**SG FIN01 (15-16)**

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| **JointForcesComand-Co#10F1FD** | **BUSINESS CASE HQ SG FIN Restriction Reg. Ref No 16/17 DMG 2a.894**  Is this request is directly attributable to operations and claimable as Net Additional Cost of Military Operations **NACMO** **NO** (Please delete as appropriate).  Costs charged to NACMO must have prior approval.  Expenditure must not be committed until approval has been received. Please allow up to 10 working days for your request to be considered before requesting an update from SG Finance. |

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| **1. REQUIREMENT**  Reference   1. Army European Winter Activity Instruction [2016DIN07-123](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINStraining/2016/2016DIN07-123.pdf) 2. Travel at Public Expense for Army [2016DIN10-049](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSsports/2016/2016DIN10-049.pdf) 3. Local Overseas Allowance Rates [(LOA France)](http://jpa-portal.afpaa.r.mil.uk/subsites/DocAttachments/20150625-%20France%20Issue%2045%20Update%20May15.doc) 4. [JSP 752](http://defenceintranet.diif.r.mil.uk/Personnel/Military/Remuneration/Pages/JSP752.aspx) – LSA Rates (Level 1 only) 5. [JSP 456](http://defenceintranet.diif.r.mil.uk/libraries/1/Docs7/20150925.1/20151001-CILOR_JSP456_Vol2_Pt2_Ch7_Amdt001_V1.0Dec14.doc) Cash in Lieu of Rations [(CILOR)](http://defenceintranet.diif.r.mil.uk/Organisations/Orgs/Army/Organisations/Orgs/cfdt/Organisations/Orgs/dglse/Organisations/Orgs/dloga/Orgs/ADLogSp/Organisations/AvMgt/Commodities/Pages/FoodServices.aspx) 6. Authority for Winter Activity [ASCB 428.1 dtd 10 Sep 15](http://cui2-uk.diif.r.mil.uk/r/41/BusinessGroup/Business%20Cases%20New/150910-Capt%20Millar%20AMS%20Alpine.Nordic%20Ex%20PROTON%20SERPENT-France.doc) 7. AAM/AMSSC/015 dated 07 Sep 16. 8. ASCB – 428.1 dtd 30 Sep 15 – IMT. 9. ArmyHQ/HQHC/16/01 - The Future Management of White Fleet Vehicles dated 10 Jun 16. 10. VCDS Letter 20130913 - Overseas Travel Restrictions: Application to Armed Forces Winter Sports.   **For up to max 104 Service Personnel serving under HQ SG HLB in BFC, DMG Units, RCDM, DMRC, DPHC Regions and DMS (W) to participate in Exercise PROTON SERPENT 26 Jan – 09 Feb 17**.  Funding for:   * Travel: As permitted under Ref B * Self-catered accommodation: As permitted under Ref A * Equipment hire: As permitted under Ref A (Appendix 1 to Annex I to 2016DIN07-123) * Alpine & Nordic Passes: As permitted under Ref A * CILOR (rations): As permitted under Ref F * LSA: As permitted under Ref A   Out of the allocation of spaces to units, funding is broken down into the following areas:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Comd DPHC:** | | |  |  | |  | | | ·         6 x DPHC Regional teams – 6 x 8 pax = 48 | | |  |  | |  | | | Cpl and below | | | 12 | £1,351.40 | | £16,216.80 | | | Sgt-SSgt | | | 12 | £1,326.40 | | £15,916.80 | | | WO2-Capt | | | 12 | £1,281.40 | | £15,376.80 | | | Maj and above | | | 12 | £1,236.40 | | £14,836.80 | | | Exercise Controllers | Support to the Exercise for Time-Keeping, Gate Keeping and general Administration support for the exercise. Require, Transport, Accommodation and CILOR, LSA, Lift Pass. | | 2 | £772.40 | | £1544.80 | | | Ranks attending, for example only, aiming for 50% junior ranks | | | 50 |  | | £63,892.00 | | |  | | |  |  | |  | | | **Med Pol/Cap** | | |  |  | |  | | | 4 x Pax | | | 4 |  | |  | | | Cpl and below | | | 1 | £1,351.40 | |  | | | Sgt-SSgt | | | 1 | £1,326.40 | |  | | | WO2-Capt | | | 1 | £1,281.40 | |  | | | Maj and above | | | 1 | £1,236.40 | |  | | | Ranks attending, for example only, aiming for 50% junior ranks | | |  | £5,195.60 | |  | | | **Comd DMS(W)**: | | |  |  | |  | | | ·         DMS (W) – 8 Pax | | | 8 |  | |  | | | Cpl and below | | | 2 | £1,351.40 | | £2,702.80 | | | Sgt-SSgt | | | 2 | £1,326.40 | | £2,652.80 | | | WO2-Capt | | | 2 | £1,281.40 | | £2,562.80 | | | Maj and above | | | 2 | £1,236.40 | | £2,472.80 | | | Ranks attending, for example only, aiming for 50% junior ranks | | | 8 |  | | £10,391.20 | | | **Comd DMG**: | | |  |  | |  | | | ·         DMG(SE) – 8 Pax | | |  |  | |  | | | ·         DMG(S) – 8 Pax | | |  |  | |  | | | ·         DMG(N) – 8 Pax | | |  |  | |  | | | ·         RCDM – 8 Pax | | |  |  | |  | | | ·         DMRC – 8 Pax | | |  |  | |  | | | Total of DMG pax is 40 | | |  |  | |  | | | Cpl and below | | | 10 | £1,351.40 | | £13,514.00 | | | Sgt-SSgt | | | 10 | £1,326.40 | | £13,264.00 | | | WO2-Capt | | | 10 | £1,281.40 | | £12,814.00 | | | Maj and above | | | 10 | £1,236.40 | | £12,364.00 | | | Exercise Controllers | Support to the Exercise for Time-Keeping, Gate Keeping and general Administration support for the exercise. Require, Transport, Accommodation and CILOR, LSA, Lift Pass. | | 2 | £772.40 | | £1544.80 | | | Ranks attending, for example only, aiminf for 50% junior ranks | | | 42 |  | | £53,500.80 | | |  | | |  | | | | | | Full Total | | **£132,979.60** | | |  |  |   There is a requirement for up to 4 exercise controllers for in the central administration cell. For the time keeping, grade keeping and statistical work. They require transport, accommodation, CILOR, LSA allowance and lift passes to access the slopes, in accordance reference B.  Combined total of 104 pax (based on Sgt-SSgt personal contribution): **£132,979.60** For example only actual ranks may vary due to availability.  This will enable up to max of 104 military personnel serving under HQ SG HLB (NB recorded COC permission has been given by each unit) to undertake **Individual Military Training** in the form of **EXERCISE PROTON SERPENT**, the Army Medical Services Ski Championships. However this figure of attendance is broken down as JFC and DPHC have their own Finance Budgets along with DMG units.  A significant variable personal contribution (averaging £430.00 pp of total costs as directed by HQ SG Fin) to pay for ski race insurance, entry fees, transport/fuel/tolls not covered by Ref A, races waxes, purchase of snow chains, ski instruction, accommodation, lift passes, hire of ski equipment ( ski boots are not available via the Nuffield grants system), mandatory race helmets and food not covered by CILOR has been factored into this request.  It has previously been confirmed that:   * Ski insurance is to be taken from the personal contribution * Fuel cards should be used and if possible obtained from the local Logistics Brigade * White fleet vehicles if available can/should be used * CILOR can be claimed * LSA should be claimed * The maximum numbers of personnel per unit at ref B is 12, this is reduced to 8 in this BC. This number is a restriction to receive public funding for the travel element only. Ref D allows for a maximum of 12 individuals to receive a maximum of £175 contribution towards travel costs. This £175 all includes fuel, tolls, flights and vehicle hire. * The figure of an 8 man team are chosen as “9 seat” coach/combi vans have repeatedly proven to be the most cost effective method to transport personnel and equipment to location.   For those only able to attend the exercise for 1 week, 50% of the personal contribution and 50% of the public funding would be available.  **Please note that for all teams who require a CHURCHILL code to access their funding for Ex PS there is now a universal reference which has been added by HQ Army. Please utilise this rather than any other formation/Unit CHURCHILL reference.**  **Event ID: 32MTKK** |
| **2. WHY IS IT REQUIRED?**   * **CGS clearly states** as per the AEWAI, Ref A:   ‘CGS has stated that Sport is a vital ingredient of Army life, which must be given a high priority, and we must re-create the habit of regular participation in sport. The reason is simple: Sport (along with Adventurous Training (AT) and Physical Training (PT)) is a key component of the individual training progression, which in turn is an essential part of our overall capability. Not only does Sport assist with the physical component eg Physical fitness and agility but it also plays a key role in the moral component as a means by which to instil the Army’s Core Values.Reference A (para 17 and Appx 1 to Annex E), specifically pointing out that that every aspect of Physical Development (PD), which encompasses PT, AT and Sport1 Winter Sports are at the most demanding end of the Army sport spectrum, at both representative and foundation levels that must be organised accordingly whilst ensuring the best value for money. This is reinforced within 2 requires leadership, prioritisation and oversight.’     * **Funding** –isan enabler for Service Personnel to afford to undertake Individual Military Training in a harsh environment away from their Firm Base location. * **Individual Military Training (IMT)** - This is a formal part of stipulated military annual objectives against which team members are reported. There are limited opportunities for HQ staff, busy clinicians or junior medical personnel based in clinical environments to complete this element of training to build a physically and mentally robust nature to be prepared to operate in a deployed environment. * **Individual Military Training.** ATB has authorised that this consists of the following activities:   (1) **Alpine Skiing.** Unit Alpine Skiing qualifies as IMT as long as it takes place as ‘**training for and competing in’** a specific Arm/Service and/or Divisional competition (para 9, a/b) in the same season (October - June). Ref H confirms that Ex PROTON SERPENT is IMT.  (2) **Nordic Skiing.** Nordic skiing, which encompasses cross country skiing, biathlon and the Military Patrol Race is also designated as IMT when personnel are ‘**training for and competing in’** Arm/Service and/or Regional and Army level competitions in the same season.  Ref A [2016DIN07-123](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINStraining/2016/2016DIN07-123.pdf), this Defence Instruction and Notice gives the procedure to be followed by Army units and personnel to obtain authority and funding to participate ‘On Duty’ in Army Winter Activity (AWA) in Europe. **For the purpose of this instruction AWA encompasses both Individual Military Training (IMT) and Sport on snow and ice.** The definition of ‘On Duty’ is carefully bounded and relates only to those activities that come under the definition of AWA IMT and Category 1 or 2 Sports disciplines: Nordic skiing,  Alpine skiing, Snowboarding, Telemark skiing, Bobsleigh, Luge and Skeleton Bobsleigh.  **Duty Status.** Throughout ref A, contained within the instruction, **the term ‘On Duty’ refers specifically to the IMT and Sport activities that relate directly to the primary aims of the Winter Activity Exercise that should not be confused with the term ‘Authorised Activity’.** Both organisers and participants are to be aware that participation in an activity, for example, social and recreational activities that are not directly related to the primary Exercise aims may be authorised but are done so ‘Off Duty’. Moreover, those conducting ‘Off Duty’ activities are not entitled to use public funding. For this reason, and several others that are explained later in this instruction, all personnel participating in or visiting an authorised AWA Exercise are strongly recommended to take out adequate Personal Accident and Liability cover for those periods when they are ‘Off Duty’.   * **Projection of DCHET, DMG Units, RCDM, DMRC, DPHC Regions, Med Pol/Cap and DMS (W)** - The teams, formed by participants from a variety of HQ SG components, including from HQ DMG/DCHET, DMG Units, RCDM, DMRC and DPHC Regions, will be funded under the Defence banner, projecting DMS(W) and HQ SG and its roles firmly into view of the wider AMS, both in UK and overseas. * **Operational Effectiveness** – Sport granted IMT status in the Armed Forces makes a vital contribution to the fighting spirit, morale, personal development and therefore operational effectiveness. This applies equally to winter sports as it does to other sports. It plays a key part not only in service life, but also in recruitment and retention. * **Physical Fitness** - The Armed Forces sports goal is to encourage service personnel to participate in the full range of sporting activities with the aim of enhancing physical fitness, personal development, moral and the fighting spirit (Service Personnel Strategy). * **Physical Robustness** - As we withdraw from Afghanistan and return to contingency, the Army and Defence are increasingly looking for other avenues to test personnel to their physical limits. This exercise (specifically via the Nordic Ski phase and the Nordic Patrol Race) will meet this objective. * **Accommodation Costs.** Units undertaking Individual Military Training (IMT) may charge all or part of collective accommodation costs to unit budgets, within affordability. There is no authority to use public funds for accommodation costs for Sports in accordance with JSP 752, Pt 2, Ch 2. Non-public funding is to be used. * **Facility Charges.** Units undertaking IMT may charge the costs for using temporary facilities, ie biathlon ranges, ski trails/tracks and ski slopes to unit budgets, within affordability. **Public funding for lift passes is admissible**, if the IMT activity dictates and is also subject to affordability. |
| **3. IMPACT STATEMENT:**  **Without financial support:**   * Exercise **PROTON SERPENT** will be unable to deliver the full range of training provided by the Defence personnel serving under HQ SG TLB with the loss of:   + The ability to assess service personnel for future leadership, operational and skiing potential   + A clear opportunity to broaden our junior soldiers access to opportunities not available to them through normal civilian lines * There will be a lost opportunity to test personnel against military objectives of physical fitness, robustness and leadership. * HG SQ Personnel have clearly stated they are unable to afford to compete and attend if not supported financially as per ref A, Army European Winter Activity Instruction. * There will be a drop in morale, a feeling of being **disadvantaged by serving in the JFC Defence environment.**  This will be compounded by the fact that participants from single Service units are being fully financially supported. This could lead to the **perception that those serving in the Defence environment are less valued and supported from the training and development perspective**, than those continuing to be employed in the single Service medical arenas. |
| **4. WHO?**   * Permission has been gained from the related CoC for teams from DMS(W), DMG Units, HQ DMG, Dmed Pol/Cap and Comd DPHC. This totals 104 mil staff personnel from the JFC environment **(Personal details of individuals will be attached on the 30 Dec 16).** HQ SG Fin direction has been given that public funding will only be supported for those actually competing in both Nordic and Alpine disciplines and or cordinating the exercise. **Sadly ViP visitors will need to be non-publicly resourced from separate sources, clear direction has been given that this BC will not be supported if they are included**. * For teams comprising of a maximum of 8 personnel (two teams) per unit. * To ensure that access to Army Winter Sports are encouraged at all levels. Team Captains are to make all efforts for teams to compose of a *minimum* of 50% of juniors (ideally Cpls or below) Although designated as AMS Skiing Championships, it is open to all Defence military personnel. * **Visits.** Reference E provides guidance to AWA visits for Senior Officers (this is limited to 2\* or above or nominated 1\* on behalf of the 2\* or above). There is no authority for COs and OCs to visit Winter Sports Activities. COs and OCs in the immediate chain of command may however, visit their unit teams when they are competing in Individual Military Training (IMT) events using the unit budget, if justifiable reasons can be given and where the unit budget permits. |
| **5. WHERE?**  Serre Chevalier, France, as per attached Admin Order |
| **6. WHEN?**  26 Jan 17 – 09 Feb 17 , (Approval is requested by the 15 Nov 16, to allow early booking of accommodation so as to represent better VfM. |
| **7. Total request Expenditure per person from HQ SG HLB**  **Maximum cost to HLB based on 104 attending = £132,979.60** (Likely to be considerably less)  Units are to ensure that they do not exceed the maximum allowable of £175 per person for travel for the maximum number for sports teams of 8 people.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Expenditure** | **Publicly Funded** | **Personal/Non Public Contributions** | **Assumptions** | **Remarks** | | Mini bus, Fuel, Tolls and Ferry | £175.00 (no change from Fin Yr 2015) |  | For a maximum of 8 people per unit | [2016DIN07-123](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINStraining/2016/2016DIN07-123.pdf) allows £175 per person. This is confirmed by HQ SG Fin as total cost for all vehicle hire, tolls and fuel including use of any fuel card [2016DIN10-049](http://defenceintranet.diif.r.mil.uk/libraries/corporate/DINSsports/2016/2016DIN10-049.pdf) allows for a maximum of 8 people. Any costs above this will need to be met per personal contribution. Met from personal contributions. DPHC(BFG)units entitled to £125 per person total for travel. | | Accommodation  Varies in resort full cost estimated at £420 per head) or £30.00 per night |  |  | Multiple occupancy per room | Essential to compete in the AMS Skiing Championships.  For 14 days or £30 per night is staying less. | | Tourist Tax  (Tarrif estimation based on 2x4 Man apartments for 14 nights) |  | £5.00 |  | Tariff provided by the same company quoted for accommodation. | | Instruction  (Based on Jan/Feb 2016 prices) | Nil | £115 – Alpine based on 5 mornings with Ski Connections  £30.00 Race Lessons  **TOTAL £145.00** | Essential for novices. Justified to ensure junior soldiers are encouraged and able to attend. | The AMSSC is increasingly aiming to support juniors to approach Alpine Winter Sports. This fund will be essential to ensure their progression in both Alpine and Nordic skiing | | Equipment Hire Alpine  (Based on Jan/Feb 2016, full cost £120, prices based on intermediate ability package) | Cpl and below: £120  Sgt-SSgt: £100  WO2-Capt: £100  Maj and above: £60 | Cpl and below: £40  Sgt-SSgt: £60  WO2-Capt: £80  Maj and above: £100 | Boots, Ski’s and Poles. | Maximum use should be made of grants from non public funds | | Equipment Hire Nordic  (Based on Jan/Feb 2016 prices, full cost estimated £90.00) | Cpl and below: £65  Sgt-SSgt: £60  WO2-Capt: £55  Maj and above: £50 | Cpl and below: £25  Sgt-SSgt: £30  WO2-Capt: £35  Maj and above: £40 | Boots, Ski’s and Poles.  Ski Boots not available via Nuffield grants. Need to be hired or bought | Maximum use should be made of grants from non public funds | | Race Helmets  (Based on quotation from Bartletts) |  | £127 | Teams must use available grants to subsidise this cost. | Mandatory requirement for all race training and racing.  Must be the latest FIS – No FIS Helmet, no race. | | Alpine ski pass  (Full Cost would be £300.00 for 11 day pass. ) | £300.00 |  |  | Essential to train and compete.  This is priced at 25% discount via the organisers. Essential to train and compete. | | Nordic ski pass  (Full cost is estimated to be £44.00) | £44.00 |  |  | Essential to train and compete. | | Current CILOR Rates | £122.85  (£9.45 per day) |  |  | For altitude training in France | | Team Entry  (Based on 8 Man Team) |  | £15.00 |  | From personal contributions  £150 Per Team | | Ski Preparation and Waxes |  | £30.00 |  | From personal contributions. All Skis to be waxed and edged on return. | | Ski Race  Insurance |  | £30.00 |  | Mandatory from personal contributions. Includes Race cover and Helivac. | | LSA | £104.55 |  |  | As granted at Level 1 (£6.97 per day) | | **Subject: Total/balance requested** | **Total Public funding per person**  £1,351.40 Below Cpl  £1,326.40 Sgt-SSgt  £1,281.40 WO2-Capt  £1,236.40 Maj | **Total personal/non public contributions per person:**  Cpl and below: £377  Sgt-SSgt: £402  WO2-Capt: £447  Maj and above: £492 |  |  |   This figure of expenditure is broken down into HQ DMG, DMG units, DMS (W), DPHC regions including BFGHS and BFC, which have separate funding allocated. This is also depending on the numbers attending, even though each unit has been allocated 8 pax, it is anticipated that this figure would not be reached. |
| **8. OTHER OPTIONS CONSIDERED**  **Travel:**   * Air and rail travel is not financially expedient although travel time and travel fatigue is significantly reduced. * Hire cars for 2 weeks requires additional drivers with a greater risk of driver fatigue and is more expensive than the minibus. * Coach is too big and expensive and would not get personnel to accommodation, Nordic and Alpine events and training that run concurrently. * **Recommendation** - 9 seater coach (Combi Van), with European winter packs, complete with snow chains is required. * **Recommendation** - 17-20 hours in a 9 seater combi van.   **Accommodation:**   * Hotel – Full board/half board is an expensive option providing space and private ablutions to each participant. * Chalet – Fully catered – is a luxury alternative not financially expedient. * **Recommendation** - Apartment - Self-catering – is the low cost alternative with shared rooms, sofa beds, bunks and shared ablutions. It is worth noting that this year accommodation costs are likely to significantly increase due the movement of the French holiday’s forward by a week.   **Equipment:**   * Purchase – Units should be encouraged to ensure that they are fulfilling their Nuffield Trust entitlement for Alpine and Nordic ski purchase. Ski boots cannot be purchased by this method. * **Helmets -** Please note Teams are required to wear FIS regulated Helmets for racing and training. These come at a considerable expense to each team prices range from £127-150 per helmet. This is a mandatory requirement and Team Captains will have to find funding from alternative sources or utilise personal contributions. * **Recommendation -** Borrow – There is an aspiration to borrow equipment from other units if possible.   **Recommendation** - Hire – Where no equipment is available to borrow, the only other alternative is to hire in location. |
| **9. PROCUREMENT METHOD**  Claim direct against Unit UiN against a RAC code to be directed from finance. |

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| **10. ORIGINATOR NAME & ROLE/ORGANISATION**  Name : Col N M Earnshaw Unit Details : AH Specialist Services HQ DPHC  Email: mark.earnshaw688@mod.uk Contact telephone & fax no: 01543 434197  Date: 27 Oct 16  Note: Please now enter to **Restrictions Register** FY13/14 and note ref no. at top of form: **Forward to your LM or CO.** |
| **11. UNIT CO/HEAD QUARTERS COMMENTS:**  Name: Col N M Earnshaw SIGNATURE:  *Original Signed* DATE: 27 Oct 16  **Forward to BLB Budget Manager in SG Fin** |

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| **12. BLB Budget Manager Comments & affordability:**  **Are funds available – Y/N Which RAC T&S commodity block**  **Advice to Approving Officer:-**  **If No, discuss with IYM – comments:-**  Name: Date: Signature: | | |
| **13. SUBJECT MATTER EXPERT COMMENTS:**  **Name: Date: Signature:**    Recruitment inc External Assistance– Civilian :HRBP & Military : Pers(Establishments) Speaking at conferences – Med Director/JMC HQ/DSC  Dii requests – Information Manager Non-Dii requests – KIM Team | | |
| **The Budget Manager will submit the case to 1\*, 2\*, 3\* (as applicable) for consideration.** | | |
| **14.** **APPROVAL** | | |
| **1\* - Comd DMG**  **COMMENTS:**   |  |  | | --- | --- | | **Subject: Total/balance requested for 42 (2xadmin slots) pax from DMG Finance:** | **£53,500.80** |   APPROVED / NOT APPROVED / FURTHER ACTION REQUIRED | | |
| Signed:  Name: | Appointment: | Date: |

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| **15.** **APPROVAL** | | |
| **1\* - Comd DPHC**  **COMMENTS:**   |  |  | | --- | --- | | **Subject: Total/balance requested for 50 pax (2xadmin slots) from DPHC Finance:** | **£63,892.00** |   APPROVED / NOT APPROVED / FURTHER ACTION REQUIRED | | |
| Signed:  Name: | Appointment: | Date: |

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| **16.** **APPROVAL** | | |
| **1\* - Comd DMS(W)**  **COMMENTS:**   |  |  | | --- | --- | | **Subject: Total/balance requested for 8 pax from DCHET Finance:** | **£10,391.20** |   APPROVED / NOT APPROVED / FURTHER ACTION REQUIRED | | |
| Signed:  Name: | Appointment: | Date: |

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| **1\* - Med Pol/Cap Brig Beardmore**  **COMMENTS:**   |  |  | | --- | --- | | **Subject: Total/balance requested for 4 pax from Med Pol/CapFinance:** | **£5,195.80** |   APPROVED / NOT APPROVED / FURTHER ACTION REQUIRED | | |
| Signed:  Name: | Appointment: | Date: |

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| --- | --- | --- |
| **17.** **APPROVAL** | | |
| **2\* or 3\* AUTHORITY (if required) AVM Broadbridge**  APPROVED / NOT APPROVED / FURTHER ACTION REQUIRED | | |
| Signed:  Name: | Appointment: | Date: |

**Please return to HQ SG Budget Manager.**

**Budget Manager to co-ordinate further approval by JFC where appropriate.**

**HQ SG FINANCE USE ONLY:**

|  |  |
| --- | --- |
| **ACTION** | **DATE & SIGNATURE** |
| Further approval to ……….. |  |
| Copy to JFC (if applicable) |  |
| Date returned from JFC (if applicable) |  |
| Originator and/or procurement officer informed |  |
| JFC Ref No. (To be quoted on HRMS for recruiting action when applicable) |  |
| Copy to Pers (Establishment) – Military posts only |  |
| HQ SG Finance Budget Manager & HRBP (Civ HR cases only) - Informed of decision |  |

Notes: Expand boxes if more space is required. Do not attach separate sheets.

Annexes:

1. Annex A – Administration Instruction
2. Annex B – ASCB letter of authority for IMT Exercise PROTON SERPENT

**ANNEX A TO**

**SG FIN 01 (15-16)**

**DATED SEP 16**

|  |  |  |
| --- | --- | --- |
| Army | **22 Field Hospital**  Keogh Barracks, Ash Vale, Aldershot, Surrey GU12 5RQ    Telephone: 01252 868741 Military: 94 229 4741  Fax: 01252 868792 Fax: 94 229 4792  E-Mail: 22HOSP-ClinSqn-ATp-TpCmd@mod.uk | **22 FD Hosp Logo-Final1** |

|  |  |
| --- | --- |
|  | Our Reference: AAM/AMSSC/016  Date: 7 Sep 16 |

**ARMY MEDICAL SERVICES SKI CLUB (AMSSC) CHAMPIONSHIPS 2017 – EXERCISE PROTON SERPENT ADMINISTRATIVE INSTRUCTION (DRAFT)**

References:

1. LANDSO 4402 – Control and Management of Cash in Lieu of Rations (CILOR).
2. 2015 DIN 07 – 122 Army European Winter Activity Instruction dated Jul 15 (awaiting new edition).
3. 2013 DIN 01 -106 Winter Sports Travel.
4. LFSO 3206: Welfare Funds dated Jul 12.
5. AMSSC AGM dated Feb 16.
6. AMSSC Rules dated Jan 14 and AWSA Nordic and Alpine Rules 2014.
7. JSP 765 Armed Forces Compensation Scheme (AFCS).
8. 2010 DIN01 – 209 Status of Sports in the Services.
9. JSP 375 Vol 2 Leaflet 39 Annex C.
10. 2011 DIN 10 – 34 Army Sports Lottery.

GENERAL

1. The Army Medical Services Individual and Team Ski Championships 2017 will be held in Serre Chevalier, France over the period 26 January- 9 February 2017. The exercise name is Exercise PROTON SERPENT 2017, which is to be used in all correspondence and for accounting purposes. For diplomatic and security reasons, the meeting is to be referred to in France as the AMS Ski Club Meeting 2017. The Ski Meeting is being organised with the support of Chez Bear holidays, who are experienced in assisting the organisation of this Ex.

RACING

2. **Alpine & Nordic Races**. It is planned to conduct all Alpine events on the Stade Aravet Ski run (tbc – dependant on weather and other local factors). The location for the Nordic events is to be confirmed once in resort. Due to popular demand it is also hoped to repeat the fun, floodlit Slalom/Nordic race and this year. Notably there will also be the Extended Giant Slalom race as well as the new format for the 10km Nordic and Nordic B Race for the second year running after having been successfully introduced at the previous meeting.

DIPLOMATIC ISSUES

3. Team Captains are to obtain Diplomatic Clearance (DIPCLEAR) from the British Embassy in Paris and Staff Clearance from their Formation HQs. Application forms and contact details for each Formation HQ are contained in Ref B. Units experiencing difficulty in obtaining Staff Clearance should contact the Exercise Director, Col Toney on **94630 2490**. The following information is provided to assist:

a. **Switzerland**. Generally, there are few problems during transit through Switzerland. Teams transiting Switzerland are reminded that a valid Vignette is required for each vehicle, i.e. one for a land rover and one for a trailer. Vignettes may be purchased from ADAC offices in Germany or at the border crossing points; cost is approximately SFr 40 each.

b. **France**. Teams should be aware that the French motorway network operates on a Toll system, sufficient change (in Euro) should be taken to access these routes or Euro fuel cards can be utilised if Units are in receipt of them. At manned tollbooths you may use Visa/MasterCard.

4. Units are reminded that the Exercise Organisers (Ex Director & Secretary) are responsible for providing a consolidated nominal Roll of all individuals and Units attending, with all routes, entry points and timings to the relevant Embassy’s at least 8 weeks prior to the exercise start date. **In order to achieve this, it is imperative that Units/Inds submit the completed Entry Form at Annex A and return to the Secretary by 30 Nov 16.** **Historically, Units have been particularly poor in completing this form and all are warned this cannot continue. There is a danger of being refused entrance if the Diplomatic processes are not completed on time. Remember, incomplete data is better than no data.** It is accepted that the full details of personnel may not be known or change, however, it is essential that initial staffing information is completed and sent to the relevant Embassy. Changes, additions or deletions can be changed at a later date. The Exercise organiser is to send a confirmation nominal roll to Embassies on the first day after arrival in Resort.

5. **Passports**. Teams should note that the use of NATO Travel Orders or ID Cards in lieu of passports is not permitted. **All personnel attending the meeting must have a valid passport.**

CURRENCY

6. All prices in this Instruction are quoted in sterling; however, the only legal currency in France is the Euro (€). For planning purposes £1 = €1.19 (Exchange rate as at 7 Sep 16).

7. **Accommodation.** Arrangements have been made with Chez Bear Holidays regarding the supply of accommodation and resort packages. Details and costs for the different packages available from Chez Bear can be requested from Mike Crosbie; details and application forms are already available on the new Chez Bear AMSSC webpage:

a. [http://www.bearsskilodges.com/ams](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.bearsskilodges.com_ams&d=CwMFaQ&c=SpkS68ZihjmrPEDEws428g&r=GJ1AlwoTACpqyFGLKaRIdGvQSU5gl3hSnH04m7IPtFw&m=dV2Phg4IeajZJTJ6AIcEsbn7Z23xZCxac9QTwF2OayU&s=tpdkp3UETVNJzSJT9fSy3W5Hwl-FznNVwDv2xXs8L-I&e=)  - no password required

Teams are strongly encouraged to book the apartments being supplied by Mike Crosbie as they are competitively priced following a major block booking of accommodation to mitigate the risk associated with the meeting clashing with the French school holidays. Those wishing to book with Chez Bear are required to liaise directly with Mike Crosbie on 07624 214740 or [hello@chezbear.com](mailto:hello@chezbear.com).

8. In addition to Chez Bear accommodation is also available through the local tourist office and Daniela Jouglard for those wishing to make alternative arrangements:

1. Serre Chevalier Vallée Réservation

Tel: 0033 492249880

Email: [resa@serre-chevalier.com](mailto:resa@serre-chevalier.com)

1. Daniela Jouglard

Tel: 0033 (0)6 72 36 75 97

Email: [discoverserreche@orange.fr](mailto:discoverserreche@orange.fr)

9. Team Capts are strongly encouraged to make early contact with their chosen accommodation providers soon as demand for apartments will be very high this year due to a clash with the first week of the French School Holidays.

11. **Lift &** **Loipe Passes**. A 25% reduction has been negotiated for Alpine lift passes. Information on how to purchase lift passes is also included on the Chez Bear AMSSC webpage. All Units MUST be in possession of valid loipe passes if they intend to use the loipes and compete in the Nordic Races. These are available via ESF at a considerable discount and can be purchased via the AMSSC Secretary once in resort, although these should be booked in advance.

12. It is recommended that Units travelling by road from the UK are to book Ferry or Channel Tunnel passages through the Central Booking Systems or alternatively, to make their own arrangements.

13. **AMSSC POC in Resort**. All communication with the AMSSC Committee should be made via Col Toney or Capt Millar.

ALLOWANCES

14. **Cash in Lieu of Rations (CILOR)**. Units are required to bid for CILOR through their own chain of command in accordance with Reference A. A copy of Reference A is available ON the Army Web Site. Note that CILOR is not applicable for travel days.

15. **Field Conditions**. Responsibility for the granting of Field Conditions lies with Commanding Officers’ of Units in accordance with current regulations. Reference B refers to all entitlements for Winter Sports Activity.

FUNDING

16. Ex PROTON SERPENT has Individual Military Training (IMT) status and thus participants are eligible to claim for public money for the above funding. All Team Capts should read and understand the considerable funds available and outlined in References B and D.

17. **MTDs for Reserve Personnel**. Authority is to be sought through HQ 2 Med Bde in regards to MTDs for those Reserve personnel attending Ex PROTON SERPENT 2017.

MOVEMENT

18. **Green Fleet**. Units should note the following points regarding the use of Green Fleet (i.e. AD BFG vehicles) at the meeting. Further details can be obtained from Garrison Transport Offices.

a. Only one long wheel-base Land Rover and trailer per competing team may be taken to the meeting.

b. Vehicles are to be BFG/UK registered and fully insured. WOLF Land Rovers and trailers are permitted to deploy on Ex PROTON SERPENT 2017 if painted matt green but not if camouflaged (i.e. black and green). All military insignia are to be removed. Military vehicles are not to display advertising material of any kind. Authority for the use of BFG/UK vehicles in this manner must be sought from Units respective Chain of Command Headquarters.

19. **White Fleet**. The use of white fleet (i.e. leased vehicles) is permitted provided that clearance and authority has previously been obtained. **It is a Unit responsibility to ensure that appropriate insurance cover is obtained for all vehicle occupants and for the countries to be visited.** Team Captains should note that minibuses must be powerful enough to deal with a full load and the alpine terrain with

accommodation often high up in a steep valley with steep access and egress. It is advised that a bus with the required amount of seats and a 6 foot load space behind the last row of seats should be hired. **There are legal requirements to ensure that teams driving in Europe have winter tyres**. **There is also a legal requirement to ensure all minibuses have suitable snow chains on board the vehicle**.

20. **Fuel.** Fuel cards are to be obtained through normal Unit channels. Units are to bring no more than 10 litres of bulk fuel and a small amount of lubricants over the Swiss/French border. The AMSSC will not mediate on behalf of units who fall foul of customs inspections. Aral agency cards are not accepted in Swiss Aral garages, to avoid expensive and often traumatic confrontations with forecourt staff, it is advised that before fuelling your vehicle, you check that the garage will accept your card.

RECEPTION AND REGISTRATION

21. **Arrival**. The Race Office location is to be situated within the Le Frog facilities. All unit representatives and non-unit individuals are to report to the Club Secretary on arrival in Villeneuve, at the Race Office on Thu 26 Jan 17 from 1600hrs until 1900hrs. They are to present the following documents: Up to date team/group list, copies of insurance certificates for all team members and individuals (whether racing or recreational skiing), Entry Fees if not already paid and Next of Kin printouts/information. Programmed arrival times are:

a. Officials Elements of the Committee will be arriving on Wed 25 Jan 17.

b. Teams Arrival 26/27 Jan 17 depending on package bookings.

RACE OFFICE

22. **Opening Times**. All queries, problems or concerns relating to Ex PROTON SERPENT 2017 are to be addressed to the Club Secretary or a member of the Club Committee in the first instance. The Race Office will be open daily as follows:

a. 1630 – 1730.

b. 1830 – 1930.

ENTRIES

23. **Entry Fees**. Race entry costs have been kept at previous year’s rates and are to be borne for both regulars and reserves teams. Funds contribute to the costs associated with running the competition events and for extra costs in the funding for medals and engraving for Reserves. The Reserves are non-subscribers to the AMS Sports Subs, are not entitled to medals and engraving provided by the AMS Sports Board and are therefore required to pay additional cost for their provision. Please take note that civilian, retired Service personnel and all other non-subscribers to AMS Sports Board will also be required to pay the additional cost. If possible costs will be reimbursed if not used.

24. **Team Entry Proforma**. The Team Entry Pro-forma is at Annex A. Team Captains are required to complete and return the pro-forma and Team entry Fees to the AMSSC Secretary by no later than **30 Nov 16**. All entry fees are to be paid by UK cheque, in sterling, payable to **“AMS SKI CLUB”** for the following amounts:

a. Regular AMS Sports Board subscriber - £15 (per individual, max £150 per AMS unit team)

b. Reserves, civilians and non AMS Sports Board subscribers - £20 (per individual, max £200 per AMS unit team)

RULES AND ELIGIBILITY

25. **Rules.** The meeting will be conducted in accordance with the Army Medical Services Ski Club Ski Race Rules, which are based on the Army Winter Sports Association (AWSA) Race rules. A copy of Reference F, the AMSSC Rules, can be obtained on request from the Club Secretary. The AWSA Rules can be found on the AWSA website. Team Capts need to be fully conversant of the Rules so that they are aware of the criteria for eligibility and are aware of what competitions are open to their individuals and teams.

26. **Individual Eligibility**. Any individual who is a member of the Regular or Territorial Army and on the posted strength of an AMS unit, or who is a member of the Regular AMS may compete as an individual in the AMSSC competitions.

27. **Teams**. In each race a team consists of 4 skiers. A unit ‘A’ team need not comprise of the same 4 racers in each of the events in that discipline. To compete for the overall trophies units must enter both Nordic and Alpine teams.

28. **Individuals**. Members of the AMS unable to participate in a team may compete as individuals and are also encouraged to form Hors Concours teams.

29. **Affiliation for Sports**. An affiliation of individuals to units must be cleared via the AMSSU or AMSSC Committee before the Ski Mtg. If unsure, contact either Col Toney or Capt Millar for further clarification.

30. **Novice Entries**. A novice is any skier that has not skied on snow before the 1st November of that current season in any discipline. Therefore, old cross country skiers cannot be novice skiers and vice versa and any skier who has skied before the current season, but has not raced, still cannot be classed as a novice.

31. Team Capts are reminded that they must declare both novices and juniors on the Team Entry form and on arrival in resort inform the committee of which races they intend to compete in for Combined Team awards.

TEAM CAPTAINS’ MEETINGS

32. Team Captains’ Meetings will be held, when advertised, at 1800 hours in facilities that will be set up with the race office in the Le Frog facilities; the location will be confirmed on arrival. Attendance is restricted to Officials and Team Captains from each representative unit only.

DRESS

33. No military uniform is to be taken (less for Nordic Team patrol whites for the patrol race). Regardless of this, competitors are to be reminded that the meeting is classed as formal military collective training and that they are all ambassadors for the British Army.

MEDICAL AND DENTAL

34. All Service personnel should arrive medically and dentally fit. All personnel attending the Championships are to be in possession of the new “European Health Insurance Card” (EHIC), these can be ordered via the website at: [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers) or call the application line on: 0300 3301350. All officials, visitors and competitors are to complete MOD Form 510 Report on an Accident/Injury – in the event of any injury. These forms will be held at the Race Office.

INSURANCE

35. **Insurance – General Cover**. **It is necessary for every individual participant, whether Service or civilian, to have full medical insurance cover.** Cancellation and curtailment insurance is also strongly advised.

36. **Insurance – Competition Cover**. No entry will be accepted until it is certified that Alpine competitors hold full racing insurance cover, and Nordic competitors hold a minimum of 3rd party insurance cover. Team captains are to ensure that team members have suitable cover and will be required to produce evidence of insurance during registration. All Team Captains should make themselves aware of the contents of Reference H (AFCS) and the statement below.

**Compensation for Sports Injuries**.

*The Armed Forces Compensation Scheme (JSP 765) provides compensation for illness, injury or death where caused (wholly or partly) by an individual’s service in the Armed Forces. Participation in Sport as a player, official, or organiser is considered to be military service when: the sport is eligible for duty status (see 2010DIN01-209) and there is documentary evidence, e.g. ASCB Fixtures List, Unit Part 1 Orders, that the specific activity has been approved.  Furthermore, personnel have the responsibility to report all sports injuries to the Army Incident Notification Cell (AINC – see LFSO 3216 Annex C); if an injury has not been reported, it will be far harder to prove that it was caused by military service. Claims can range from relatively minor fractures, and there is a time limit of 7 years from point of injury to initiate the claim.  For further information see* [*www.gov.uk/pensions-and-compensation-for-veterans*](http://www.gov.uk/pensions-and-compensation-for-veterans) *or contact the free helpline: 0800 1914 218 (UK only) or +44 1253 866 043 (from overseas).*

**NO INSURANCE = NO SKIING**.

37. Comprehensive Winter Sports Insurance cover is available to all AMSSC teams through either Trinity Insurance Services on 01243 817777; Towergate Wilsons Insurance on 01162 407773 or Insignia Underwriting on 01722 597980. Team Captains should quote AWSA in order to ensure suitable race cover is understood and that the appropriate discounted premium is given.

38. Other types of cover are also available i.e. annual insurance and details can be provided on request direct from Trinity Insurance Ltd, Towergate Wilsons or Insignia Underwriting.

39. Units / Teams, where possible, should block purchase Insurance cover, individual bookings are discouraged.

AWSA MEMBERSHIP

40. Currently AWSA membership is not compulsory for those competing in Ex PROTON SERPENT 2017 however individuals wishing to attract Sports Lottery funding must be a subscribing member of the Army Sports Lottery (see Reference J).

BEHAVIOUR AND DISCIPLINE

41. The highest standards of personal behaviour, discipline and courtesy towards the local inhabitants and other visitors will be expected at all times. In the event of a disciplinary incident and apart from any subsequent action at the parent unit, the following rules will apply:

a. **General**. (AWSA Rules)

(1) If a serious disciplinary offence is committed the person committing it will be returned to his/her unit immediately, irrespective of the consequence to the team.

(2) The team should be reconstituted if possible and continue in the competition.

(3) If the team cannot be reconstituted, it will be awarded the score it would have received if it had finished in last position, plus one.

(4) If any other team member is present when the offence is committed, or aids and abets the offence, then the whole team is liable to be returned to its unit.

(5) Notwithstanding any of the above, if the senior military officer judges the offence to be sufficiently serious, he is empowered at all times to return the whole team to its unit.

b. **Military Patrol Race**. In cases where a team has lost one or more of its team members as a result of disciplinary action, the team may still compete in the Military Patrol Race if it can fill its vacancies with substitutes within the existing rules, particularly those relating to rank structure. If this is not possible the team may only race as Hors Concours and will be ineligible for team prizes.

c. **Disciplinary Offences**. Disciplinary offences committed at the Ski Meeting will be dealt with by the chain of command in the normal manner. In addition to host nation legal jurisdiction, all personnel remain subject to British Military law during the Championships.

d. **Technical Offences**. Adjudication in cases where technical offences are alleged to have been committed during a competition is a matter for the Race Jury.

MISCELLANEOUS

42. **Trophies**. All Unit and Individual trophy holders are to transport them to the Meeting clean, suitably engraved and where necessary repaired, and contained within the box they were issued with. Those not attending the Meeting should return them to Capt Millar, 22 Fd Hosp, New Normandy Barracks, Aldershot GU11 2LZ **by COP 01 Dec 16.** Trophies will be inspected for cleanliness and signs of damage and the cost of any repair or replacement boxes may be raised against the Unit/Individual returning the trophy.

43. **Prize Giving**. Prizes not awarded immediately after each event will be presented during the evening of Thu 9 Feb 17 at a venue to be confirmed. Teams will not be permitted to travel from the resort until the morning after the prize giving. Further details will be available during the Meeting.

44. **Risk assessments** A Risk assessment for the Alpine and Nordic Racing week will be conducted by the Committee, including the Alpine / Nordic Chief of Race. In accordance with Reference I, all Units / Teams are to ensure they complete their own Risk assessments for all other skiing activities.

45. **Ski Helmets**. Without exception, Race Helmets with full hard ear cover are to be worn during Alpine Races. Only helmets marked with FIS stickers are FIS regulated. This rule will be strictly enforced: racers without compliant headgear will not be allowed to start.

46. **Ex PROTON SERPENT webpage.** There is a dedicated web page for Ex PROTON SERPENT which is found in the AWSA website ([www.awsa.org.uk](http://www.awsa.org.uk)). Within this page are a range of details and documents that will assist team captains with their on-going planning for this Exercise.

A MILLAR

Capt

Secretary AMSSC

for Ex Director

Annexes:

A. Team Entry Form.

B. Provisional Programme.

Distribution:

Action:

HQ AMD – CO Sp Unit, Maj Garwood (For P1Os for Held Strength Personnel)

HQ FTC – Maj Betts

HQ JMC – Capt Butler

HQ BFG HS – Maj Beedie

HQ 2 Med Bde – Capt McClenaghan

DMS (W) – Capt Hildred

RADC/DPHC – Maj Tyrrell, Maj Brown

HQ DPHC – Col Earnshaw

DPHC N – Col Dalal, Capt Watson

DPHC SNI – Maj Stewart

RCDM – Lt Sharp, 2Lt Blacklock

APC – Capt McCubbin

1 Med Regt – Lt Harcourt, Lt Troeller

2 Med Regt – Capt Collins

3 Med Regt – Maj Taylor, Capt Green

4 Med Regt – Maj Young

5 Med Regt – Capt Crosby

16 Med Regt – Lt Taylor

22 Fd Hosp – Capt Millar, Sgt Armour

33 Fd Hosp – Capt McFarlane, Sgt Haynes

34 Fd Hosp – Capt Harris

DMG (S) – Lt Parsons, 2Lt Potter

DMG (SE) – Capt Dews

DMG (N) – Lt Hibberd

1MWD – Maj McIntosh, Sgt Alford

DAC – SSgt Martin

201 Fd Hosp – Capt Dobbing

202 Fd Hosp – Capt O’Riordan

203 Fd Hosp – Maj Ozanne-Brown

204 Fd Hosp – Maj Glen

205 Fd Hosp – WO2 Low

207 Fd Hosp – WO1 Hoines

208 Fd Hosp – SSgt Williams

212 Fd Hosp – Capt Court

243 Fd Hosp – Capt Harrill, Capt Bliss, WO1 Radford

256 Fd Hosp – Maj Creagh

306 Fd Hosp – Capt Richardson

335 MER – Maj Garland

225 Med Regt – WO1 Rooney, SSgt Singh

253 Med Regt – Maj Nelson

254 Med Regt – Maj Windas

Information:

Col Campbell (AMS WS President)

Col Toney (AMS WS Chairman & Ex Director)

Lt Col Nadin (Chairman Nordic)

Lt Col Southwood (Chairman Alpine)

Capt Millar (AMSSC Secretary)

Maj Watson (AMSSC Office Manager)

Maj Jordan (Alpine Coach)

Capt Austin (Nordic Secretary)

Capt Law (Alpine Secretary)

Col (Retd) Hassell (Secretary ASCB)

Mr Mike Moran (Sponsor – Proton Partners International Ltd)

Mr Les Richards (Sponsor – Bootle Containers Ltd)

Mr Mike Crosbie (Chez Bear Holidays)

**ANNEX B TO**

**SG FIN 01 (15-16)**

**DATED 19 SEP 16**



**Army Sport Control Board**

**Mackenzie Building**

**Fox Lines**

**Aldershot**

**GU11 2LB**

Telephone: Civilian (01252) 787058

Military (94222) 7058

Facsimile: Civilian (01252) 787060

Military (94222) 7060

DII: ASCB-COS@mod.uk

E-mail: [acos@ascb.uk.com](mailto:acos@ascb.uk.com) (preferred)

ASCB 428.1

Capt A Millar AMS

22 Field Hospital

Keogh Barracks

Ash Vale

Aldershot

Surrey

GU12 5RQ 14 Sep 16

**AUTHORITY TO UNDERTAKE WINTER SPORTS ACTIVITY – Ex PORTON SERPENT THE ARMY MEDICAL SERVICES SKI CHAMPIONSHIPS 2017**

References:

A. Your letter dated 1 Sep 2016.

B. JSP 660.

C. 2015DIN07-122 Army European Winter Activity Instruction (note this will be updated and replaced in Summer 16).

D. 2014DIN10-054 Army Overseas Sports Visits.

E. JSP 375, Pt 2, Vol 1, Chap 2, 8 and 40.

F. The Management of Health and Safety at Work Regulations 1999 No. 3242, Regulation 3

G. JSP 375, Pt 2, Vol 1 (Jan 16).

H. Land Forces Frago 01 to OPO 14/002 – Risk to Life

1. Thank you for your email at Ref A, requesting authority for the Army Medical Services Nordic and Alpine Ski Champs to take place in FRANCE between 26 Jan and 9 Feb 17. Authority is granted for up to 400 competitors to travel in accordance with Ref B. The new Winter Activity Instruction (Ref C) for 2016 has not yet been published and you are reminded to review it carefully before departing on your Exercise.

2. Participation in Winter Sports Activity is vested in the Chain of Command and the OIC must ensure that those selected have been duly released, which will attract Duty Status. Nominal rolls must be updated prior to departure and all names published on Unit Part 1 Orders. You are advised that all members travelling to the event should carry a valid ID card, passport and relevant Visa.

3. All Winter Activity is initially approved by Sec Army Winter Sports and the OIC is to keep him informed of any changes. The maximum number of participants for each approved sports team is laid down in Ref B and D.

4. Diplomatic and Staff Clearance are to be applied for in accordance with Ref C.

5. This event **is** classified as Individual Military Training and hence funding is permitted at Public

Expense with Budgetary approval in accordance with Reference C. No claims can be made against the Representational Sports Travel Budget without additional authority from this office.

6. **Insurance**. Serving members of the party (including Army Reserves) are to be advised that the Armed Forces Compensation Scheme (JSP 765) provides compensation for illness, injury or death where caused wholly or partly by an individual’s service in the Armed Forces. Duty Status is no longer relevant in compensation cases; injuries sustained during sports events or in this case an overseas visit, will be assessed on the balance of probabilities that the injury was more likely than not to have been caused by service. As there will be potential for different interpretations of the applicability of JSP 765, all participating individuals are most strongly encouraged to ensure they have personal and third party liability insurance when participating in any Service sport.

7. **Duty Holding**. In accordance with References E, F and G, the OiC of the visit is to comply with the Safe System of Training and ensure the security of the party is considered and Host Nation customs observed. A comprehensive Event Instruction must be produced which must include a Risk Assessment (RA). This activity is categorised as Risk to Life (RtL) and in accordance with Ref H, the OiC is to take note of the Delivery Duty Holder (DDH) requirements and note that they assume responsibly for the Duty of Care of the event (from the deployment, during the event and returning to unit) and must ensure all activities are conducted within the parameters of the Safe Operating Envelope. The OiC must satisfy his/herself that National Governing Body safety rules apply and that risk is maintained As Low As Reasonably Practicable (ALARP).

8. **Injury Reporting**. In accordance with Ref F, all injuries (and near misses) must be reported to the Army Incident Notification Cell (AINC) using an Army Form 510 and copied to the Sec Army Winter Sports at ASCB.

9. **Good Order and Discipline**. Personnel on Winter Activity are representing the Army and there are significant reputational and diplomatic implications should there be any poor behaviour. Those in charge of the Exercise must stress the importance of good order and discipline in their Administration Orders and ensure that behaviour, both on and off the field of play is exemplary.

10. **PXR**. Please note that there **is** a specific requirement for a PXR to be completed and forwarded to the SO3 G3/7 PD Branch of your parent Regional Bde in order to comply with DIA cost capture requirements (separate Army Sports Lottery rules also apply however).

11. If any further advice or clarification is required, please contact the ASCB.

Original signed

SAJ DAVIS

Lieutenant Colonel

ACOS ASCB

Copy to:

Sec BAG SB\*

Sec AWSA\*

HQ AMS\*

11 Inf Bde SO3 PD\*