



ASA Rear Commodore Kitesurfing  
OC Wksp REME  
3 Regt AAC  
Wattisham Airfield  
Ipswich  
IP7 7RA  
Mobile: 0044 (0) 7958584090  
Email: 3AAC-Wksp-OC@mod.uk



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ASA KS/PubFunds/17-01

13 Jan 17

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## **AUTHORITY TO TRAVEL AT PUBLIC EXPENSE 2017 – ASA KITESURFING**

### References:

- A. JSP 752 Tri Service Regulations for Allowances.
- B. JSP 800 Transport and Movement Regulations.
- C. 2016DIN10-049 Travel at Public Expense for Army Sport.
- D. [ASA \(KS\) Calender](#) (www)
- E. 2016DIN10-054 Army Overseas Sports Visits.
- F. JSP 600 – Sport in the UK Armed Forces.
- G. 2016DIN10-002 Army Sports Lottery.

### **Background**

1. The Secretary of the ASCB is under the remit to monitor the use of the representational sports travel budget in accordance with References A to C. The rules for its use in relation to Army Sport, and hence Army Kitesurfing, are contained in Reference C.

### **Aim**

2. The aim of this letter is to state ASA Kitesurfing policy, provide guidance for its use and authority for eligible participants to claim on JPA or bid for appropriate transport using the FMT 1000.

### **Qualifying Events**

3. Travel at public expense can only be claimed for UK Armed Forces events, Army events and Inter Corps events which are published on the ASA(KS) Calendar (ref D) and have been endorsed by the Secretary of ASCB and published bi-annually on the [ASCB fixtures list](#). The annual ASA(KS) calendar is divided into the following:

a. **Combined Service Events.**

- (1) UK Armed Forces Festival of Kitesurfing.
- (2) UK Armed Forces Wave Kiting Championships.
- (3) Inter Services (RAF vs Army) Freeride Event.
- (4) Inter Services (Army Vs Navy) Waverider Event.

b. **Army Events.**

- (1) Army Inter Corps Freestyle Championships.

- (2) Army Inter Corps Course Racing Championships.
- (3) Army Team Advanced Freestyle Coaching/Training.

c. **National Events (BKSA/IKA).** Participation at National Events is highly encouraged by the ASA. However, to date the Army Team is not mature enough to compete regularly and as a formed body. Army riders who wish to compete individually on the UK course racing, wave or freestyle circuits can claim travel at public expense, but they must submit an intention to claim to the ASA(KS) Rear Commodore with a list of events they intend to compete at and proof of membership/entry to the relevant organisations. Those authorised to attend National Events will be expected to provide a report for the ASA Journal.

4. The kitesurfing events calendar is constructed to deliver the best possible team at the 2017 Combined Services Festival of Kitesurfing which includes both the freestyle and course racing championships. In 2016 the Army fielded that largest team (28 riders) and won the overall competition, in part because of its all-inclusive calendar of events building up to the event. In 2017 the ASA will deliver a program that allows Army kitesurfers of all levels to compete in all three kitesurfing disciplines. More focus this year will be paid to advancing the freestyle skills of the Army's top kites, building on the race foundations laid in 2015 and 2016 and to nurture the growth of wave riding within the Army kitesurfing community. Support will also be given to nurturing the growth of Arms, Corps and Regt kitesurf teams. The ASA will continue to support the Army's BKSA school at AISTC (Thorney Island) and will continue the program of Intermediate Kite Skills course's aimed at improving the skills of our beginner fleet.

### **Procedure for Claims**

6. Reference C is the authority for ASA(KS) competitors and race officials to claim transport at public expense. This letter provides guidance on those events that are eligible for claims and the procedures to claim; it is not authority in its own right. The event administration instruction will record all those who pay entry fees and therefore are legally allowed to attend and hence claim travel. The administration instruction is the record of those who are eligible to claim travel. Units should publish those attending events on Part 1 Orders for duty and insurance purposes.

### **White Fleet Vehicle Hire**

7. Most Economical Means. All travel costs at public expense must be by the most economical means and wherever possible co-ordinated so that individuals travelling to the same event from similar locations share transport. In addition, to facilitate this process ASA, Corps or unit representatives may chose to hire central transport to move the bulky equipment, in particular for novices, or junior soldiers who may lack suitable transport.

8. Corps or individuals can hire appropriate white fleet large vans to attend an event using their own unit MT section by bidding on an FMT1000. Units are to use **Budget UIN A4029A** and record the **Purpose of Travel code (POT) 16**. Where possible, fuel agency cards or unit facilities must be used to refuel vehicles. In extremis fuel costs can be claimed on JPA using "**Representative Sport**" from the drop down menu.

### **Private Vehicle**

9. Travel at public expense is normally only allowed if officially provided transport is not available. However, due to the nature of kitesurfing events and equipment transportation, it is accepted that use of private vehicles will often be the only method of attending an event. A non-availability chit must be sought from unit MT and held for audit purposes. **MMA at PCR**

can be claimed using JPA, quoting Reference C and this letter as authority, and selecting "**Representative Sport**" from the drop down menus. This letter and the events calendar should be retained as evidence along with any fuel receipts in case of audit in accordance with normal JPA rules (3 years). Private vehicles must be insured in accordance with Reference B, which means insurance must include business use.

### **Overseas Travel**

10. All teams and individuals travelling overseas for representative sport require the ASCB Authority to Travel and political clearance as per ref F. **Overseas tours whether by Army, Corps or Unit teams do not qualify for travel costs against public expense, nor can they use the representative sport travel budget to claim.** All administration letters for overseas tours are to be copied to the Secretary ASCB and Rear Commodore ASA(KS).

### **Events Not Authorised**

9. Public funds are not admissible for Ex EAGLE KITE 4.

### **Conclusion**

10. The above policy for Army Kitesurfing will ensure that Novice, Intermediate and Advanced riders can represent their Corps, the Army and compete nationally, while being appropriately reimbursed for the key expense of fuel. Corps and unit teams are to support younger and novice riders with provision of appropriate transport where possible as this is both cost effective and assists those new to Army Kitesurfing.

{Electronically signed}

MA JONES  
Maj  
Rear Commodore ASA Kitesurfing

Distribution:

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Copy To:

ASA Secretary\*  
ASCB COS\*  
AISTC (Thorney Island)\*  
ASA Kitesurfing/Windsurfing Training Manager\*