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| --- | --- |
| **Defence Instructions and Notices**  (Not to be communicated to anyone outside HM Service without authority) | |
| **Title:** | Army Overseas Sports Visits |
| **Audience:** | All Regular and Army Reserve personnel |
| **Applies:** | Immediately |
| **Expires:** | When rescinded or replaced |
| **Replaces:** | 2018DIN10-017 |
| **Reference:** | 2019DIN10-001 |
| **Status:** | **Current** |
| **Released:** | January 2019 |
| **Channel:** | 10 Sports and Social Events |
| **Content:** | Procedures to be followed when organizing an Overseas Sports Visit or an Overseas Training Camp. |
| **Sponsor:** | HQ Army Sport Control Board |
| **Contact:** | Lt Col G Ehlen – Ops Offr Tel: 94222 7058/01252 787058;  Email: [opsbranch@ascb.uk.com](mailto:opsbranch@ascb.uk.com). Army Sport Control Board (ASCB), Mackenzie Building, Fox Lines, Aldershot GU11 2LB. |
| **Keywords:** | HQ Army Sports Control Board, Sport, Visit |
| **Local Keywords:** | Procedure, Application, Training Camp. Authority, DIPCLEAR, Other Clearances, Security, Funding, Duty Status & Insurance |
| **Supplements:**  **( please access via Defnet)** | Annex A – OSV Application Form  Annex B – Worldwide G7 PD Contact Lists  Annex C – Diplomatic Clearance |
| **Related Info:** | www.armysportcontrolboard.com |
| **Classification:** | OFFICIAL |

**ARMY OVERSEAS SPORTS VISITS AND OVERSEAS TRAINING CAMP INSTRUCTIONS**

References:

1. [JSP 660 – Sport in the UK Armed Forces](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP-660-Sport-in-the-UK-Armed-Forces.aspx)
2. [AGAI Vol 1 Chap 5 - Sport in the Army](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_005.pdf)
3. <https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_005.pdf>
4. [2018DIN07-077 – Army European Winter Activity](https://modgovuk.sharepoint.com/sites/defnet/Corp/DINStraining/2018/2018DIN07-077.pdf)
5. [JSP 765 - Armed Forces Compensation Scheme](https://modgovuk.sharepoint.com/sites/defnet/DINSJSPS/DINSJSPS/20170203.1/JSP765_Part1.pdf)
6. [2018DIN10-016 – Army Sports Lottery](https://modgovuk.sharepoint.com/sites/defnet/Corp/DINSsports/2018/2018DIN10-016.pdf)
7. [ACSO 3206 – Army Welfare Funds](https://modgovuk.sharepoint.com/teams/14922/ACSO/SitePages/ArmyCommandStandingOrders.aspx#I)
8. [ASCB Army Sport Sponsorship Directive](https://armysportcontrolboard.com/publications/)
9. [2017DIN10-006 – Berlin Infantry Brigade Memorial Trust Fund](https://modgovuk.sharepoint.com/sites/defnet/Corp/DINSsports/2017/2017DIN10-006.pdf)

# INTRODUCTION

1. Overseas Sports Visits (OSV) or Overseas Training Camps offer a great opportunity to our servicemen and women whilst also providing a compensating measure to operational commitments and an excellent retention tool for our personnel. Sporting visits give teams the opportunity to compete against opposition from different countries and cultures whilst in unfamiliar and potentially challenging conditions. The visits should be used to reward achievement or as a means of developing the team in preparation for a forthcoming season or key fixture or as a post season finale**.**
2. OSVs and Overseas Training Camps may be authorised provided the application complies with extant policy contained within References A and B.
3. This instruction does not apply to w inter sports activities for which there are separate instructions available at Reference C, or for Adventurous Training activities within JSP 419.

1. A maximum of one OSV or overseas training camp may be authorised within each calendar year for a Sports team to compete at either Army, Corps[[1]](#footnote-1) and Unit level or where the team is known to be participating in regular League, Cup or Corps competitions. An OSV will not normally be authorised if a team has travelled to either Zone 4 or 5 more than once within 2 years of the proposed visit. Training camps are not routinely authorised to Zones 4 and 5 locations (excluding Cyprus).
2. **Organisers must note that public funds** **are not admissible for any part of an overseas sports visit.** Applications for Army Sports Lottery (ASL) grants are to be submitted in accordance with Reference E. Where an OSV or Training camp is not eligible for an ASL grant the Director ASCB may in exceptional circumstances use his discretion and consider a grant from the ASCB Charitable Fund.

# OVERSEAS SPORT VISIT

1. **Duration**. The purpose of an OSV is to take part in either a sporting competition or playing a series of fixtures[[2]](#footnote-2). The number of games/fixtures may vary, however the number must be appropriate to the length of the visit itself. Visits should not normally be more than 14 days in length and applications for tours in excess of 14 days will be considered separately by the Ops Offr, ASCB. The fixtures must be organised in advance of the visit with suitable opposition and making use of safe and suitable sports facilities the organiser is responsible for confirming this detail with the in country sponsor. The organiser is to provide confirmation of the fixtures within the OSV application.
2. **Participants**. The maximum number of participants is listed in Reference A, Annex A to Part 2 Chapter 3. The maximum number of personnel eligible to attend an OSV will be strictly enforced by HQ ASCB. The responsibility for authorising the participation of individual service personnel on an OSV rests solely with the individual’s Chain of Command (CoC).
3. **Individual OSVs**. OSVs are designed to develop team work and leadership and to boost camaraderie amongst team and squad members; authorisation for an individual to compete on an OSV will be considered out of the normal OSV submission process by HQ ASCB. However, for clarification the Individual must be competing in a bona fide Sports competition and be a recognised member[[3]](#footnote-3) of a Corps or Army Sports Association. The pursuit of individual hobbies or personal challenges will not be endorsed by HQ ASCB and funding will not be made available via the ASL: such sporting challenges are to be pursued at a servicemen’s own expense, in their own time and whilst off duty.
4. **Sports Secretary Authority**. Each OSV is to be approved by the relevant Army Sports Secretary to ensure the visit meets National Governing Body directives, is appropriate and takes into consideration all aspects of other extant policy including; safety management, support from suitably qualified officials, risk assessments, and appropriate consideration for those ‘Risk to Life’ sports. The Army Sport Secretary is to confirm that the team has been committed to Corps or Army run sports and has entered Corps and Army competitions during the preceding sports season.
5. **In Country Sponsor**. An invitation to visit or play in an organised competition from a sponsor in the host country is required before a visit can be organised. The sponsor can be military or civilian and may well be known to the sport through personal contacts or previous visits. This might be the PD Branch in Cyprus or BFG. Further advice can be obtained from Ops Offr, ASCB:
   1. **Acceptance.** The organiser is not to commit any funding to the visit until all relevant clearance and authority requirements, security advice and funding have been resolved. This is particularly relevant where a Sports/Travel company is being used to organise the visit and requires a non-refundable deposit.
   2. **Accommodation.** The sponsor may offer to provide or help to arrange accommodation. The organiser should be satisfied that the accommodation is fit for purpose and seek clarification from the in-country defence section that the accommodation is suitable and meets all necessary security requirements.
   3. **Transport.** If required, the sponsor may offer to provide or help organise transport[[4]](#footnote-4). The organiser must be satisfied that in country transport meets JSP 800 standards and all nominated drivers in the visit party have the requisite driving licence and adequate driving insurance has been purchased.
6. **Joint (Jt) Service Units and United Kingdom Armed Forces (UKAF) OSVs**. Jt Service units may apply for an OSV through their lead Service Sports Board. UKAF sports teams should apply for an OSV through the sport’s lead Service. Copies of any issued RAF or RN authority must be forwarded to HQ ASCB and are mandatory where an Army Sports Lottery grant application is being made. All Army personnel participating in a Jt or UKAF OSVs are to abide by the provisions of this instruction as appropriate. Where there is an RAF lead, organisers should note that the RAF operate a different DDH system where the sport association Chairman is the Responsible Person rather than the CO and Army participants will need to be familiar with and abide by any relevant Army policy. Advice can be sought from the RAF Sports Board at 22 Trg Gp for RAF specific policy[[5]](#footnote-5).

**OVERSEAS TRAINING CAMPS**

1. An overseas training camp is to be structured to enhance team building, fitness and skills of established sportsmen and women in preparation for a specific event. They will, therefore, be limited to those participants who have the proven ability or potential to benefit from high quality training and coaching in an environment that is not necessarily available in the UK.
2. The maximum number of participants for an OSV is listed at Reference A, Part 2 Chapter 3. However, in exceptional circumstances, an increase of up to 33% more personnel may be authorised for Army or representative team training camps. The responsibility for authorising the participation of individual service personnel on a training camp rests solely with the individual’s CoC. A training camp will normally be limited to a maximum of 14 days which is to include travelling time. The following criteria should apply for all training camps:
   1. Participants must have the potential to compete as part of a representative team.
   2. It must have a properly structured training and conditioning programme, supported by a suitably qualified coach/trainer.
   3. It must have a clearly identified objective and be specifically target at an event or fixture at Corps or Army level. The training camp should be held within 3 months of the specific event for which the camp is convened.
   4. It is to be restricted to locations with an established military footprint (BFG, BFC, and BF Gib) or within UK or European locations (Zones 1, 2 and 3) to take advantage of better weather conditions for training and preparation.
3. **UK Training Camps**. Where it is not appropriate or affordable to conduct an OSV or overseas training camp a sports team may be permitted to conduct a training camp in the UK. Duty status will be granted for training camps that meet all aspects of policy. UK based training camps are not eligible for public funding and are to be entirely non-publicly funded. Teams are restricted to one training camp per year and for a duration of no more than seven days inclusive of travel. The maximum numbers eligible to participate will be the same as that articulated in Reference A. UK training camps may be eligible for an ASL grant in accordance with Reference E. UK training camp must be authorised by those listed below.
   1. **Unit Teams**. Training camps must be authorised by the CO.
   2. **Corps Teams**. Training camps must be authorised by HQ ASCB.
   3. **Army Teams**. Training camps must be authorised by HQ ASCB.

Organisers of a UK based training camp for either an Army or Corps representative team are to submit Appx 1 to Annex A to [opsbranch@ascb.uk.com](mailto:opsbranch@ascb.uk.com) at least 3 months prior to the event for ASCB authorisation. Once an activity is authorised, participation can only be approved by an individual’s CO.

**DEFENCE ENGAGEMENT**

1. Current Defence priorities may present opportunities for Sport to be used to support Defence Engagement tasks in specific geographical areas and there may be considerable diplomatic and public relations value. Anyone seeking further guidance is to contact Ops Offr, HQ ASCB.
2. Cultural briefings in advance of an OSV to sensitive areas may be provided where appropriate and contact should be made with SO2 J3/J5, Defence Cultural Specialist Unit (DCSU), Bldg 567, RAF Henlow, Bedfordshire SG16 6DN: Mil Tel 95381 6291;Civilian Tel: 01462 851515 ext. 6291A

**AUTHORITY & CLEARANCES**

1. The organiser of an OSV or Overseas Training Camp will require HQ ASCB Authority to travel, using the form at Annex A, Staff Clearance (SC) from respective G7 PD Branch, whose contact details are at Annex B, and Diplomatic Clearance (Dip Clearance) from the in-country Def Sect. All unit level applications for OSV or Training Camps are to be personally authorised by the CO or HoE.

18. **Applications**. All Applications for OSVs and overseas training camps are to be submitted using Annex A, at least 3 months prior to the start of the visit and with Dip Clearance. Applications submitted without Dip Clearance will not be approved. It is the responsibility of the CoC to authorise an individual’s participation in the visit. Where possible a copy of an outline itinerary/fixture list, nominal roll and an Admin Instruction are to be submitted with the OSV application form.

19. Applications for clearance are to be requested as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Army Representative Team Applications** | | | |
| **Staff Clearance** | **Diplomatic Clearance** | **Submission timelines** | **Comments** |
| Army Sport Secretary to request from local RPOC G7 PD Branch and copied to the participants RPOC Bde G7 Branch. | Requested from the in-Country Def Sect[[6]](#footnote-6) | All applications are to be submitted at least 3 months prior to start of the OSV or Trg Camp. | Army Rep Teams OSVs/Trg Camps are to be authorised by Army Sports Secretary. |

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| --- | --- | --- | --- |
| **Corps Representative Team Applications** | | | |
| **Staff Clearance** | **Diplomatic Clearance** | **Submission timelines** | **Comments** |
| Local RPOC G7 PD Branch and copied to the participants RPOC Bde G7 Branch. | Requested from the in-Country Def Sect[[7]](#footnote-7) | All applications are to be submitted at least 3 months prior to start of the OSV or Trg Camp. | Corps Sports OSVs/Trg Camps are to be authorised by Corps Sports Chairman and approved by Army Sports Secretary. |

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| --- | --- | --- | --- | --- |
| **Unit/Team or Individual Applications** | | | | |
| **Applications from Teams Located in:** | **Staff Clearance** | **Diplomatic Clearance** | **Submission timelines** | **Comments** |
| UK | RPOC G7 PD Branch | Requested from the in-Country Def Sect[[8]](#footnote-8) | All applications are to be submitted at least 3 months prior to start of the OSV or Trg Camp. | Unit OSVs/Trg camps to be personally authorised by CO. |
| Germany | Secretary BFG SB |
| NW Europe | Secretary BFG SB |
| Cyprus | SO2 PD HQ BFC |
| Rest of World | Relevant PD Branch aligned to unit |

20. **Diplomatic Clearance**. Dip Clearance is the political authority to transit through or undertake an overseas visit in countries outside of the UK. Dip Clearance will be approved by the appropriate British Embassy/High Commission Def Sect only and the United Kingdom Movements Liaison Staff (Europe) (UKMLS (E)) for Belgium, Luxembourg and The Netherlands or HQ BFG for units based in NW Europe. Applications are to be made to the appropriate Defence Section, British Embassy/British High Commission which are listed within the International Policy and Planning (IPP) Overseas Directory (The IPP Yellow Book). This can be accessed electronically on the Defence Intranet under Library. There are a number of countries that have specific rules regarding Dip Clearance. The details can be found within the DINs listed below or from the Ops Offr, HQ ASCB:

* 1. South Africa (2015DIN01-109 Procedures for visiting S Africa).
  2. USA (2016DIN03-012 Procedures for visiting USA).
  3. Australia (2015DIN02-007 Procedures for visiting New Zealand).
  4. New Zealand (2016DIN01-144 Procedures for visiting New Zealand).
  5. France – Sports teams or individual’s that are planning an OSV in France are to complete Annex C and email it to [Defencestaff.paris@fco.gov.uk](mailto:Defencestaff.paris@fco.gov.uk). The Def Sect will contact the organiser directly with confirmation of the Dip Clearance.
  6. Italy – Sports teams or individual’s planning an OSV in Italy are to email the Def Sect in Rome [defence.romex@fco.gov.uk](mailto:defence.romex@fco.gov.uk), informing them of their planned activity and request for Dip Clearance. The Def Sect has agreed to grant provisional clearance provided the application meets Italian MOD policy. The organiser will also have to complete Annex D, which is to include a full itinerary of the visit and nominal role no sooner than 3 weeks prior to deploying on the OSV. When the completed form is received by the Def Sect they will email the organiser with final/approved Dip Clearance.
  7. **Clearance to Transit through a Country.** In addition to Dip Clearance organisers of OSVs where they will transit through one or more countries are to request permission from the in country Def Sect of those specific countries they will be transiting through for clearance so to do. (Further clarification can be provided from HQ ASCB). The following exceptions apply when transiting through:
     1. **Belgium, Luxembourg and the Netherlands** **(BENELUX)**. An application is to be made to UKMLS(E), 24 Regt RLC, BFPO 39; Tel: Bielefeld Mil (94881) 3815/3291/3336 (fax); Email: [24RLC-UKMLSE-MCC-TransClearance@mod.uk](mailto:24RLC-UKMLSE-MCC-TransClearance@mod.uk)
     2. **Germany**. An application is to be made to Training Assistant, HQ BFG, SAF- Liaison, BFPO 140: Tel: Bielefeld Mil (94881) 2373/2366 (fax); Email: [BFG-HQ-SAF-Liaison-TrgAsst@mod.uk](mailto:BFG-HQ-SAF-Liaison-TrgAsst@mod.uk).
     3. **Cyprus**. An application is to be made to SO2 J7 PD, J7 Branch, HQ BFC BFPO 53; Tel: 94 120 3092 or +357 2596 3092; Email: [BFC-HQ-J7-PD-SO2@mod.uk](mailto:BFC-HQ-J7-PD-SO2@mod.uk).
     4. **Gibraltar**. An application is to be made to SA J7 PD, J7 Branch, HQ BF Gibraltar, BFPO 52; Tel: 92 31 98531 5060; Email: [Gib-HQBF-SAJ3PAT@mod.uk](mailto:Gib-HQBF-SAJ3PAT@mod.uk)

***The flow chart at Annex E describes the process for organising and applying for an OSV or Overseas Training Camp.***

21. **Security**. Security advice for the countries being visited is to be obtained from the either local or most appropriate G2 Sy Branch and, if advised to do so, from the in country Def Sect who may also on specific travel arrangements applicable to the country being visited. In all circumstances it is advisable to contact the Def Sect just prior to travelling to confirm the need for an in country security brief or update.

**ORGANISATION SUPPORT**

22. **Travel and Training Camp Packages**. There a number of discounted travel companies available on the internet who are willing to assist those organising an OSV or Overseas Training Camp. It is advisable that the organiser liaises with the Ops Offr, HQ ASCB before committing any funding to discuss the merits of using a Sports Tour Company.

23. **Insurance**. Service personnel who attend an authorised OSV will be classified as being **on duty** only while they are training/playing or involved in official activities associated with the visit or training camp. Service personnel will be classed as being **off duty** when they conduct personal or social activities that are not specifically associated with the visit or training camp. It is therefore strongly advised that all personnel have adequate medical and personal accident/liability insurance to guard against potential risks associated with travelling abroad. NGBs routinely direct that sports teams or individuals who compete in an overseas country have appropriate insurance for the duration of the visit[[9]](#footnote-9). It is recommended that the organiser purchases “Personal Travel Insurance” to cover against flight cancellations, deployment on operations and any other expenses (such as medical and repatriation costs) that might be incurred due to unforeseen circumstances. Organisers should consider group insurance as an appropriate option.

24. **Armed Forces Compensation Scheme (AFCS)**. Details of the AFCS is available at Reference D. The Scheme provides compensation for illness, injury or death which is caused (wholly or partly) by an individual’s service in the Armed Forces. A payment is made from the Scheme where the claimant shows that, on the balance of probabilities, their injury is more likely than not to have been caused by service. Each case is decided on its individual merits taking account of all relevant evidence. For OSV and Training Camps compensation is only considered for injuries which are sustained during sporting activity where the activity was authorised prior to it taking place and where the injury is predominately caused by service. Activities include personnel participating in, officiating at or organising sporting activities. Therefore, if the AFCS is to apply, all Army OSVs and Training Camps are to be authorised by ASCB or equivalent.

25. **Documentation**. The organiser is to ensure that all personnel have the appropriate documentation, which should include as a minimum:

* 1. MOD90 ID card.
  2. Passport with a minimum of 6 months left before it expires.
  3. Appropriate visa for the country being visited[[10]](#footnote-10).
  4. Travel documentation (Air tickets etc).
  5. Personal travel insurance policy documents.
  6. Driving licence.
  7. For OSV or Training Camps in Europe, European Health Information card.

26. **General Data Protection Regulations (GDPR**) All OSV and Training Camp organisers are to ensure that when they share personal data the recipients of that data are GDPR compliant. If this is not possible (in particular for non EU countries and organisations who do not have an Adequacy Agreement with the EU) then the senior officer signing the ASCB authority request must ensure that due diligence has been conducted on those organisations with whom they are sharing data.

27. **Medical**. Personnel are to liaise with their medical centre to establish if they require specific inoculations or prophylactics (anti-malaria etc) for the country they will be visiting. The organiser should also produce an appropriate medical plan, which should include details of local medical facilities, including their location and where necessary request details from the sponsor or the in country Def Sect. A plan for compassionate movement of personnel must also be included within the medical plan and promulgated before departure in accordance with JSP 751.

28. **Cancellations and Amendments**. Organisers are to inform HQ ASCB if the OSV or Training Camp is cancelled or any significant amendments to the dates or numbers attending the OSV or Training Camp before departing the UK.

29. **Post Activity Report (PAR)**. Where an ASL Grant has been approved the organiser is to send a PAR to HQ ASCB (ASL Manager) within 6 weeks of the visit concluding. Details can be found in Reference E.

**FUNDING**

30. Public funding is not admissible for OSVs in accordance with JSP 660[[11]](#footnote-11). All OSVs and Training Camps are to be non-publicly funded utilising, grants, sponsorship or personal contributions. The use of the defence travel system is not permitted for overseas travel and accommodation bookings. Sources of non-public funds include:

a. Individual Contributions/Unit/Arms/SNPF. Individual contributions will normally be one third of the cost. Unit/Arms/SNPF will often provide grants but must be applied for through individual cap badge specific policy directives.

b. Welfare Funds. Details of Welfare Funds are at Reference F. Grants will normally only be given for equipment.

c. Sponsorship. Sponsorship must comply with extant policy and will be classified as non-public funding. Organisers must comply with Reference G.

d. Sports Lottery Funding. ASL members may apply for a grant as per Reference E. Organisers should note that the qualification rules are complex and an early application is encouraged.

e. BIBMTF. The procedure for applying for a BIBMTF grant is given in Reference H. Grants are currently limited to unit overseas sports visits as long as the sport is Categorised within Reference A and all participants are on duty.

31. Further advice is available at ASCB Website [www.armysportcontrolboard.com](http://www.armysportcontrolboard.com) or from the Ops Offr ASCB on Tel No; 94 222 7058 or Email: [opsbranch@ascb.uk.com](mailto:opsbranch@ascb.uk.com).

Annexes:

A. Overseas Sports Visits application form.

Appendix:

1. UK Sports Visit or Training Camps application form.

B. PD Branch Worldwide POC List.

C. French Diplomatic Clearance & Notification of Transit Form

D. Italian Diplomatic Clearance Form

E. Overseas Sports Visits Application Flowchart

**APPLICATION FOR AUTHORITY TO CONDUCT AN OVERSEAS SPORTS VISIT**

|  |  |  |
| --- | --- | --- |
| **Serial** | **Required Information** | **Applicants are to insert the details**  **into the boxes below** |
| 1 | **Name of Sports Competition or Activity:**  *(i.e. Ex Winter Training - Army Athletics or*  *World Masters Games - Corps Team etc)* |  |
| 2 | **Name of the unit, Corps or Army Team:**   * Team name: |  |
| 3 | **Type of activity or event you wish to take part in:[[12]](#footnote-12)**   * *Sports competition/event/activity\*:* * *Training Camp\*: (In prep for forthcoming season)* * *Winter Sport activity\*:* |  |
| 4 | **Country and city/town to be visited (i.e. Canada/Calgary):**   * *Country:* * *City/Town:* |  |
| 5 | **Inclusive dates of the OSV:**   * *From:* * *To:* |  |
| 6 | **In theatre POC to include contact details:**   * *Name:* * *Sport Appointment:* * *Affiliated in-country Sports Body:* |  |
| 7 | **Brief explanation or justification for teams which is to include:**   * *Aim of the visit* * *Type of activity or participation:* * *Number of fixtures:* * *Number of personnel:* [[13]](#footnote-13) | *Male: Female: Civilian[[14]](#footnote-14):* |
| 8 | **Commanding Officer/Head of Establishment authority**  **or**  **Chairman or Director of Corps/Army Team authority** | *Yes/No\**  *Rank and Name:*  *Contact email address*  *Yes/No\**  *Rank and Name:*  *Contact email address:* |
| 9 | **Army Sports Secretary Approval**   * *Does the event/activity meets NGB objectives and policy:* * *Army Sports Secretary details:* * *Contact details:* | *Yes/No\*:*  *Rank Name:*  *Email address:* |
| 10 | **Diplomatic Clearance[[15]](#footnote-15)** | *Requested Yes/Not yet/Approved[[16]](#footnote-16)\** |
| 11 | **Details of any Defence Engagement activities to be conducted during the visit:** |  |
| 12 | **Details of last overseas tour to include**   * *Dates* * *Location:* * *Dates Last visited a Zone 4 or 5 country[[17]](#footnote-17):* |  |
| 13 | **An Army Sports Lottery Grant may be applied for:** | *Yes/No\** |
| 14 | **Activity Lead details and contact address:**   * *Rank:* * *Name & Intls:* * *Mil Tel:* * *Civ Tel:* * *Mobile:* * *Mil email:* * *Civilian email:* * *Postal address:* |  |
| 15 | * **Signed:** | (original Signed) |
| 16 | * **Rank & Name:** |  |
| 17 | * **Date:** |  |

\* Delete as necessary

The completed form is to be emailed to opsbranch@ascb.uk.com at The Army Sports Control Board for both individual and team overseas sports visits and sporting competitions/events or overseas training camps.

**APPLICATION FOR AUTHORITY TO CONDUCT A SPORTS VISIT OR TRAINING CAMP IN THE UK (REPRESENTATIVE TEAMS ONLY)**

|  |  |  |
| --- | --- | --- |
| **Serial** | **Required Information** | **Applicants are to insert the details**  **into the boxes below** |
| 1 | **Name of Sports Activity:**  *(i.e. Sports Visit or Training camp – (Army & Corps Teams only))* |  |
| 2 | **Name of the Individual, Corps or Army Team:**   * Individual or Team details: |  |
| 3 | **Type of activity or event you wish to take part in:[[18]](#footnote-18)**   * *Sports competition/event/activity\*:* * *Training Camp\*: (In prep for forthcoming season)* |  |
| 4 | **Location to be visited (i.e. Country/City or Town):**   * *Country:* * *City/Town:* |  |
| 5 | **Inclusive dates of the Sports Event/Visit or Trg Camp:**   * *From:* * *To:* |  |
| 6 | **POC to include contact details:**   * *Name:* * *Appointment:* * *Affiliated Sports Body:* * *Contact email address:* |  |
| 7 | **Brief explanation or justification which is to include:**   * *Aim of the visit* * *Type of activity or participation:* * *Number of fixtures:* * *Number of personnel:* [[19]](#footnote-19) | *Male: Female: Civilian[[20]](#footnote-20)* |
| 8 | **Chairman or Director of Army/Corps Team authority** | *Yes/No\**  *Rank and Name:*  *Contact email address:* |
| 9 | **Army Sports Secretary Approval**   * *Does the event or Trg Camp meet NGB objectives and policy:* * *Army Sports Secretary details:* * *Contact details:* | *Yes/No\*:*  *Rank Name:*  *Email address:* |
| 10 | **Details of last UK/Overseas sports Visit or Trg Camp to include**   * *Dates* * *Location:* |  |
| 11 | **Staff Clearance – RPOC Bde G7 PD Branch:**   * Clearance issued: * RPOC Bde: | *Yes/No\**  *POC:* |
| 11 | **An Army Sports Lottery Grant may be applied for:** | *Yes/No\** |
| 12 | **Activity Lead details and contact address:**   * *Rank:* * *Name & Intls:* * *Mil Tel:* * *Civ Tel:* * *Mobile:* * *Mil email:* * *Civilian email:* * *Postal address:* |  |
| 13 | **Signed:** | (original Signed) |
| 14 | **Rank & Name:** |  |
| 15 | **Date:** |  |

\* Delete as necessary

The completed form is to be emailed to [opsbranch@ascb.uk.com](mailto:opsbranch@ascb.uk.com) at Army Sports Control Board for both individual and team sports visits and sporting competitions/events.

**WORLDWIDE PD BRANCH CONTACT DETAILS**

1. **Ops Offr, HQ ASCB.** Address: ASCB, Mackenzie Building, Fox Lines, Aldershot, GU11 2LB; Tel: Mil: 94222 7058, Civ: 01252 787058; Email: [opsbranch@ascb.uk.com](mailto:opsbranch@ascb.uk.com)
2. **Sec BA (G) Sport Board.** Address: HQ BFG, BFPO 140; Tel: Civ: 94881 2620, Mil:0049 (0)521 9254 2620; Email: [BFG-HQ-G1-SportsBd-GenSec@mod.gov.uk](mailto:BFG-HQ-G1-SportsBd-GenSec@mod.gov.uk)
3. **HQ 1 (UK) Armd Div, G7 PD.** Address: HQ 1 (UK) Div, Fulford Bks, Fulford Rd, York, N Yorks, YO10 4HD. Tel Mil: 94777 2037; Civ: 01904 662037, Email: [1UKXX-FUOps-PD-SO2@mod.gov.uk](mailto:1UKXX-FUOps-PD-SO2@mod.gov.uk)
4. **HQ RC Comd, G7 PD.** Address: HQ Sp Comd, Montgomery House, Aldershot GU11 2JN; Tel: Mil: 94222 4178, Civ: 01252 349178; Email: [RC-OpsEngt-PD-0Mailbox@mod.gov.uk](mailto:RC-OpsEngt-PD-0Mailbox@mod.gov.uk)
   1. **HQ 38 Bde, G7 PD.** Address: 38 (Irish) Brigade Headquarters (NI), Building 68, Theipval Barracks, BFPO 801; Tel: Mil: 9491 61050, Civ:028922 61050; Email: [Gareth.Maslin159@mod.gov.uk](mailto:Gareth.Maslin159@mod.gov.uk)
   2. **HQ 51 Bde, G7 PD.** Address: HQ 51 Bde, Forthside, Stirling FK7 7RR; Tel: Mil: 94741 4915, Civ: 0131 3104915; Email: [51X-G7-PD-mailbox@mod.gov.uk](mailto:51X-G7-PD-mailbox@mod.gov.uk)
   3. **HQ NW Bde, G7 PD.** Address: HQ NW, Fulwood Bks, Preston PR2 8AA; Tel Mil: 94554 2019, Civ: 01772 260019: mobile: 07969 010144, Email:[NWHQ-OpsTrg-PD-QMSI@mod.gov.uk](mailto:NWHQ-OpsTrg-PD-QMSI@mod.gov.uk)
   4. **HQ 15 Bde, G7 PD.** Address: HQ 4 Inf Bde, Imphal Bks, Fulford Rd, York YO10 4HD. Tel Mil: 94777 8851, Civ: 01904 668851; Email: [4X-TRG-PD-GpMailbox@mod.gov.uk](mailto:4X-TRG-PD-GpMailbox@mod.gov.uk)
   5. **HQ 160 Bde, G7 PD.** Address: HQ 160 Bde, The Bks, Brecon LD3 7EA; Tel: Mil: 94351 2307, Civ: 01874 613307; Email: [160x-HQ-0OPSTRG-PD-MAILBOX@mod.gov.uk.](mailto:160x-HQ-0OPSTRG-PD-MAILBOX@mod.gov.uk.)
   6. **HQ 11 Sig Bde, G7 PD.** Address: HQ 11 Sig Bde, Vening Bks, Donnington, Telford, Shropshire, TF2 8LS, Tel: 94480 2887 Civ: 01952 672887; Email: [11SIGX-HQ-G7-PD-SO3@mod.gov.uk](mailto:11SIGX-HQ-G7-PD-SO3@mod.gov.uk) or [11SIGX-HQ-G7-PD-WO@mod.gov.uk](mailto:11SIGX-HQ-G7-PD-WO@mod.gov.uk)
   7. **HQ 7 Inf Bde, G7 PD[[21]](#footnote-21).** Address: HQ 7 Inf Bde, Chetwynd Bks, Chilwell, Nottingham NG9 5HA; Tel Mil: 94451 2919, Civ: 01159 572919; Email: [7X-G7-PD-SO3@mod.gov.uk](mailto:7X-G7-PD-SO3@mod.gov.uk).
   8. **HQ 11 Inf Bde, G7 PD.** Address: HQ 11 Bde, Wavell House, Cavans Road, Aldershot GU11 2LQ, Tel: Mil: 94222 2813 Civ: 01252 347813 email: [11X-PD-](mailto:11X-PD-SO3@mod.uk)[SO3@mod.gov.uk.](mailto:SO3@mod.gov.uk.)
   9. **HQ 1 Arty Bde, G7 PD.** Address: HQ 43 Bde, Jellalabad Bks, Tidworth, Salisbury SP9 7BQ, Tel Mil: 94342 4920, Civ: 01980 656620; Email; [SWHQ-G7-PD-Mailbox@mod.gov.uk](mailto:SWHQ-G7-PD-Mailbox@mod.gov.uk)
5. **HQ LONDIST, G7 PD**. Address: HQ LONDIST, Horse Guards, Whitehall, London SW1A 2AX; Tel: Mil: 94631 2402, Civ: 0207 414 2402; Email: [LONDIST-](mailto:LONDIST-SO2G7PD@mod.uk)[SO2G7PD@mod.gov.uk](mailto:SO2G7PD@mod.gov.uk)
6. **HQ BF Cyprus, G7 PD**. Address: HQ BF Cyprus, BFPO 53; Tel: Mil: 94120 3092, Civ: 00357 25963092; Email: [BFC-HQ-J7-PD-SO2@mod.gov.uk](mailto:BFC-HQ-J7-PD-SO2@mod.gov.uk)
7. **HQ BF Gibraltar, G7 PD**. Address: HQ BF Gibraltar, BFPO 52; Tel: Mil: 9231 98531 5060; Email: [Gib-HQBF-SAJ3PAT@mod.gov.uk.](mailto:Gib-HQBF-SAJ3PAT@mod.gov.uk.)
8. **Sec UKAF SB.** Address: ASCB, Mackenzie Building, Fox Lines, Aldershot GU11 2BG; Tel: Mil 94222 7061, Civ: 01252 787061; Email: [UKAFSB@ascb.uk.com.](mailto:UKAFSB@ascb.uk.com.)

**REQUEST FOR DIPLOMATIC CLEARANCE - FRANCE**

|  |
| --- |
| Unit : |
| Unit Address : |
| Group Leader:  Tel: Mob No:  Fax:  Email: |
| Name of Exercise / Ceremony / Expedition / Charity / Sporting Event / AT (if applicable):  Countries to be visited:  Dates:  Itinerary / Aim of Exercise / Event *(****Please include full details of event / invitation or involvement of the town or local authority etc)*** |
| Method of travel: (incl. Point of entry /exit / times) |  |
|  |
| Number of Personnel: OF’s \_\_\_\_\_\_\_\_\_\_SNCO’s \_\_\_\_\_\_\_\_\_ OR’s \_\_\_\_\_\_\_\_***(Please attach a nominal roll)***  Accommodation address/es: |
|  |
| Is this a request to wear uniform? Yes/No ***(if Yes provide details of uniformed personnel)***  Will weapons or Ammunition to be carried?: Yes/No ***(If Yes provide details)*** |
| Request for Parking / Accommodation / Weapon storage: Yes/No ***(If Yes provide details)*** |
| In country Emergency Mobile Phone Number:  24hr UK Civilian Contact Number:  **Completed forms are to be sent to** [**Defencestaff.paris@fco.gov.uk**](mailto:Defencestaff.paris@fco.gov.uk) **or fax to +33 1 44 51 34 40**  **REQUEST FOR AUTHORITY TO TRANSIT THROUGH FRANCE**  PLEASE NOTE THAT THE BRITISH EMBASSY IN PARIS DOES NOT ISSUE DIPLOMATIC CLEARANCE FOR TRANSITS THROUGH FRANCE BUT STILL NEEDS TO BE AWARE OF THE MOVEMENTS OF BRITISH MILITARY PERSONNEL IN FRANCE.   ANY VEHICLE AND PASSENGERS (INCLUDING WPN MOVES) MOVING FOR MILITARY PURPOSE MUST SEEK TRANSIT AUTHORITY 21 WORKING DAYS PRIOR TO YOUR MOVEMENT VIA THE LOWER COUNTRIES/FRANCE.  TRANSIT AUTHORITY MUST BE SOUGHT BY EMAILING A MOVBID 460A (E) TO [29RLC-69Sqn-MCC-TransClear@mod.uk](mailto:29RLC-69Sqn-MCC-TransClear@mod.uk) ALL QUERIES CAN BE DIRECTED TO MRS P FLORA ON BIELEFELD 948 81 3814 |

**NOMINAL ROLL**

**If you are unable to provide a nominal roll at time of application please forward a complete nominal roll to** [**Defencestaff.paris@fco.gov.uk**](mailto:Defencestaff.paris@fco.gov.uk) **prior to departure in order to validate your diplomatic clearance.**

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| --- | --- |
| **Service No** | **Name and Initials** |
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**Completed forms are to be sent to** [**Defencestaff.paris@fco.gov.uk**](mailto:Defencestaff.paris@fco.gov.uk) **or fax to +33 1 44 51 34 40**

**CLEARANCE APPLICATION FORM FOR SPORTS ACTIVITIES IN ITALY**

**SEGNALAZIONE DI ATTIVITA’ SPORTIVA**

**DA PARTE DI PERSONALE MILITARE BRITANNICA IN ITALIA**

Please enter your details in the table ***as formatted below***, and do not send any other paperwork. Please read the footnotes. Once fully completed, please send by email, at least 20 days before arrival in Italy, to: Defence Section, British Embassy Rome, at [defence.romex@fco.gov.uk](mailto:defence.romex@fco.gov.uk)

| **Ser** | **Information Required** | **Details** |
| --- | --- | --- |
| 1 | Country of Origin: | UK |
| 2 | Name of unit: |  |
| 3 | Type of activity: |  |
| 4 | Location of activity: |  |
| 5 | Unit Point of Contact for the activity   * Rank, name and surname: |  |
| * Full office tel (use civilian dialling codes): |  |
| * Mobile number (while in Italy): |  |
| * Full email address: |  |
| 6 | Entry into Italy:   * Airport/other border crossing pt: |  |
| * Date & approximate time: |  |
| 7 | Exit out of Italy:   * Airport/other border crossing pt: |  |
| * Date & approximate time: |  |
| 8 | Number and type of vehicles used (VRN not necessary if not known): |  |
| 9 | Total number of personnel: |  |
| * Officers: |  |
| * NCOs: |  |
| * Troops: |  |
| * Civilians: |  |
| 10 | Equipment (if any): |  |

**NOMINAL ROLL**

**(add rows as necessary)**

| **Rank** | **Full first name(s)[[22]](#footnote-22) and surname** | **Service No.** |
| --- | --- | --- |
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**PROGRAMME**

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| Provide a short outline programme with dates, locations and a brief description of activities for the time to be spent in Italy. Please include details of entry into and exit out of Italy (airport & flight details or road border crossing points and approximate times). | |
| **Date** | **Activity** |
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If yes then Contact ASCB Ops Offr. Tel 94 222 7058 or email: [gehlen@ascb.uk.com](mailto:gehlen@ascb.uk.com) to discuss proposed visit and application process

If no then cease activities

Confirm with unit CoC or Army/Corps CoC they will support participation

Identify an event or activity (Trg camp or a n Overseas Sports Visit)

**Step**

**1**

Review policy and confirm your request meets the relevant criteria’s within:

JSP 660

AGAI Vol 1 Chap 5 – Sport

Overseas Visits – 2019DIN10-001

Army Sports Lottery – 2018DIN10-016

Travel at Public Expense for Army Sport – 2018DIN10-021

Army European Winter Sports Activity – 2018DIN07-077

**Step 2**

Confirm that:

- No of participants does not exceed **JSP 660, Part 2, Ch 3 Annex A**

- It is either a Cat 1 or 2 sport = **JSP 660, Part 1, Ch 1, Annex D&E**

- The date last OSV (Zone 4 & 5 countries can be visited once every 2-years)

- It is not for an individual hobby or personal challenge activity as they will not be approved

- Eligibility to ASL Grants & BIBMTF Grants

ASCB support application and Issue OSV approval letter

ASCB support application and Issue OSV approval letter

Submit OSV with Dip Clearance to Ops Offr ASCB

ASCB do not support application or request further detail

Return to Step 2

Request Dip Clearance from in-country Def Section

**Step**

**3**

Inform ASCB if the visit is to be cancelled or amended in any way as this may affect authority to conduct the OSV

Send an update to ASCB Media & Comms regarding any high profile competitions you may be competing in for update on to the ASCB Website

Complete the OSV and ensure that you comply with the in country Def Sect policies in regard to contact, security and reporting of any incidents that may occur which the Def Attaché needs to be informed about

**Step**

**4**

Complete a Post Activity Report within 6 weeks of the OSV ending and submit it to the Lottery Manager

**Step**

**5**

1. Army Teams at Male, Female, Mixed Snr, Development and Masters only. Corps Teams at Male, Female, Mixed Snr and Masters. [↑](#footnote-ref-1)
2. Sports Teams can conduct either an OSV or a UK based Trg Camp within the same year, however they may also conduct both in the same year in exceptional circumstances and with ASCB authority. [↑](#footnote-ref-2)
3. Where a sport requires registration or membership, individual applicants should be a member of the Corps or Army Sports Association or Union. Where membership is not required then the individual applicant should be a known and regular participant in Corps or Army level sport. Individual membership is not required for Team applications. [↑](#footnote-ref-3)
4. Travel at public expense is not admissible for OSVs or overseas training camps and UK based training camps. [↑](#footnote-ref-4)
5. JSP752 Para 06.0108e defines the use of public funds for UKAF level training camps: Travel to training sessions is not permitted at public expense except when the UKAF and single-Service Sports Boards specifically authorise their respective personnel to travel at public expense to one training session each season. [↑](#footnote-ref-5)
6. Contact details for in-country Def Section is available on MODNET @ Publications; master index to key documents. Alternatively the Ops Offr at ASCB can provide you with the specific Def Sect contact details. [↑](#footnote-ref-6)
7. Contact details for in-country Def Section is available on MODNET @ Publications; master index to key documents. Alternatively the Ops Offr at ASCB can provide you with the specific Def Sect contact details. [↑](#footnote-ref-7)
8. Contact details for in-country Def Section is available on MODNET @ Publications; master index to key documents. Alternatively the Ops Offr at ASCB can provide you with the specific Def Sect contact details. [↑](#footnote-ref-8)
9. NGB policy regarding OSV Insurance is available from the Army sports secretaries who are to be contacted during the application process. [↑](#footnote-ref-9)
10. FC personnel may require a special visa depending upon the nationality. Specific details are available from the website of the Country being visited. [↑](#footnote-ref-10)
11. This includes the use of MOD road transport and Mod fuel cards. [↑](#footnote-ref-11)
12. Applicants are to provide a link to the event/competition or a copy of the invitation from the overseas sports team, event organiser or governing body. [↑](#footnote-ref-12)
13. Insert a breakdown of military personnel attending the OSV and also the total numbers of civilian personnel. [↑](#footnote-ref-13)
14. Ex-servicemen who are ASL members are entitled to ASL funding as long as they hold the relevant number of tickets, however civilian personnel are not entitled to Public and ASL funding nor will they be given on duty status. [↑](#footnote-ref-14)
15. Diplomatic clearance is to be applied for before ASCB approval of the OSV is issued. It is the responsibility of the OSV organiser to seek the clearance from the in country Def Section. [↑](#footnote-ref-15)
16. Applicants are to enclose an e-copy of their Dip Clearance. [↑](#footnote-ref-16)
17. Include if applicable Zone 4 – N Africa, Middle East, Cyprus, Tenerife, Dubai, Turkey etc. Zone 5 – Rest of World: USA, S Africa, Australia, NZ, Fiji, etc. [↑](#footnote-ref-17)
18. Applicants are to provide a link to the event/competition or a copy of the invitation from the sports team, event organiser or details of the proposed trg camp. [↑](#footnote-ref-18)
19. Insert a breakdown of military personnel attending the sports visit or trg camp and include the number of civilian personnel that will be attending as well. [↑](#footnote-ref-19)
20. Ex-servicemen who are ASL members are entitled to ASL funding as long as they hold the relevant number of tickets, however civilian personnel are not entitled to Public and ASL funding nor will they be given on duty status. [↑](#footnote-ref-20)
21. 7X HQ will move to Cottesmore in 2019. [↑](#footnote-ref-21)
22. The full names of personnel (not initials) that are shown on passports is required [↑](#footnote-ref-22)