



RLC Netball Association
Buckley Barracks, Stanton St Quinton,
CHIPPENHAM, Wiltshire, SN14 6BT

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Reference: RLCNETBALL/G/16/05

See Distribution

1 Feb 16

ADMINISTRATIVE INSTRUCTION RLC NETBALL TOUR GERMANY 11–15 MAY 16

GENERAL

1. The RLC Netball squad is conducting a Tour to Sennelager, Germany from 11-15 May 16. This Tour will provide the RLC Development Netball squad with an excellent opportunity to train and compete overseas against other Corps teams and local civilian clubs. The Tour provides the chance for players to compete at a high standard of netball as part of the selection for the Inter-Corps Championships 27-28 Oct 16.
2. The squad will conduct one day of training 12 May 16 and an Inter–Corps tournament commencing on 13 May 16. Additionally a tournament will be held on 14 May 16, this will be open to local clubs, both military and civilian who wish to enter a team.

COORDINATING INSTRUCTIONS

3. **Attendance.** Those players who wish to attend the Tour must first consult their CoC for their release. Eligibility to attend this Tour is open to all female members of the RLC interested in playing netball, however with only 16 personnel allowed to compete due to visit restrictions to Germany, priority will go to those soldiers recognised for potential to compete in the second and third RLC Netball squads. This Tour will focus on training; it will be aimed at developing match play in preparation for the Inter-Corps completion later in the year. Once approval is granted by the CoC, please fill out the Return Performa found at Annex A and return to the undersigned **NLT 26 Feb 16**.
 - a. **Guests.** Other capbadges are encouraged to enter into the Inter-Corps competition 13 May 16 and the tournament 14 May 16. Please see para 11a for information on financial contribution and entry fees. In accordance with the Army Overseas Sports Visit DIN – 2014DIN10-054, a maximum of 16 players may visit Germany from the UK. For more information about other Corps' participation please contact undersigned **NLT 26 Feb 16**.
 - b. **Tour Coordinators.** The following personnel are the primary POC for the Tour and any administration issues must be directed to them. See Annex B for contact details.
 - (1) Lt Col Zanchi – Tour President
 - (2) Lt Gutz – Tour Manager
 - (3) WO2 Taylor – Tour 2IC and Germany Liaison

5. **Sequence of Events.** A provisional itinerary can be found at Annex C. The location and timings of matches are subject to change due to team availability and weather conditions.

6. **Unit Orders.** This RLC Netball Tour forms part of the RLC Netball calendar and as such players are classified as being on duty throughout. It is the individual's responsibility to ensure that an entry is submitted on Unit Routine/Part One Orders stating your attendance. This will ensure any inbound and outbound transport to Germany is covered under military insurance for travel. For individual insurance please see para 7.

ADMINISTRATION

7. **Passports and Visas.** Personnel are responsible for ensuring passports are in date for travel. Passports should be valid for 6 months after the Tour, i.e. must not run out until after 15 Nov 16. Visitors to Germany holding British passports do not require a visa. Those holding any other passports must consult their respective clerks for any issues regarding travel. Any issue concerning out of date passports must be highlighted to the Tour Coordinators as soon as possible as this may affect attendance.

8. **Personal Insurance.** Personal insurance does not need to be obtained unless the soldier plans to participate in activities outside of that detailed in the itinerary at Annex C in their own time. As stated in para 6 it is the individual's responsibility to ensure that names are on Unit Routine/Part One Orders not only for travel insurance but for medical cover for the duration of the Tour.

9. **Dress.** A full recommended kit list can be found at Annex D. Dress for the flight is smart casual.

a. **RLC Netball Players.** The RLC Tour Coordinators will provide the RLC Netball strip for match play. RLC Netball polo tops and RLC Netball hoodies will be available to order both before and during the Tour. Kit orders can be made to SSgt Oliver, see contact list at Annex B.

b. **Other Capbadges.** All units are responsible for providing their own match strip and must bring 2 sets of bibs with them to Germany.

c. **Military Kit.** Military kit is permitted for use for the duration of the Tour, however uniform will not be worn nor necessary.

10. **Travel.** Travel at public expense is authorised. Players must ensure that they consult individual units to make sure UINs cover travel costs.

a. **Travel to Airport.** Travel to and from Birmingham airport must be conducted at the unit's expense. This Admin Instruction can be used by individuals as justification towards a transport request.

b. **Flights.** Trooper flights must be booked through the individual's Regimental Clerk. Note all trooper flights still require 2 hours to check in prior to takeoff. All attendees must hold an in date MOD 90.

OUTBOUND

Ser	Flight No.	From	To	Depart	Arrive
1	TBC	Birmingham BHX	Paderborn PAD	11 May 16 1000	11 May 16 1230

INBOUND

Ser	Flight No.	From	To	Depart	Arrive
1	TBC	Paderborn PAD	Birmingham BHX	15 May 16 1240	15 May 16 1320
The Red Bus military transport leaves at 0925 on Sundays from Normandy Bks Guardroom					

a. **Baggage Allowance.** Baggage for travel is limited to 20kg. Extra baggage requests can be made through the individual's Movement's Clerk. This can extend to 40kg for individuals attending courses.

b. **Travel in Germany.** Travel to and from the airports for all RLC players will be done via the 'Red Bus' which provides frequent transport links for military personnel via the airports and various military locations in Germany. Transport in country for RLC players will be in the form of 3 x 9 seater minibuses. All those with a 9 seater on their FMT must inform the undersigned by **26 Feb 16** and must complete the EU matrix test. This transport does not facilitate movement for other visiting Corps during the Tour; therefore own transport arrangements will have to be made.

11. **Accommodation.** All accommodation has been booked for RLC players for the duration of the trip.

a. **RLC Players.** All RLC players have been booked into accommodation within Normandy Barracks, Sennelager, BFPO 16. Individuals not requiring accommodation should let the undersigned know in the return Performa found at Annex A. Details for accommodation is as follows:

Normandy Barracks Officers' Mess x 6 rooms
WO's & Sgt's Mess x 6 rooms
Caernarvon Block (Building 81) x 13 OR's

b. **Other Corps/Guests.** No accommodation has been booked for other visiting and competing Corps netball teams, therefore it is their own responsibility to organise accommodation for the duration of the Netball Festival. The details listed below will assist with this process and a booking form can be found at Annex E.

Estate Manager: Mr Si Edwards
Email Address: WestfalenGar-Pad-QM-EstMgr (MULTIUSER)
Contact Number: 94879 2289 (mil)

12. **Netball Tournament.** The netball festival will be held at Barker Barracks (15 minute drive from Normandy Barracks). Details of the tournament will be finalised when the committee has an estimation of the number of players and teams. Details TBC.

a. **Entry Fees.** Each team entering into the military and civilian tournament, 13 and 14 May 16 respectively, must pay a £50 contribution to the running of the events. Individuals not attached to a unit are required to make a £7 contribution and they will be allocated to a team based on location, availability and numbers. If you are attending as an individual and not part of a team it is suggested that you should seek funding or subsidisation from your unit.

13. **Vaccinations.** No vaccinations are required for the duration of the Tour.

14. **Medical Treatment in Germany.** Medical Centres are located at Normandy and Barker Barracks. The system does not run on the formality of having a sick parade. Medical staff conduct an over the phone consultation using the TAS system, then advise on the next course of action depending on the injury or illness. Medical staff can be contacted on 05251 101 256/258. For medical emergencies phone 112.

15. **Feeding.** Feeding is via the Pay As You Dine system in the Cheshire Kitchen at Normandy Barracks. Prices are as follows: Breakfast €1.78, Lunch €2.11 and Dinner €2.72. Dress for the All Ranks Cookhouse is casual; no dirty sports kit, flip flops or sleeveless tops. Any non entitled persons the prices are: Breakfast €3.40, Lunch €4.25 and Dinner €4.49. All prices as at 28 Jan 16.

16. **Climate.** The average daily temperatures in Germany in May range between 21 – 27°C, dropping to an average of 17°C at night. Players are advised to prepare for all weather types, packing both suncream and wet weather gear.

17. **Currency.** The currency in Germany is the Euro. The current exchange rate is €1 to £0.76. Euros can be withdrawn at most local Post Offices or Bureaux De Change. Additionally Euros can be withdrawn in country to a similar if not better rate. Participants will only need cash for personal activities.

18. **Summary.** This is a great opportunity to play netball overseas in a competitive environment, enabling training and match play to develop the RLC Netball squads. Following on from our success at last year's Inter-Corps, this Tour provides the committee the opportunity to begin trialling potential positions and combinations, in order to maximise the vast array of skill in this year's squad

{Electronically Signed}

A J GUTZU
Lt
for RLC Netball President
Annexes:

- A. Return Performa
- B. Contacts List
- C. Itinerary
- D. Suggested Kit List
- E. Accommodation Booking Form Normandy Barracks

Distribution:

RLC Netball Committee*
Lt Col A Zanchi – RLC Netball President*

RLC Units:

- 1 RLC-2IC
- 3 RLC-2IC
- 4 RLC-2IC

6 RLC-2IC
7 RLC-2IC
9 RLC-2IC
10 QOGLR-2IC
11 EOD-2IC
13 AASp-2IC
17 RLC-2IC
25 Trg Regt-2IC
27 RLC-2IC
29 RLC-2IC
150 (V) Tpt Regt – Adj
151 (V) Tpt Regt – Adj
152 (V) Tpt Regt – Adj
155 (V) Tpt Regt – Adj
158 (V) Tpt Regt – Adj
159 (V) Sup Regt - Adj
160 (V) Tpt Regt – Adj
162 (V) MC Regt – Adj
165 (V) Port Regt – Adj
166 (V) Sup Regt – Adj

DLS-DCOS
DST-AT-MTM-OC Div

Action:

All RLC Netball Association Members
Lt Alison Gutz (Germany Tour Manager)

RETURN PROFORMA

Rank Name Number	
CoC Rank Name	
Unit Address	
Passport Number Start date Expiry date Place of Issue	
Mod 90 held Expiry date	Yes/ No
Mobile number	
NoK emergency Number	
DOB	
Dietary requirements	
Further comments	<i>Please add comment if you are a minibus driver according to your FMT</i>

Please fill in and return to Lt Alison Gutz, email 9RLC-66Sqn-AO (Gutz, Alison Lt) NLT 26 Feb 16.

TOUR COORDINATORS CONTACT DETAILS

Rank	Name	Unit	Email Address	Unit Address
Lt Col	Andrea Zanchi	Army HQ	Army Manning-Analysis-SO1 (Zanchi, Andrea Lt Col)	SO1 Plans, DM(A) Army Headquarters, Marlborough Lines, MoD Andover SP11 8HJ
SSgt	Jodie Oliver	UAMS SNCO LF Dir, IDL 13,	Army LFDi- UAMS-SNCO (Oliver, Jodie SSgt)	Log Spt Branch IDL 13 Blenheim Building, Marlborough Lines, MoD Andover, SP11 8HJ Tel Mil 94393 7150
WO2	Louise Taylor	RCMO 1PWRR	1PWRR-QM- RCWO (Taylor, Louise SSgt)	Barker Barracks Paderborn BFPO 22 Tel Mil: 94879 3325
Lt	Ali Gutzu	66 Sqn AO 9 Regt RLC	9RLC-66Sqn-AO (Gutzu, Alison 2Lt)	9 Logistic Regiment RLC Buckley Barracks, Stanton St Quintin, CHIPPENHAM, Wiltshire, SN14 6BT

ITINERARY

DATE	Timings	ACTIVITY	Comments
Wed 11 May 16	0730	Meet at Birmingham Airport	Meet in central departure lounge area
	0800	Check in	MOD 90 essential
	1000	Flight dep Birmingham	
	1230	Flight Arrival Paderborn	
	1245	Travel to Normandy Barracks, Paderborn	Red Bus outside terminal for Sennelager
Thur 12 May 16	0900	Circuits and Training	2 hour circuits session and Collective training with coach
	1230	Lunch	
	1330	Training	Techniques and matches
Fri 13 May 16	0900 - 1600	Inter Unit Tournament	Timetable TBC
Sat 14 May 16	0900 - 1600	Friendly local team Tournament	Timetable TBC
Sun 15 May 16	0925	Travel to Paderborn Airport	Red Bus Normandy Bks Gd Room
	1030	Check in	
	1240	Flight dep Paderborn	
	1320	Flight arr Birmingham	
	1900	Tour dispersal	Travel arrangements to be made by individual units

SUGGESTED KIT LIST

RLC netball tracksuit (or dark tracksuit)
RLC polo shirt
Dark shorts for training
RLC/own netball knickers for matches
White socks
Trainers (indoor and outdoor)
Wash kit
Towel
Pyjamas
Underwear
Flip flops
Casual clothing for cookhouse
1 x set of smart clothing (potential meals out/ function)
Suncream
Insect repellent
Money (Euros)
Passport
Lightweight waterproof
Water bottle
Travel First Aid pack
No Uniform Required