upholding the right of all personnel to work in an environment free from intimidation, humiliation, harassment or abuse. Behaviour such as bullying or harassment is manifestly unfair, undermines confidence and reduces morale. There is zero tolerance to bullying and harassment in the Royal Navy.

Any allegation of discrimination, harassment, victimisation or bullying will be investigated and disciplinary or administrative action taken where there is sufficient and reliable evidence.

There are two avenues of redress open to Service personnel who believe that they have been the subject of inappropriate behaviour such as bullying and harassment.

The first is informal where the person approaches the alleged perpetrator directly - either in person, in writing or via a third party. Often this solves the problem, as the perpetrator may not be aware that his/her actions are causing distress.

If such an approach is not suitable or its does not succeed, individuals can submit a formal complaint to their Commanding Officer under the Royal Navy’s laid down complaints procedures. It will then be investigated immediately, impartially and thoroughly, with fairness and sensitivity to all parties involved, and both the complainant and the alleged perpetrator will be kept informed throughout the process. Assistance can also be provided by EO qualified personnel from the Special Investigations Branch.

Advice and support is available at any stage to both victims and alleged perpetrators from many sources. These include the person’s Troop
Commander, a chaplain, the Unit Equal Opportunities Adviser, legal advisers, the welfare officers or the Confidential Support line.

All personnel are made aware of the Naval Service’s policy on EO, including bullying and harassment, and the complaints procedure by formal instruction from basic training through career and leadership courses up to senior managers’ awareness days specifically focused on EO.

**There will be zero tolerance to actions that breach this policy**

a. This policy does not stand alone but is integral to the Armed Forces’ Overarching Personnel Strategy 15 on Diversity, the People Pillar of the Naval Strategic Plan and the Naval Personnel Strategy, and is supported and reinforced by Personnel Functional Standards and Personnel, Legal and Administrative General Orders.

b. All individuals are to be afforded equal opportunities, treated fairly and with courteousness, and decisions on recruitment, selection, training, promotion and career management are to be based solely on merit and objective job-related criteria. That said, those in authority, such as Senior Ratings and SNCOs, should not defer making well considered and necessary but unpopular decisions, or giving reasonable orders for fear that they will be challenged on the grounds of harassment or discrimination. Moral courage and appropriate strong leadership will always be supported by the Command.

c. Any allegation of discrimination, harassment, bullying or victimisation will be addressed with thoroughness and impartiality. Complaints will be investigated and disciplinary or administrative action taken where appropriate. All this is necessary not simply to comply with the law, important as that is, but as a fundamental management principle to provide for better performance and motivation, and to achieve the teamwork that is vital to our operational effectiveness.
COMPULSORY DRUGS TESTING AND USE OF ANABOLIC STEROIDS

Compulsory Drugs Testing
Recreational drugs and other substances obtained illegally are banned. All military personnel should be aware that they may be subject to random compulsory drugs testing. A positive test can be expected to result in immediate administrative discharge. The Compulsory Drugs Testing occurs without any prior notice to CTCRM by an independent outside agency.

Use of Anabolic Steroids
The use of anabolic steroids without medical prescription is dangerous with both long and short term side-effects, including heart disease and liver cancer. There is no scientific evidence that the use of these drugs improves physical performance. Persons subject to military law are forbidden to possess without a valid medical prescription, use or supply, either freely or for personal gain, a drug known as an anabolic steroid. Disciplinary action may be taken against any rank found guilty of the improper use of anabolic steroids.
RECORD OF CONVICTION BY CIVIL POWER (RCCP)

**Arrest**

Any person who is arrested or interviewed by the Police is to report the fact to their chain of command. Ranks that have to appear in Court will be accompanied by an Officer or Warrant Officer. Their role is to explain to the authorities the consequences of any punishment the court may award.

**Conviction**

If convicted at a Magistrate or Crown Court or received a Formal Police Caution, then the individual would appear before the Commanding Officer for RCCP Action. The CO can award one or more of the following service penalties;

- Discharge (Services No Longer Required)
- Discharge Shore
- Career Check
- Forfeiture of pay and time
- Placed on formal warning for discharge

**Service Penalties**

Service penalties are an administrative penalty based on employment law. It is not being punished twice for the same office.
DUTY OF CARE

Duty of Care over Trainees

The Commando Training Centre Royal Marines takes its ‘Duty of Care’ over trainees - the responsibility to look after the emotional and physical well-being - very seriously. In fact, the government backed Adult Learning Inspectorate has held CTCRM up to be one of the best examples they have seen. It is not just your training team who have this responsibility: Everyone on Camp, right up to the Commandant, is dedicated to providing you with the best training possible.

There are a number of areas you can look to for support and it is very important that you are aware of them:

Your training team are your first and most likely option. They will be able to help out with most problems and because you will see each other every day they will understand exactly where you are in training and what you are experiencing.

If you would rather speak to people outside of your training team there are also the Welfare staff, Chaplains and Medical staff whose job it is to ensure you are being properly cared for. Each of these teams have people who can help you any time of the night or day. You will be issued with a card which gives you contact details for each team.

Finally, If you have a problem and are unsure who to speak to there are always duty personnel on hand to help. There is always, 24 hours a day, a duty officer, a duty senior non-commissioned officer (SNCO) and duty Commando Training Wing Corporals. They are there to ensure the Camp runs smoothly and can help you find the right person to help you if you need them.

We will never deliberately restrict you from contacting friends and family. So when your training timetable allows and you are near a telephone (there are pay phones if you do not have a mobile) you are encouraged to call your families and tell them how you are getting on.

Meeting the Standards of your Training.

Whilst you are going through training there are a number of systems to look after anyone who has problems.

Anyone struggling to reach standards in a certain area will be given extra
instruction. This will always be something structured to help people get back on track. If this extra instruction does not remedy the problem immediately there is a system of ‘warnings’ which recruits can be placed on. These will allow greater attention to be given to solving the problem.

If a recruit must be withdrawn from mainstream training due to professional or physical failure, they are usually placed in Hunter Company. The main effort of Hunter Company is return a recruit to mainstream training as soon as possible, with all the necessary skills and qualities.

There will always be close supervision when handling any type of weapon. This will be particularly important during your first 15 weeks of training.

Similarly, staff will also always supervise the handling and return of ammunition. If anyone accidentally removes ammunition from a range they will not be punished, providing they put it in the ‘amnesty box’ or report it immediately to their training team or duty personnel.

If you feel anything is wrong please raise it with your troop commander or another member of your training team. You should never be subjected to any humiliating act against your will during training.
MEDICAL CENTRE ROUTINES

Urgent Cases
The Medical Centre provides 24 hour medical cover, the duty MA can be contacted on Ext 4296 (emergencies) or Ext 4135 (Duty staff) or attend the sickbay via the side door out of normal hours.

Medical Centre Telephone Numbers
- Reception .................... 4069
- PMO ............................. 4120
- DPMO .......................... 4141
- MO3 .............................4123/4486
- WARD .......................... 4205
- CPOMA ........................ 4045
- POREG .......................... 4206
- Hosp. Appts ................. 4122
- Duty MA ...................... 4135

Fresh Cases
Sick Parade Recruits Mon – Sat 0700, Mon - Fri 1330 - 1400, Sun 0900
The Medical Centre runs an appointment system to see a Medical Officer which is every 15 Minutes. An appointment to see a Medical Officer can usually be arranged within 24-48 hours-urgent cases will be seen that day.

Dental Telephone Numbers
- Appointments ............ 4043
- Rest Room ................. 4216
- Sen. Dental Surg. ....... 4119

Sick on Shore
Patients who are ill on leave, over the weekend or out of area should go to their nearest service medical Centre within two miles. If it is more than two miles away you should register as a temporary resident with a GP practice.
If you are made unfit to travel ensure you obtain paper work stating this fact. You must then inform the Medical Centre. Prescription charges for medication can be reclaimed from the Medical Centre on production of a receipt.

**Medical What If’s ....**

**What if I have an injury prior to training ?**

Get help early- you may go to your own GP, a physiotherapist or if the injury is a sudden accident- to the Accident and Emergency Department at hospital. Let them know you are going to join the RM- this may alter how they manage your case to your advantage.

Have a full course of treatment until you are fully fit again- it is no good joining your troop only partly cured.

Keep in touch with your Armed Forces Careers Officer (AFCO) - if the injury is cured in 3 months then the AFCO doctor will only require a letter that says this from the person treating you. If the injury lasts longer than 3 months you may need to have another medical – this will be arranged by at the AFCO.

If you think you may not be fully fit for your joining date- let the AFCO know- they will be able to arrange to postpone your entry to CTCRM.

**Do**

Aim to join the Troop at CTCRM fully fit and free of injury.

Keep your AFCO informed of any problems- they will be able to contact CTCRM for any further advice they need.

**Don’t**

Ignore injuries and hope for the best.

Overtrain – follow the advice in this handbook.

Use body building supplements.
Preparation Before Arriving at CTCRM
DYSLEXIA

What if I am Dyslexic?

Most importantly, having Dyslexia or any other learning difficulty won’t stop you from getting your green beret. There are plenty of marines from all ranks with various learning difficulties who excel in a variety of fields. In many cases, conditions like Dyslexia aren’t difficulties at all.

We try and treat every case individually and understand that learning difficulties can affect a broad range of specific skills such as memory, organisation, confidence, literacy and numeracy. Our approach at Lympstone is constructive and practical. All training teams are trained in how to deal with learning difficulties and we also have specialist teachers on site who have developed specific coping strategies for common training issues.

Our part of the deal is to support you in every way we can, provide you with specialist coaching and understand as much as possible.

In return all we ask is that,

a. **If you are struggling**, ask your training team for help early on. Do not wait until the issue has affected other areas of training. Some common issues such as poor organisational skills have very simple solutions.

b. Although we can offer you coping strategies, it is still up to you to practice them every day. Your time here at Lympstone is an ideal time to overcome any difficulties you may have been having, but it will require your dedication.

We always strongly encourage recruits to let us know if they have, or suspect they have a learning difficulty that may affect training. If however, you wish to receive advice or support confidentially, the Padre will be able to put you in touch with a specialist advisor.
TERMS OF SERVICE

FCS Engagement
Your contract with the Royal Marines is a flexible career engagement called an FCS. Fundamentally this will give you employment until at least the age of 40. If you have served for 18 years at this point you will be eligible for early departure payments on a monthly basis until aged 55. Many Royal Marines do not serve the full engagement. Anyone completing training has a statutory right to apply for discharge by giving a 12 month notice to leave after a period of 2 ½ years from the date of their initial training period. In effect this results in an initial contract of approximately 4 years.

28 Day Initial Service
Once you have attested (day one of training) you will be required to serve a minimum of 28 days at CTCRM. This period is due to the administration involved in returning you to your home address, stopping your new pay account, informing the relevant authorities and returning all the new kit and equipment you will have been issued. In extreme circumstances this may be reduced by a few days.

Opt Out Period
During the first 6 months from the date of attestation it is possible to “opt out” of training at any time, once the first 28 days have been served. Your right to discharge or “opt out” will require a formal application and it will take a further period of no more than 14 days from exercising your right to discharge before you are able to leave CTCRM.

Re-Joins
Anyone who has “opted out” of Royal Marines training and decides to rejoin loses his right to discharge and cannot “opt out” for a second time. Anyone in this situation must complete their initial open engagement contract. All cases of opting out or discharges are dealt with on an individual basis and often other issues require to be considered.
I CAN’T COPE WITH TRAINING

Training

Although driven by the same aim, every man that embarks upon training to become a Royal Marines Commando is different and, therefore, all respond to training in different ways. A number of recruits develop either a perception that they are unable to cope with the demands of training or experience actual difficulty in coping. It is, therefore, common for a recruit to experience difficulty at some stage during training; you have, after all, been selected to undertake an extremely arduous course. As a result, there are a number of methods available to assist those that find themselves unable to cope with the rigours of training, for whatever reason.

Unfortunately, not all are able to cope and a number will, inevitably, not complete training either through their own choice or because of a failure to meet the required standard. However, where it is considered that a man demonstrates the required determination and possesses the potential to succeed, every effort, within certain limitations, will be made to provide the support and, if necessary, extra training to enable success.

Where an individual recruit feels he is unable to cope with training, there are a range of options available to him. Firstly, any recruit should not be afraid of discussing concerns with his Training Team, particularly the Section Corporal. However, it is recognised that a recruit would often prefer to discuss a problem with somebody from outside of the Training Team. Therefore, the Chaplain and Welfare staff are always available to provide support and guidance. However, do not underestimate the support that may be provided from your own family and friends; your family and friends can be surprisingly supportive of your efforts to become a Royal Marine.

Whatever you may perceive to be the problem, it is very likely that the Training Team, Chaplaincy and Welfare staff will have dealt with somebody in a similar situation before; you are unlikely to be alone in your experience.

Nevertheless, should you decide that training really is beyond your capability, or you simply decide that life with the Royal Marines is not for you, there is an option to leave during training; the time in which you are able to do so is the Opt-Out period. A recruit has no right to Opt-Out during the first 28 days of service. This is for very sound reasons, as it is during the first weeks that you will be coming to terms with a new and, possibly, unsettling
environment, in making the initial transition from civilian to military life. This is very much a settling period and many recruits’ initial concerns and doubts disappear after these first few weeks. Your right to Opt-Out, therefore, begins after 28 days and extends to the point at which you have completed 6 months service. Should you express a desire to Opt-Out, you will be counselled in order to ensure you are making an informed decision. Your right to opt out will cease on completion of 6-months service.

Where a recruit is unable to cope with training and there is an identified area of weakness or difficulty, a number of support options exist. When assessed as appropriate, remedial training may be provided in order to address an identified weakness, from either, or a combination of:

a. **Training Team** – provision of extra tuition during spare time, from within the Troop Training Team.

b. **Coaching Advisory Team** – provision of one-to-one assistance, in order to improve an individual’s skills or ability to cope.

c. **Learning Skills Team** – provision of individual educational assistance or coping strategies for those with Dyslexia or Dyspraxia, or other identified learning difficulty.

In some circumstances where a recruit is unable to cope with the professional or physical demands of training, he may be moved from his current Troop. In such instances, the intent is to provide either remedial training or to provide time to consolidate on that already taught in order that the individual recruit is ready in all respects to progress to the next stage of training. A recruit may be moved between Troops in order to re-visit elements of training, thereby consolidating on those areas already taught or the recruit may be moved to Hunter Company where it is possible to provide physical and professional remedial training, as well as medical rehabilitation. Whichever method is used, the aim is always to provide the required amount of training, balanced against the appropriate period of time, to prepare the individual to face the next stage of training. Such decisions are not taken lightly, and a procedure will have been followed where the individual will have been notified of the areas to be addressed and provided with a period of time in which to make the necessary improvements, before action is taken to remove an individual from his Troop.
Such moves can come as a blow to a man focused on completing training; however, it is important that, if this happens, you maintain a sense of perspective. We all assimilate training at different rates and all have varying strengths and weaknesses. Common sense dictates, therefore, that some people will require greater time than others in order to successfully complete training. This is expected and is the very reason that systems are in place to address those training needs. That said, every recruit must recognise their own strengths and weaknesses and be determined to overcome the challenges presented by Royal Marines’ training.

In summary, training is arduous with exacting physical and professional standards to be achieved. The selection process, therefore, is rigorous, but the fact that you have been selected to commence training to become a Royal Marine Commando is recognition of your potential to succeed. Your Training Team will set the conditions for that success and will aim to maximise your potential with the training provided. However, ultimate success relies entirely on the determination and professionalism of the individual. Inevitably, some will not cope with all or elements of training. Of this group, there will be some for whom it is best to leave training, whilst a larger number will simply require additional time, remedial training or learning support in order to progress through training. If you should find yourself unable to cope, have the confidence to seek assistance or recognise that actions taken to address identified difficulties are an investment in you as an individual in order to best prepare you for progression to the next stage of training. Ultimately, however, success requires you as an individual to be honest about your capabilities, acknowledge your strengths and weaknesses and to demonstrate the enthusiasm and determination to succeed.
WELFARE

Welfare Setup
Royal Marines Welfare exists to support the Royal Marines, its personnel and their families in peacetime and war by helping to prevent or reduce the effects of personal difficulties, especially those which arise as a result of service life, in order to optimise the military capability of the serviceman or woman. The service provided includes information and assistance on a broad range of welfare related subjects which is available to individuals, couples or families and may include matters involving the following:
Relationship problems, Debt advice, Service issues, Next of Kin support, Childcare issues, Physical illness, Compassionate leave, Environmental Factors
The list is not exhaustive, a quick call will confirm if assistance can be provided.

CTCRM Welfare
Here at CTCRM we have a unique welfare team comprising of a Welfare Officer – WO2 Pete Hawley and a Civilian Social Worker – Sue Ashby. Between them they can cover the full plethora of welfare problems, which the recruits serving at CTCRM and their families may encounter. Furthermore they are able to refer onto civilian or statutory agencies if requested to do so. This service is confidential and adheres to best socialwork practices.
Although you may contact the Welfare Officer or Social Worker direct on Ext 4049/4065 you may find it more useful to talk things over with your Troop Officer or Troop Sergeant first.
In addition to the Welfare Team we have the Chaplaincy who Recruits should feel free to visit for a sympathetic ear.
There is a Welfare Officer on call 24 hours a day. In real emergencies during the working day the Welfare Worker can be contacted by pager via the guardroom at CTCRM on 01392 414159/414038. Out of working hours the duty Welfare Worker can be contacted via Royal Marines Stonehouse Barracks Plymouth on 01752 836395/8636906/8636186 or 863607 (Guardroom)

The RAS - Recruits Advice and Support
The RAS is an initiative aimed at supporting and advising recruits during
training. It is basically a listening ear where trainees can come to talk about personal problems or things, which may be worrying them. In addition to normal working hours 0800-1630hrs the welfare office is open during the lunchtime break 1240-1340hrs Mon-Fri and Tuesday/Thursday evenings 1630-2000hrs. We are situated in the square opposite the barbers shop.

**Contact Numbers:**
- Welfare Officer, Sue Ashby - 01392 414065
- Welfare Officer, Pete Hawley - 01392 414049

**Questions**
These three questions are common issues that are constantly discussed during the RAS sessions. In addition to this the Welfare brief to all Recruits on day 4 are generally discussed along with other scenarios that crop up during training.

**Getting Homesick**

**My Girlfriend has become pregnant**

**My parents are not sure that I should be joining the RM**

These are covered overleaf; the service provides information and assistance on a range of related subject’s, Environmental Factors, Relationship Problems etc.
PERSONAL ISSUES

‘I have a Personal Issue that I have to deal with’

This can cover a variety of situations and there are a number of different options available to find a resolution. The Course of Action (COA) will be dictated by the issue itself.

The first thing you must do is talk to someone about it. There are a number of different personalities available to you for this:

1. Your Troop Commander or Troop Sergeant.
2. Your Company Sergeant Major or Company Commander.
3. The Welfare team.
4. The Chaplaincy team (Chaplains and support workers) based in the Church.
5. The Recruits Advice and Support (RAS).

All of these people will listen to you, and if anything needs to be taken further, they will work out a COA with you. There will be a number of factors that will have an impact on that COA; some examples are detailed in the table below:

<table>
<thead>
<tr>
<th>Ser</th>
<th>Factor</th>
<th>COA</th>
<th>Impact on You</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I need time away from CTC to resolve a problem</td>
<td>A weekend* off can be arranged dependant on the circumstances</td>
<td>Little impact on training unless your Troop are deployed on a major exercise</td>
</tr>
<tr>
<td>2</td>
<td>To resolve the problem, I need time off in the week</td>
<td>In exceptional circumstances this may be granted</td>
<td>You may be back-trooped if you miss a vital part of training whilst away</td>
</tr>
<tr>
<td>3</td>
<td>The problem is having a detrimental impact on my progress through training</td>
<td>Your training team will need to be aware of this so they can help you work with it. If appropriate, the Instructor Development Team (IDT)** can work with you to help you cope</td>
<td>Where possible you will remain with your Troop. If you fall too far behind you will be placed in Hunter Company or back-trooped to an appropriate stage of training, for re-training</td>
</tr>
</tbody>
</table>

* From secure on Sat to 2200 Sun when working Sat morning.
** The IDT are a team of specially trained instructors who can give targeted one-to-one coaching to Recruits who are encountering difficulties in training.
ROYAL MARINES BADGES OF RANK

Royal Marine Officer Badges of Rank

Major - General  
Brigadier  
Colonel  
Lieutenant - Colonel

Major  
Captain  
Lieutenant  
2nd Lieutenant

Royal Marine Other Rank Badges

WO1  
WO2  
Colour Sergeant (for blue dress)  
(for lovat dress)

Sergeant  
Corporal  
Lance Corporal
**Training Development Pathway**

Recruit Training →

SQ/TQ Level 3 Training where appropriate →

Junior Command Course

SQ/TQ Level 2 Training →

Promotion to Corporal →

Senior Command Course →

SQ/TQ Level 1 Training →

Promotion to Sergeant →

Promotion to Colour Sergeant →

Advanced Command Course →

Promotion to WO2 →

Promotion to WO1

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**Accreditation Opportunities**

- Public Service Apprenticeship
- Specialist and Technical Qualifications
- CMI Level 2 Dip in Team Leading
- CMI Level 3 Cert in First line Man
- Specialist and Technical Qualifications
- Career Advancement
- CMI Level 3 Dip First line Man
- CMI Level 5 Cert in Man & Lead
- Specialist and Technical Qualifications
- Career Advancement
- Career Advancement City & Guilds Senior Awards
- CMI Level 5 Dip in Man & Lead
- Institute of Administrative IAM Diploma in Man Practice

There are some opportunities for suitably qualified individuals to be selected for officer training as Corps Commission candidates (up to age 26) or as Senior Corps Commission candidates (under 46 on the day of the month in which officer training commences).

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It’s ALL about LIFELONG Learning

ILM: Institute of Leadership & Management
CMI: Chartered Management Institute
THROUGH CAREER PROGRESSION AND TRAINING DEVELOPMENT PATHWAY

Overview
Through the Lifelong Learning programme, everybody within the United Kingdom is being encouraged to learn throughout their lives. Learning is as much to do with personal satisfaction and developing interests and hobbies as with improving employment prospects. This ethos is very much a part of life within the Royal Marines.

Lifelong Learning
This is an integral part of any career. Along your career pathway within the Royal Marines you are able to gain recognised civilian national qualifications, awards and diplomas. These civilian national qualifications may range from a Diploma in Public Services to Leadership and Management qualifications, teaching and university degrees and are so designed as to assist your progress throughout your military career and your future transition back to civilian life.

Public Service Apprenticeship in the Royal Marines
The vast majority of recruit training is a mixture of tasks – orientated to training and personal development. This provides the structure for a nationally recognised vocational qualification which you will achieve during your training between weeks 9 and 24.

The Apprenticeship is a combination of the Level 2 Diploma in Public Services and Key Skills.

Key Skills
These are the basic elements of knowledge that individuals require to get on in today’s world. They are an important part of learning and provide the basis to the academic levels required to further your career.

Service personnel continually develop throughout their career. Personal development is encouraged through the introduction of personal development records and funding.
Employment Responsibilities and Rights - ERR

You will need to learn about the organisation for which you work, the Royal Marines. In order to enable you to become an effective Royal Marine, you will need to understand your responsibilities within the Corps and the responsibilities of the people who work with you. You will also need to know about other vital information such as Health and Safety, Data Protection, Equal Opportunities and Discrimination.

ACCOMMODATION IN EXETER

Accommodation

Accommodation is available to stay in the local area. Both Exmouth and Exeter are situated approximately 4-5 miles from CTCRM. Prior to Families Day (week 3) and King’s Squad Passout (week 32), invitations will be sent to families, which will include a comprehensive list of both B & B’s and hotels situated close by. Early bookings are recommended, especially in the summer season.
ACCESSIBILITY AND TRANSPORTATION

Location
Commando training Centre Royal Marines is situated on the banks of the Exe estuary 4 miles from the beach town of Exmouth and 8 miles from the Cathedral City of Exeter to which there are excellent public transport connections. It is a 5-10 minute drive from Junction 30 of the M5 via the A376.

Cars/Motorcycles
CTCRM does not have the capacity for all trainees to keep personal transport within the camp confines. In addition local parking is extremely limited and could cause congestion to hazardous narrow roads.

Taxi
There are several taxi operators locally, most of which provide 24 hour service. Taxi drivers are not permitted to enter Camp, pick up and drop off is authorised from the main gate to the centre.

Bus
There is a regular bus service to Exeter with a bus stop situated at the Main gate entrance to the Centre.

Rail
There is a regular Train service to Exeter with a Station platform situated at the rear gate entrance to the Centre. Train timetables change from season to season but generally there is a train every 30 minutes until approximately 2300 hours. Service rail passes are available to all recruits on enlistment which will entitle the holder to a discount on all fares. There is a small charge levied by the Rail operators for this service.

Air
Exeter has a small international airport which is accessible by all forms of transport excluding rail. Flybe are the primary operators for National flights, schedules and prices can be found on the internet at www.flybe.co.uk. There is a greater provision of flights from Bristol Airport which is accessible via public transport.