

SECRETARY ARMY WOMEN'S TEAM

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See Distribution

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ARMY LADIES HOCKEY TEAM v HELP FOR HEROES – SUN 12 FEB 17

1. **General.** The Army Ladies Hockey Team will be playing a match against the newly formed Ladies Help For Heroes (H4H) team at Bisham Abbey National Sports Centre, Bisham Abbey, Marlow Road, Bisham, Marlow, SL7 1RR on Sun 12 Feb 17 at 1000hrs. The players listed at Annex A have been selected to form the squad for this match and requested to complete and return Annex B by **COP Fri 20 Jan**.

2. **Reporting.** Players should report to the Team Manager at the café at Bisham Abbey National Sports Centre by **0845hrs on Sun 12 Feb**. If there are difficulties, players can contact either of the following:

<u>Appt</u>	<u>Name</u>	<u>Work Number</u>	<u>Mobile</u>
Secretary	Lt Col Paula Nicholas	94391 7341	07748 591387
Manager	Maj Tracey Prowse	94261 2116	07968 435588

3. **Inter Services Tournament.** The Inter Services tournament will take place in Portsmouth over the period 07 – 08 Mar 17, preceded by a training camp to select the squad for this tournament during the period 22 – 24 Feb in Aldershot. Players are requested to confirm their availability for these dates on Annex B. The final squad for the Inter Services will be selected after the training camp.

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.

7. **Insurance.** All Service hockey players are strongly encouraged to have Personal Accident insurance; details of the scheme provided by Forces Mutual, one of the Army Hockey Association sponsors, are given below.

Original Signed

P J NICHOLAS
Lt Col
Secretary AHA(W)

Annexes:

- A. Army Ladies Hockey Squad.
- B. Army Ladies Hockey Squad Availability Return.

Distribution:

Players listed at Annex A
Manager Army Ladies Hockey Team
Coaches Army Ladies Hockey Team
Charlotte Mills

ARMY LADIES HOCKEY SQUAD

Lt Col P Nicholas	-	Pers Admin Branch
Maj N George	-	DSTL Fort Halstead
Capt G Darrington	-	47 AD, 13 AASR
Capt E Lawson	-	RRU Tidworth
Capt E Lee-Smith	-	6 Regt AAC
Capt C Lower	-	
Capt K Rye	-	DMRC
Capt C Valentine	-	DMRC
Lt J Tovey	-	1 CS Bn REME
WO2 S Stones	-	5 Rifles
Sgt A Lamb	-	
Sgt S Newberry	-	PATW
Sgt L Smith	-	JCUH
Sgt K White	-	4 Med Regt
Cpl E Lewis	-	MAB 8
Cpl J Outhwaite	-	2 MI (Exp Bn)
LCpl A Darbyshire	-	IBS Brecon
LBdr S Hockley	-	32 Regt RA
LCpl K Jarvis	-	174 Pro Coy
Pte K Chambers	-	The Royal Yeomanry
Sig H Devey	-	11 SR
Gnr R Martin	-	
Pte L Reading	-	DMRC

Management Staff

Maj T Prowse	-	RMAS
CSgt W Masters	-	3 PARA

ARMY LADIES HOCKEY SQUAD AVAILABILITY RETURN

Number: Rank: Christian Name: Surname:

Unit Address:

Mobile Tel:

1. My availability for the Army Ladies Hockey Team is listed below:

Sun 12 Feb	Match v H4H	Y/N*
Wed 22 Feb	Training all day & Match in evening	Y/N*
Thur 23 Feb	Training all day & Match in evening	Y/N*
Fri 24 Feb	Training am only	Y/N*
Sun 05 Mar	Training am & Match pm	Y/N*
Mon 06 Mar	Training all day	Y/N*
Tue 07 Mar	Inter Services Tournament	Y/N*
Wed 08 Mar	Inter Services Tournament	Y/N*

2. I have the following comments/availability issues that you should be aware of:

*Delete as appropriate