

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Army Overseas Sports Visit
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Content:	Procedure to be followed by teams and individuals organising an Overseas Sports Visit.
Sponsor:	Army Sport Control Board (ASCB)
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Supplements: (Please click on the links to access >>>>)	Annex B PXR Template
Related Info:	www.armysportcontrolboard.org
Classification:	OFFICIAL

ARMY OVERSEAS SPORTS VISIT INSTRUCTION

References:

- A. 2014DIN07-092 Army European Winter Activity Instruction.
- B. 2013DIN01-106 Winter Sports Travel.
- C. LFSO 3206 (5th Revise) or SIBFG 3206 Welfare Funds.
- D. 2014DIN10-055 Army Sports Lottery.
- E. 2013DIN10-037 Berlin Infantry Brigade Memorial Trust Fund.
- F. JSP 765 Armed Forces Compensation Scheme.

INTRODUCTION

1. The opportunity to undertake an overseas sports visit (training and or competition) 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. They will not normally exceed 2 weeks in duration and the maximum number of participants is given at Annex A. **Organisers must note public funds are not admissible for any part of an overseas sports visit – see paragraph 17 for sources of non-public funds.**

2. This instruction does not apply to Winter Activity for which there are separate instructions; References A and B (or successors) refer, or to Adventurous Training expeditions/exercises. DINs can be found on ArmyNet/Reference Portal and at www.armysportcontrolboard.org.

DEFENCE DIPLOMACY

3. Defence Diplomacy is a consideration and travel to destinations not often visited by the Services can have considerable diplomatic and public relations value. In some cases, additional funding may be available. Thus such visits are encouraged and anyone seeking further guidance is to contact Sec Army Sport Control Board (ASCB)/Sec BAG SB.

VISIT

4. **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 visits. Further advice can be obtained from Sec ASCB/Sec BAG SB.

a. **Acceptance.** The organiser is not to agree to the visit until all necessary clearance and authority requirements, security advice and funding issues have been resolved. Once in place, the organiser, not normally below the rank of WO2, can start the planning process.

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 (Def Sect) if necessary – see paragraphs 14/15.

c. **Transport.** If required, the sponsor may offer to provide or help organise transport. 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.

TRAINING CAMP

5. 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. 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.

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

AUTHORITY/CLEARANCES

6. The organiser requires Authority, Staff Clearance (SC) and Diplomatic Clearance (DIPCLEAR)¹. All applications must be signed by or on behalf of the CO/OC or equivalent as appropriate.

7. Applications may be made concurrently but all 3 are required before an overseas sports visit takes place.

AUTHORITY

8. **Definition.** Any activity that requires official duty status must be authorised to take place at the appropriate level of command.

9. **General.** ASCB authority is required to undertake an overseas sports visit.

10. **Procedure.** The procedure is dependent on where the organiser is based. Organisers apply as follows:

- a. **UK.** Sec ASCB.
- b. **Germany.** Sec BAG SB.
- c. **Cyprus.** SO2 J7 PD, HQ BF Cyprus.
- d. **Gibraltar.** SA J7 PD, HQ BF Gibraltar.
- e. **Rest of the World (ROW).** Sec ACSB.

11. **Applications.** Applications are to include:

Aim
Where
When
How Many
Outline Itinerary/Fixture List
Any other relevant information

STAFF CLEARANCE

12. **Definition.** SC is required to inform the chain of command about teams who are proposing to undertake an overseas sports visit.

13. **Procedure.** Organisers apply, providing the information shown at paragraph 11, as follows:

- a. **Individual.** SC not required.

¹ For Combined Services (CS) overseas visits, Secretary Combined Services Sport Board gives authority. CS organiser is responsible for obtaining DIPCLEAR.

- 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 not required.

DIPLOMATIC CLEARANCE

14. **Definition.** 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.

15. **Procedure.** Organisers apply as follows:

a. To the appropriate Def Sect, 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.

b. The only exceptions are for:

(1) **Belgium, Luxembourg and The Netherlands.** Application is made to UKMLS, 29 Regt RLC, BFPO 39; Tel: Bielefeld Mil (94881) 3815/3291/3336 (fax); Email: 29RLC-69-UKMLSE-MCC-TransClearance@mod.uk

(2) **Germany.** Application is made to HQ BFG, G9 Trg Asst, SCS-Liaison, BFPO 140: Tel: Bielefeld Mil (94881) 2373/2366 (fax); Email: BFG-HQ-SCS-Liaison-TrgAsst@mod.uk.

SECURITY

16. Security advice must be obtained from the appropriate G2 Sy Branch and, if advised to do so, from the appropriate Def Sect. Depending on the destination, guidance on travel arrangements may also be required. Clearly, security issues can dictate the visit cannot proceed.

FUNDING

17. 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 C. Grants will normally only be given for equipment.
- c. **Sponsorship.** Sponsorship must comply with extant policy. Advice can be obtained from Sec ASCB if necessary.
- d. **ASL.** ASL members may apply for a grant in accordance with Reference D (or successor).
- e. **BIBMTF.** The procedure for applying for a BIBMTF grant is given in Reference E (or successor). Grants are currently limited to unit overseas sports visits for Rugby, Football, Cricket, Hockey, Boxing and Martial Arts.

18. Funding must be in place before the invitation to visit can be accepted.

TRAVEL

19. Overseas sports visits to NWE may wish to take advantage of the ASCB discounted ferry travel scheme from Dover to Calais managed by **Travelads**. To make a booking, go to www.armysportcontrolboard.org/links.

ARMED FORCES COMPENSATION SCHEME

20. Details of the Armed Forces Compensation Scheme are given in Reference F. 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.

INSURANCE

21. 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.

22. There are a number of insurance companies listed in the Defence Discount Directory.

DOCUMENTATION

23. 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.

MEDICAL

24. All individuals are to check with their Medical Centre 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 Def Sect. The compassionate procedure must also be promulgated before departure in accordance with JSP 751.

JOINT/TRI SERVICE SPORTS VISIT

25. Army personnel participating in a Joint/Tri Service overseas sports visit are to abide by the provisions of this instruction as appropriate.

POST EXERCISE REPORT (PXR)

26. **A short PXR is to be compiled by the organiser within one month of return.** A template is at Annex B. Other topics may be included as applicable. The distribution is to include Fmn HQ, ASCB, Def Sect host country and others as appropriate e.g. RHQ Arms/Svc, BIBMTF.

CONTACT DETAILS

27. Contact details are:

- a. **Sec ASCB.** Address: ASCB, Mackenzie Building, Fox Lines, Aldershot, GU11 2LB; Tel: Mil: 94222 7058, Civ: 01252 787058; Email: secretary@ascb.uk.com
- b. **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
- c. **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
- d. **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
 - (1) **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.
 - (2) **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.
 - (3) **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.

- (4) **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.
- (5) **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.
- (6) **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.
- (7) **HQ 49 Bde, G7 PD.** Address: HQ 49 Bde, Chetwynd Bks, Chilwell, Nottingham NG9 5HA; Tel Mil: 94451 2919, Civ: 01159 572919; Email: 49X-G7-SO3PD@mod.uk.
- (8) **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.
- (9) **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.
- (10) **HQ 2 Bde, G7 PD.** Address: HQ 2 Bde, Sir John Moore Bks, Shorncliffe, Folkestone CT20 3HF, Tel Mil: 94281 2088, Civ: 01303 2088; Email: 2X-HQ-OpsTrg-PD-SO3@mod.uk.
- d. **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
- e. **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.
- f. **HQ BF Gibraltar, G7 PD.** Address: HQ BF Gibraltar, BFPO 52; Tel: Mil: 9231 98531 5060; Email: Gib-HQBF-SAJ3PAT@mod.uk.
- g. **Sec CSSB.** Address: ASCB, Mackenzie Building, Fox Lines, Aldershot GU11 2BG; Tel: Mil 94222 7061, Civ: 01252 787061 ; Email: CSSB@ascb.uk.com.

Annexes:

- A. Maximum Numbers for Overseas Tours.
- B. PXR Template.

MAXIMUM NUMBERS FOR OVERSEAS SPORTS VISIT

Serial	Sport	Discipline	Number	Remarks
1.	Angling	Coarse Game Sea	12 12 12	
2.	Archery		8	
3.	Association Football		22	
4.	Athletics	Track and Field Cross Country Marathon	30 12 12	
5.	Badminton		10	
6.	Basketball		16	
7.	Boxing		15	
8.	Canoeing		14	
9.	Cricket		20	
10.	Cycling	Road Mountain	10 10	
11.	Equitation		10	
12.	Fencing	Foil Epee Sabre	6 6 6	
13.	Gliding		10	
14.	Golf		16	
15.	Hang & Paragliding		10	
16.	Hockey		20	
17.	Ice Hockey		22	
18.	Judo		12	
19.	Kabaddi		10	
20.	Lacrosse		10	
21.	Lawn Tennis		10	
22.	Martial Arts		8	
23.	Modern Pentathlon		6	
24.	Motor Sports		10	
25.	Mountaineering (Sport Climbing)		12	
26.	Netball		16	
27.	Parachuting/Parascending		8	
28.	Polo			
29.	Powerlifting		16	
30.	Real Tennis/Rackets		8	
31.	Rifle	Full Bore Target Rifle Small Bore Target Rifle Target Pistol Clay Target	15 12 12 12	

Serial	Sport	Discipline	Number	Remarks
32.	Rounders		12	
33.	Rowing	Eight	11	
		Four	6	
		Pair	3	
34.	Rugby League	Thirteen	30	
		Nines	20	
		Sevens	15	
35.	Rugby Union	Fifteen	30	
		Tens	20	
		Sevens	15	
36.	Sailing	Off-shore	12	
		Dinghy	12	
		Windsurfing	12	
		Kite Surfing	8	
37.	Surf Riders	Long	4	
		Short	4	
		Bodyboard	4	
38.	Squash		10	
39.	Swimming	Swimming	25	
		Diving	6	
		Water Polo	16	
40.	Table Tennis		10	
41.	Triathlon		6	
42.	Tug of War		12	
43.	Volleyball		16	
44.	Water Skiing/Wakeboard		12	

Notes:

1. Figures include officials (normally 2).
2. Where relevant per gender.
3. Mixed Teams by negotiation.