

ARMY HOCKEY ASSOCIATION
FOUNDED 1908

SECRETARY

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SECRETARY ARMY WOMEN'S TEAM

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See Distribution

Date: 22 September 2017

ARMY LADIES INDOOR HOCKEY TEAM INDOOR SEASON 2017 – 2018

1. **General.** The dates for the Army Ladies Hockey Team have now been confirmed for the 2017-2018 season and can be found at Annex A. The key dates for the tournaments are:

09 Nov 17	Indoor Inter Services Tournament
17 Dec 17	West Indoor Qualifier
06 – 07 Jan 18	National League Div 2 N/S Indoor Tournament
20 – 21 Jan 18	National League Div 2 Indoor Tournament

All players who wish to be considered for the Army Indoor Team this season are required to complete Annex B and return it to the undersigned by **COP Wed 11 Oct 17**.

2. **Reporting.** All players who wish to be considered for the team are to report to the Team Manager at Aldershot Garrison Sports Centre by **1800hrs on Mon 16 Oct** for a training session. The final squad for the indoor season will then be selected and further calling notices produced for the remaining training and tournaments.

3. **Eligibility.** Any players who wishes to play for the Army Ladies Indoor team in the West Qualifier and National League Indoor tournaments will not be eligible to play in Regional Qualifiers or National League Indoor competitions for the civilian club for which they play outdoor hockey

4. **Travel.** Every effort is to be made to ensure costs are the minimum necessary to meet the requirement, with transport being shared wherever possible. Expenditure from the Representational Sport Travel Budget (RSTB) is closely monitored by the Programme Budget Wing APC Glasgow, who will challenge expenditure as appropriate. Since the introduction of JPA, and the way Defence Travel is booked, there are different requirements for each method of travel when making bookings and claims as follows.

a. **Own Vehicle/Public Transport.**

(1) The following rules must be applied:

- (a) Travel by private motor vehicle is not permitted at public expense if, as a result, seats would be left empty in any officially provided transport.
- (b) When rail travel is necessary, standard class travel only is permitted, regardless of rank.
- (c) For bus or rail travel, actual costs may be claimed.
- (d) When travel at public expense is authorised, MMA at PCR may be claimed together with the appropriate rate of passenger allowance for each eligible passenger. Spectators are not classed as eligible passengers.

(2) MMA at PCR is claimed personally via i-expenses using drop down menus. For bus or other public transport, claim actuals via i-expenses using appropriate drop down menus. In all cases, claimants use their own unit UIN, but select **Claimant Type** 'Representative Sport'. Underneath, there is a 'Justification' free text box in which you must enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim may be rejected.**

b. **Vehicle Hire.**

(1) **UK White Fleet Contract Hire.** Units are to use Budget UIN A4029A and Purpose of Travel Code (POT) 16. They should also quote their own or bidders unit UIN on the FMT 1000.

(2) **Overseas Car Hire.** Bookings can be made via EBIS or the Hogg Robinson Travel Centre. More details can be found within the Defence Travel intranet site.

(3) **Fuel.** In all cases, vehicles are delivered with full fuel tanks and should therefore be returned full at the end of the hire. If a vehicle is not refuelled any fuel costs will be charged direct to unit budgets, and these can be very costly compared with MOD provided fuel. Thus MOD facilities should be used whenever possible. If this is not possible users are advised to refuel themselves and claim via i-expenses using their own unit UIN but selecting **Claimant Type** 'Representative Sport' from the drop down menu. Underneath, there is a 'Justification' free text box in which you must enter the sport, event and date. This will ensure the cost is charged to the RSTB. **If this is not done the claim may be rejected.** Alternatively, a MOD Unit/Branch who is a frequent user of Short Term Hire may be able to supply a Fuel Agency Card.

c. **Air Travel.** Your local or Div HQ travel cell should make the booking utilising the new Defence Travel air booking system. From the drop down menu, units should use the bidders unit UIN, Service Code 8 and POT Code 16. Costs will default via the POT Code to the RSTB.

d. **Ferry Travel.** Your local or Div HQ travel cell are to be used to make bookings until the roll out of ferry travel into Defence Travel.

5. **Accommodation - Aldershot.** Accommodation and messing for Aldershot should be booked through ASPIRE. A new booking system has been introduced and players requiring

accommodation should complete the excel spreadsheet attached and forward it directly to ASPIRE. You must ensure that you include your UIN on the application form.

6. **Part One Orders.** Players are to ensure that their participation in these competitions is published on Unit Part One Orders.

Original Signed

P J NICHOLAS
Lt Col
Secretary AHA(W)

Annexes:

- A. Army Ladies Indoor Hockey Team 2017-2018 Season Key Dates.
- B. Army Ladies Indoor Hockey Team Return 2017-2018 Season.

Distribution:

All known hockey players
Manager Army Ladies Hockey Team
Coach Army Ladies Hockey Team
Sharon Pilling

ARMY LADIES INDOOR HOCKEY TEAM 2017-2018 SEASON KEY DATES

Mon 16 Oct 17	1800 - 2130	Indoor training @ Aldershot
Mon 06 Nov 17	1800 - 2130	Indoor Inter Services Training @ Aldershot
Tues 07 Nov 17	0930 - 1230	Indoor Inter Services Training @ Aldershot
Thur 09 Nov 17	All day	Inter Services Tournament @ Aldershot
Thur 14 Dec 17	1800 - 2130	Indoor training @ Aldershot
Fri 15 Dec 17	0930 – 1230	Indoor training @ Aldershot
Sun 17 Dec 17	All Day	West Indoor Qualifier @ Bath University
Thur 04 Jan 18	1800 - 2130	Indoor training @ Aldershot
Fri 05 Jan 18	0930 – 1230	Indoor training @ Aldershot
Sat 06 – Sun 07 Jan 18	All Day	National League Div 2 N/S Indoor Tournament
Thur 18 Jan 18	1800 - 2130	Indoor training @ Aldershot
Fri 19 Jan 18	0930 – 1230	Indoor training @ Aldershot
Sat 20 – Sun 21 Jan 18	All Day	National League Div 2 Indoor Tournament

ARMY LADIES INDOOR HOCKEY TEAM RETURN 2017-2018 SEASON

Number:

Rank:

Christian Name:

Surname:

Unit Address:

Mobile Tel:

1. I wish to be considered to be a member of the Army Ladies Indoor Hockey Squad for the 2017-2018 season.

2. I can confirm the following availability for the Indoor dates:

Mon 16 Oct	Indoor Training	Y/N*
Mon 06 Nov	Indoor Training	Y/N*
Tue 07 Nov	Indoor Training	Y/N*
Thur 09 Nov	Inter Services Tournament	Y/N*
Thur 14 Dec	Indoor Training	Y/N*
Fri 15 Dec	Indoor Training	Y/N*
Sun 17 Dec	West Indoor Qualifier	Y/N*
Thur 04 Jan	Indoor Training	Y/N*
Fri 05 Jan	Indoor Training	Y/N*
Sat 06 – Sun 07 Jan	National League Indoor	Y/N*
Thur 18 Jan	Indoor Training	Y/N*
Fri 19 Jan	Indoor Training	Y/N*
Sat 20 – Sun 21 Jan	National League Indoor	Y/N*

* Delete as appropriate