

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
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Content:	Procedure to be followed by teams and individuals organising an Overseas Sports Visit or Overseas Training Camp.
Sponsor:	HQ Army Sport Control Board (ASCB)
Contact:	Lt Col (Retd) S Davis, ACOS HQ ASCB, Mackenzie Building, Fox Lines, ALDERSHOT GU11 2LB; Tel: 94222 7058/ 01252 787058; Email: acos@ascb.uk.com
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Supplements: (Please click on the links to access >>>>)	Annex A – Application Form
Related Info:	www.armysportcontrolboard.org
Classification:	OFFICIAL

ARMY OVERSEAS SPORTS VISIT AND OVERSEAS TRAINING CAMP INSTRUCTION

References:

- A. JSP 660.
- B. AGAI Part 1 Chapter 5.
- C. 2016DIN07-123 Army European Winter Activity Instruction.
- D. JSP 765 Armed Forces Compensation Scheme.
- E. 2016DIN10-002 Army Sports Lottery.
- F. LFSO 3206 (4th Revise) or SIBFG 3206 Welfare Funds.
- G. ASCB Sponsorship Directive.
- H. 2016DIN10-047 Berlin Infantry Brigade Memorial Trust Fund.

INTRODUCTION

1. The opportunity to undertake an overseas sports visit (OSV) or overseas training camp is a considerable attraction for many Service personnel and a compensating measure to operational commitments. Such visits give the opportunity to compete against opposition of a different culture and in many cases compete and train in challenging conditions. They can be used to reward achievement, as a means of developing team spirit and as a pre/post season preparation/finale. An overseas sports visit can also be

used as a recruiting and retention tool. **Organisers must note public funds¹ are not admissible for any part of an overseas sports visit.**

2. OSVs and overseas training camps are authorised in accordance with policy as laid down in References A and B.

3. This instruction does not apply to Winter Activity for which there are separate instructions at Reference C, or to Adventurous Training expeditions/exercises.

4. A maximum of one OSV or overseas training camp will be authorised per year for any single Sports team at each of Army, Corps and Unit level where the unit team is known to participate in regular League, Cup or Corps competitions. Normally, OSVs will not be authorised to Zones 4 and 5 more than once every 3 years for any specific team. Training camps will not normally be authorised to Zones 4 and 5.

OVERSEAS SPORTS VISIT

5. **Competition.** The purpose of an OSV is to take part in a sporting championships or a series of fixtures, the number will vary but must be appropriate to the length of the visit. Visits will not normally be more than 14 days. The fixtures must be organised in advance with suitable opposition and making use of safe and suitable sports facilities; the organiser is responsible for confirming this detail with the sponsor.

6. **Participants.** The maximum number of participants is clearly listed in Reference A, Part 2 Chapter 3. These are maximum numbers and for OSVs will be strictly enforced. The chain of command (CO/OC) is responsible for authorising each individual participant to take part.

7. **Individual OSVs.** OSVs are designed to develop team work and leadership and to boost camaraderie amongst team and squad members, it would therefore be unusual for an OSV to be authorised for an Individual and in such cases the Individual must be competing in a bona fide Sports competition and be a recognised member² of a Corps or Army Sports Association. The pursuit of individual hobbies or personal challenges cannot be endorsed by HQ ASCB and will not be supported by the ASL. Whilst of great benefit to the individual and to be encouraged, such personal challenges must be pursued at the soldiers own expense, in their own time and off duty.

8. **Sports Secretary Authority.** Each visit must be authorised by the relevant Army Sport Secretary to ensure that OSVs are being conducted in suitable locations taking into account appropriate safety considerations and the requirement for officials to support the fixtures, particularly with regard to 'Risk to Life' sports. Teams and individuals applying should have demonstrated some commitment to Corps and Army run sport and entered Corps and Army competitions in the preceding season.

9. **Sponsor.** An invitation to visit is required from a sponsor in the host country before a visit can be organised. The sponsor, who can be military or civilian, according to the nature of the visit, will often be known to the sport through personal contacts or previous

¹ This includes the use of MOD road transport and MOD fuel cards.

² 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.

visits. This might be the PD Branch in Cyprus or BFG. Further advice can be obtained from ACOS ASCB:

- a. **Acceptance.** The organiser is not to commit any funds to the visit until all necessary clearance and authority requirements, security advice and funding issues have been resolved. This is vital where an external company is being used to organise the visit and requires a non-refundable deposit.
- b. **Accommodation.** The sponsor may offer to provide or help to arrange accommodation. The organiser should be satisfied that the accommodation is fit for purpose, seeking advice from the appropriate Defence Section if necessary. Defence Travel must not be used to book OSV accommodation.
- c. **Transport.** If required, the sponsor may offer to provide or help organise transport³. The organiser must be satisfied the transport is appropriate, fully insured and ensure any nominated drivers in the tour party have the required driving licence.

10. **Joint/Tri Service OSVs.** Joint units may apply for an OSV through their lead Service Sports Board. Tri-Service level sports teams should apply for an OSV through the sport lead Service. Copies of any 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 joint/tri Service overseas sports visit 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 ODH 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 policy. Advice can be sought from the RAF Sports Board at 22 Trg Gp.

OVERSEAS TRAINING CAMPS

11. A training camp is to be structured to enhance the 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 not available in the UK.

12. The maximum number of participants for OSVs applies equally to training camps and is clearly listed in Reference A, Part 2 Chapter 3. These are maximum numbers, although at Army team level and only in exceptional circumstances, an increase of up to 33% may be authorised by HQ ASCB. The chain of command (CO/OC) is responsible for authorising each individual participant to take part. A training camp will normally be limited to a 14 day period including travelling time. The following criteria will normally apply:

- a. Participants must have the potential to compete as part of a representative team.
- b. A training camp must have a properly structured training and conditioning programme, supported by a suitably qualified coach/trainer.
- c. A training camp must have a clearly identified objective and be specifically targeted at an event of Corps standard and above.

³ Note that travel at public expense is not admissible for OSV nor training camps or UK based training camps.

d. The training camp will normally be held within 3 months of the event being targeted.

e. A training camp will normally be restricted to locations with an established military footprint (BFG, BFC, BFGib) or within UK or European locations (Zones 1, 2 and 3) to take advantage of better weather conditions for training and preparation.

13. **UK Training Camps.** Where it is not appropriate or affordable to conduct an OSV or overseas training camp, sports teams will be permitted to conduct a training camp in the UK. Duty status can be afforded to a correctly authorised training camp. These activities must be entirely **non-publicly funded**⁴. Routinely, teams are restricted to one training camp per year and for a duration of no more than seven days inclusive of travel. 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 the following:

(a) **Unit Teams.** Training camps must be authorised by the CO.

(b) **Corps Teams.** Training camps must be authorised by the Corps HQ.

(c) **Army Teams.** Training camps must be authorised by HQ ASCB.

Once an activity is authorised, participation can only be approved by an individual's CO.

DEFENCE ENGAGEMENT

14. 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 ACOS ASCB.

15. 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. 6291.

AUTHORITY AND CLEARANCES

16. The organiser requires HQ ASCB Authority, Staff Clearance (SC) and Diplomatic Clearance (DIPCLEAR)⁵. All unit level applications must be signed by or on behalf of the CO/OC as appropriate. Applications may be made concurrently but all 3 authorisations are required before an overseas sports visit takes place. HQ ASCB will provide authority for the visit to take place, however the CO/OC authorises individual's participation in the visit.

17. **Applications.** All Applications for OSVs and training camps are to be submitted on the form at **Annex A** at least 8 weeks prior to the event and accompanied by an outline itinerary/fixtures list, nominal roll and by an Exercise Instruction where possible.

⁴ **JSP752 Part 2 040208 sub para e defines the use of public funds for UKAF level training camps:** Travel to training sessions is not permitted at public expense except when the Combined Services and single-Service Sports Boards specifically authorise their respective Combined Services and single-Service representative teams to travel at public expense to one training session each season.

⁵ For UK Armed Forces (UKAF) overseas visits, Secretary UK Armed Forces Sport Board gives authority. The UKAF organiser is responsible for obtaining DIPCLEAR.

18. **Staff Clearance.** SC is required to inform the chain of command about teams who are proposing to undertake an overseas sports visit. Organisers apply, providing the information shown at Annex A including a nominal roll, as follows:

- a. **Individual.** SC is required for all individuals travelling overseas on duty.
- b. **Unit Team.**
 - (1) **UK.** G7 PD Branch: Regional Bde HQ/HQ LONDIST.
 - (2) **Germany.** Sec BAG SB
 - (3) **ROW.** PD Branch as applicable.
- c. **Corps Team.** RHQ Arm/Svc.
- d. **Army Team.** SC required and to be staffed through the organisers PD Branch and copied to the Bdes of the various participants.

19. **Diplomatic Clearance.** DIPCLEAR is the political authority to transit through or undertake an overseas visit in countries outside UK. It is granted by the appropriate British Embassy/High Commission Def Sect; United Kingdom Movements Liaison Staff (Europe) (UKMLS(E)) for Belgium, Luxembourg and The Netherlands or HQ British Forces Germany (HQ BFG) for Germany. 'Transiting' is travelling through a country to where the overseas visit is taking place. Organisers apply as follows:

- a. To the appropriate Defence Section, British Embassy/British High Commission as listed in 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 specific instructions for travel to USA, Australia and New Zealand and Defence Sections can provide the appropriate advice.
- b. The only exceptions are for:
 - (1) **Belgium, Luxembourg and The Netherlands.** Application is made to UKMLS, 24 Regt RLC, BFPO 39; Tel: Bielefeld Mil (94881) 3815/3291/3336 (fax); Email: 24RLC-UKMLSE-MCC-TransClearance@mod.uk
 - (2) **Germany.** Application is 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.
 - (3) **Cyprus.** Application is 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.
 - (4) **Gibraltar.** Application is made to SA J7 PD, J7 Branch, HQ BF Gibraltar, BFPO 52; Tel: 92 31 98531 5060; Email: Gib-HQBF-SAJ3PAT@mod.uk.

20. **Security.** Security advice must be obtained from the appropriate G2 Sy Branch and, if advised to do so, from the appropriate Defence Section. Depending on the

destination, guidance on travel arrangements may also be required. Clearly, security issues can dictate the visit cannot proceed.

ORGANISATION SUPPORT

21. **Travel and Training Camp Packages.** Overseas sports visits to NWE may wish to take advantage of the ASCB discounted channel travel scheme (ferry and tunnel) from Dover to Calais managed by Traveleads. Forces Mutual also provide a travel booking service and provide travel insurance at very competitive rates. HQ ASCB has recently made an arrangement with Brown's in Portugal who will provide a training camp package. For further details of these company offers or to make a booking, go to: www.armysportcontrolboard.org/links.

22. **Insurance.** As there is potential for different interpretations of the applicability of JSP 765, individuals are strongly encouraged to have personal accident and personal liability insurance cover. Individuals should also consider having personal travel insurance which will provide cover against flight cancellations, deployment on operations and other expenses (such as medical and repatriation costs). Organisers should consider group insurance as appropriate. There are a number of insurance companies listed in the Defence Discount Directory.

23. **Armed Forces Compensation Scheme (AFCS).** Details of the AFCS are given in Reference D. The Scheme provides compensation for illness, injury or death where 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. Compensation is only paid 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. Thus it is essential Army Overseas Sports Visits are authorised by ASCB or equivalent.

24. **Documentation.** The organiser is to ensure that all documentation required is taken e.g. ID card, visa, passport, travel tickets, insurance certificates, driving licence, medical, including EHIC – if applicable.

25. **Medical.** All individuals are to check with their Medical Centre to establish if any inoculations are required. The organiser must be aware of where local medical facilities are located, seeking details from the sponsor and, if necessary, the Defence Section. The compassionate procedure must also be promulgated before departure in accordance with JSP 751.

26. **Cancellations and Amendments.** Organisers are to inform HQ ASCB of any cancellations or amendments to dates or numbers attending.

27. **PXR and Post Activity Report.** A PXR is **no longer required** in every case. Where a novel or unusual OSV is conducted, HQ ASCB may request a PXR particularly where there is Defence Engagement Activity being conducted. Organisers should note that there is still a requirement for a Post Activity Report where a Lottery Grant has been approved. Details can be found in Reference E.

FUNDING

28. Public funds **are not admissible** for an overseas sports visit. Sources of non-public funds include: individual contributions, unit funds, Corps funds, welfare funds, sponsorship, Army Sport Lottery (ASL) and Berlin Infantry Brigade Memorial Trust Fund (BIBMTF).

a. **Individual Contributions/Unit/Arms/Svcs Funds.** Individual contributions will normally be one third of the cost. Unit/Arms/Svcs funds will often give a grant.

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 the ASCB Sponsorship Directive at Reference G.

d. **ASL.** ASL members may apply for a grant in accordance with Reference E (or successor). 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 for Rugby, Football, Cricket, Hockey, Boxing and Martial Arts.

29. Further advice can be found on the ASCB Website at www.armysportcontrolboard.org and from ACOS ASCB on 94 222 7058.

Annexes:

- A. Overseas Visit and Overseas Training Camp Application Form.
- B. Points of Contact.

CONTACT DETAILS

1. **ACOS ASCB.** Address: ASCB, Mackenzie Building, Fox Lines, Aldershot, GU11 2LB; Tel: Mil: 94222 7058, Civ: 01252 787058; Email: acos@ascb.uk.com
2. **Sec BA (G) Sport Board.** Address: HQ BFG, BFPO 140; Tel: Civ: 94881 2620, Mil: +49 (0)521 9254 2620; Email: BFG-HQ-G1-SportsBd-GenSec@mod.uk
3. **HQ 1 (UK) Armd Div, G7 PD.** Address: HQ 1 (UK) Div, BFPO 15; Tel: Mil: 94882 3523, Civ +49 (0)5221 995 3816; Email: 1UKXX-G7-PD-SO3@mod.uk
4. **HQ Sp Comd, G7 PD.** Address: HQ Sp Comd, Montgomery House, Aldershot GU11 2JN; Tel: Mil: 94222 7374, Civ: 01252 787374; Email: SpComdHQ-TrgOps-Sport-SMI@mod.uk
 - (a) **HQ 38 Bde, G7 PD.** Address: HQ 38 Bde, LMS & D NI, Building 106, Lisburn, BFPO 825; Tel: Mil: 94916 3206, Civ: 02892 263206; Email: 38X-Trg-PD-SO3@mod.uk
 - (b) **HQ 51 Bde, G7 PD.** Address: HQ 51 Bde, Forthside, Stirling FK7 7RR; Tel: Mil: 94741 4873, Civ: 0131 3104873; Email: 51X-G7-PD-SO3@mod.uk
 - (c) **HQ 42 Bde, G7 PD.** Address: HQ 42 Bde, Fulwood Bks, Preston PR2 8AA; Tel: Mil: 94554 2081, Civ: 01722 260081; Email: 42X-OpsTrg-PD-SO3@mod.uk
 - (d) **HQ 15 Bde, G7 PD.** Address: 15 HQ (NE) Bde, Imphal Bks, Fulford Rd, York YO10 4HD. Tel Mil: 94777 8851, Civ: 01904 668851; Email: 15X-OpsTrg-PD-SO3@mod.uk
 - (e) **HQ 160 Bde, G7 PD.** Address: HQ 160 Bde, The Bks, Brecon LD3 7EA; Tel: Mil: 94351 2481, Civ: 01874 613481; Email: 160X-G7-PD-SO3@mod.uk
 - (f) **HQ 143 Bde, G7 PD.** Address: HQ 143 Bde, Copthorne Bks, Shrewsbury SY3 8LZ; Tel Mil: 94461 2457, Civ: 01743 262457; Email: 143X-HQ-G7-PD-SO3@mod.uk
 - (g) **HQ 7 Inf Bde, G7 PD.** Address: HQ 7 Inf Bde, Chetwynd Bks, Chilwell, Nottingham NG9 5HA; Tel Mil: 94451 2919, Civ: 01159 572919; Email: 7X-G7-PD-So3@mod.uk
 - (h) **HQ 11 Bde, G7 PD.** Address: HQ 11 Bde, Roebuck House, Cavans Road, Aldershot GU11 2LQ, Tel: Mil: 94222 2752 Civ: 01252 347752 email: 11X-PD-SO3@mod.uk
 - (i) **HQ 43 Bde, G7 PD.** Address: HQ 43 Bde, Jellalabad Bks, Tidworth, Salisbury SP9 7BQ, Tel Mil: 94342 4920, Civ: 01980 656620; Email: 43X-HQ-OpsTrg-PD-SO3@mod.uk

5. **HQ LONDIST, G7 PD.** Address: HQ LONDIST, Horse Guards, Whitehall, London SW1A 2AX; Tel: Mil: 94873 2402, Civ: 0207 414 2402; Email: LONDIST-SO2G7PD@mod.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.uk.
7. **HQ BF Gibraltar, G7 PD.** Address: HQ BF Gibraltar, BFPO 52; Tel: Mil: 9231 98531 5060; Email: Gib-HQBF-SAJ3PAT@mod.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.

**APPLICATION FOR ARMY SPORT CONTROL BOARD AUTHORITY FOR AN OVERSEAS SPORTS VISIT
OR OVERSEAS TRAINING CAMP**

This form is to be completed and sent electronically to the ACOS ASCB for all applications for Overseas Sports Visits for both individual and team competitions and training camps.

ACOS Contact Details: Tel 94 22 7958; Civ 01252 787058 ACOS@ascb.uk.com

Ser	Required Information	Completion Details
1	Exercise Nickname / Activity Title:	
2	Type of Overseas Activity (delete as applicable):	*Sports Visit: Define Sport/Discipline *Training Camp: Define Sport/Discipline *UK Based Training Camp: Define Sport/Discipline *Winter Activity: Define Sport/Discipline
3	Level of Activity (delete as applicable):	*Inter Service: *Army: *Corps: *Formation (Div/Bde): *Unit:
4	Country and Location to be visited:	
5	Activity Dates:	From: To:
6	Unit / Organisation:	
7	Parent Division / Regional Brigade	Div: Bde:
8	Activity Lead POC: Rank, Name and Initials: Mil Tel: Mobile: Mil Email: Civilian Email: (Use both Mil and Civilian Dialling Codes)	
9	Activity Lead Unit Address:	

10	Explanation / Justification for Participation / Aim:	
11	Method of Travel (delete as applicable):	Plane: Train: Ferry/Tunnel: Hire Car/Minibus:
12	Numbers Travelling:	Male: Female: Civilians ¹ :
13	Point of contact overseas (all OSVs must have an in country sponsor)	Name: Organisation: In country contacts details where known:
14	Commanding Officer Authority (required for unit level OSVs only)	(Yes/ No) Name: Email/Phone No:
15	Army Sports Secretary Authority (Yes/ No)	(Yes/ No) Name: Comments:
16	Intent to apply for an Army Sports Lottery Grant:	(Yes/ No)
17	Any previous OSVs or Training Camps conducted by this unit/organisation/	Details:

¹ Civilians may be permitted where they are qualified coaches or officials.

	sport in the last 3 years.	
18	Details of any Defence Engagement activities to be conducted during the visit:	Details:
	Signed:	
	Name:	
	Date:	

NB: This is not an Army Sport Lottery application form:

Attachments: (to be forwarded once confirmed)

1. Nominal Roll (Number, rank, initials, name, male/female)
2. Fixture List or Itinerary
3. Administrative Instruction