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|   | **LTFW****Building 5A****Imber Lines****Imber Ave****Warminster** **BA12 0BS****Telephone:** 01985 223298 **Military:** 94381 3298Email:brian.campbell850@mod.GOV.UK |    |
| Email Dist. |  Ref: RAC GOLF/20/001  Date: 12 Aug 20 |

**INFANTRY V RAC WED 19 AUG 2020**

**GENERAL**

1. The postponed Inter Corps Match between the Infantry and the RAC will now take place on the 19 Aug at Upavon Golf Course **(Post code-SN9 6BQ)**. Accommodation is inadmissible for single day events, in the event that a selected player cannot travel owing to contravening driving hour policy, they should notify the event organiser at the earliest opportunity so a replacement can be found. There are a few additional things to consider with the ongoing situation with COVID-19 and this is detailed in both this admin instruction for the rules to be applied by all golfers (Annex A and B) attending this event and the Risk Assessment provided by me to the Army Golf Association (AGA) at Enclosure 1.

**Format**

2. This is a team match and comprises of two parts, a pairs fourball competition and matchplay is the normal format for these matches but due to the availability of the course in the morning we will play stableford and doubles matchplay in the afternoon. Both formats are handicap stableford and matchplay.

3. The team will consist of 14 players and are to be badged RAC or RAC retired.

4. The winning team is the team with the most points after both competitions.

**Prizes**

5. The ‘Infantry Invitational Shield’ is played for and presented to the winning team in accordance with Social Distancing restrictions at the time of event.

**SELECTION**

6. You are receiving this letter as you have been identified as a possible team member; if you are available for selection please confirm your availability to the RAC Secretary. The cost of the day will be £30 for bacon roll/sandwich and coffee on arrival, lunch and green fees for both rounds.

Some of the cost has been offset by the RAC Golf Fund by which means each player will pay a total of no more than £15. ***Cash paid on the day to me***. This does not include the £5 sweep for the 9 hole stableford

7. All players are to meet at the clubhouse at 0945 and NLT 1000 19 Aug 2020, for Bacon Roll and tea/coffee the first tee time is at 1030. Tee times will be issued with selection details once all returns are in. ***Please do not arrive before 0945***.

**RAC TEAM SELECTED TO PLAY AGAINST THE INF**

Capt Russ Gallacher

Capt C Halkerston

Capt Adam Westwood

WO2 Brian Campbell – Team Captain

WO2 Chris Long

WO2 Kris Haystead

SSgt Toby Knight

SSgt Chris Vaughan

Sgt Tom Davies

Cpl Joines

Cpl Dan Horchell

LCpl Glen Watt

Mr Mick Palmer

Mr Al Brown

**Accommodation** 01252 354305

8. **Availability.**  You are to ensure that this letter is brought to the attention of your Commanding Officer (CO) or Line Manager for approval. A copy of the COVID-19 Risk Assessment and the Actions on Contamination (which you should read) are enclosed and CO’s are to satisfy themselves they are content for the SP to be released. Should your availability for this match change, please contact the undersigned at the earliest opportunity

**Travel AND ADMINISTRATION**

9. Travel at Public Expense. Travel is authorised in accordance with 2019DIN10-025. Every effort must be made to minimise publicly funded travel, however travel must be in line with DAN-19 the current travel policy. **The s*haring of private vehicles under current COVID-19 restrictions is inadmissible***. At Annex A is an extract from the Army Sports Control Board (ASCB) with reference to AIs.

a. This fixture has been authorised as an official Inter-Corps or Corps Representative\* fixture and is also published on the [ASCB Fixtures List](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Farmysportcontrolboard.com%2Ffixtures%2F&data=02%7C01%7CAlan.Falconer536%40mod.gov.uk%7C96c05aec3e5b47da62dc08d6ed78d646%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C636957500574590267&sdata=D0bDuZTXKsJSMWwhSZl1uoUh9Z4O2Dp%2FWeeFlFSbPRI%3D&reserved=0).  Those personnel listed at Para 7/8 to this admin instruction (AI) are entitled to request publicly funded transportation to attend the fixture.  Individuals are to submit a copy of this AI to their respective transport managers for either military white fleet or hired vehicles in accordance with References A-E**.**

b. Pot Code 16 is to be used and your own units UIN when submitting your application for military transport or if approved to re-claim travel costs via JPA as an iExpense claim due to the non-availability of military transport.  Personnel travelling from the same unit or garrison location should ideally share transport to reduce costs.

10. All those selected should advise their RAO to ensure that their participation in the event has been published on respective Unit Part 1 Orders, to formalise their ‘on duty’ status for this event.

**Website**

11. Information about Upavon Golf Course can be found here [Upavon golf club](http://www.upavongolfclub.co.uk/)

**Conclusion**

The aim is to get a few more Corps matches played this year and continue this trend going forward into next season and to see the introduction of new players in these matches. Which will set them up in terms of confidence and improve their Golf, Matchplay and generally get them interested representing in RAC Golf.

*(Electronically Signed)*

B Campbell

WO2

Secretary RAC Golf

Distribution:

All Selected Players at Para 7/8.

All COs of Selected Players.

Annexes:

1. A Safe and Practical Guide for Army Golf Events during COVID-19. This is an AGA document and must be read by all participating.
2. Upavon GC must read document prior to play at the following link [Upavon golf club COVID-19 must read prior to play](http://www.upavongolfclub.co.uk/files/Upavon%20GC%20Start%20Up.pdf)

Enclosures:

1. COVID-19 Specific Risk Assessment separate to the admin instruction.

2. COVID-19 Actions of Contamination.

Annex A to RAC Golf/20/001

Dated 12 Aug 20

A safe and Practical Guide for Army Golf Events during COVID-19 produced and designed by the AGA.

Safe Steps

1. Course Access

2. Booking & Arrival

3. Check-in Protocol

4. To the First/Tenth Tee

5. On the Course

6. Getting Home Safely

General

Golf, for all of us is a passion of love and enjoyment. It is important to allow golfers at every level to enjoy the game in a safe environment providing mental and physical well-being, for the thousands of enthusiasts within the Army.

This guide, prepared by input from various industry and medical experts, outlines the robust,

 monitored processes The Army Golf Association has taken to manage and maintain the

 safeguarding of its members, associate members and officials.

These measures are designed to help cover each step, from home/unit, to the first teeing point and back home again, they will be in place for the foreseeable future until restrictions are relaxed

It should be noted any Player(s) not adhering to the following instructions/directions will be removed from the event/competition, asked to leave the course and may have their membership suspended with immediate effect.

Travel to the Venue:

Travel to and from sporting locations. Guidance on travel can be found in
FRAGO001 TO Pj PHOENIX OpO 001 and DAN-19. Service Personnel (SP) are to comply with Army Travel Policy for COVID-19 adhering to the restrictions imposed for military travel:

SP are not to car share whilst traveling to the venue of an event unless authority is granted by the parent unit CoC.

SP are to assess the travel distances to venues to ensure that Drivers Hours
Regulations are adhered to.

Where excessive travel distances are required SP are access the viability of attendance against potential risk. If there is any doubt the SP is advised not to travel.

Course Access:

In the initial period access to the course will be limited to organising officials and selected players following a formal online entry process. Visitors and Sponsors will be welcomed, managed within the event organiser’s own requirements, the host Golf Clubs specific rules on visitors and the easing of government restrictions.

To access the course, a player must

• Be a selected playing member of the event/competition

• Not recently have been out of the country for over 14 days

• Not be in self-isolation

• Not be displaying COVID-19 symptoms

3. Booking & Arrival:

• All entries into the event or competition must have been completed within the weeks leading to the event. The event organiser will be required to submit a self-declaration to the Sec AGA the day prior to the event/competition.

All participants must have attended a Unit Forced Health Protection Brief prior to entering the event or competition and are required to self-declare to the event organiser before the event. Competitors who have not been briefed, including Associate Members, are to access the brief via the following link and then self-declare to the event organiser: <https://jive.defencegateway.mod.uk/videos/16686>

Tee times will have been arranged by the event Organiser and notified to all participants prior to departure for the event —via website, email or phone.

• All players will be required to give a phone number or email address to enable contact tracing, details are to be submitted at the time of application/entry into an event or competition.

• All participants will be made aware of any specific measures prior to visiting the club.

• Golf equipment should be washed and cleaned before players leave their unit or place of residence.

• Members should travel to the club alone, or with members of the same unit where Army policy allows.

• Ample car parking spaces must be available to ensure social distancing, the event organiser must ensure this is achieved by nominating additional staff to assist in the management of the event.

• Arrival at the course should be no more than 20 minutes prior to allotted tee time.

• Always observe social distancing and do not congregate into groups.

• Locker rooms are likely to be closed, arrange golf attire and footwear at the car.

• Report to one of the event organisers upon arrival, to check-in.

4. Check-in Protocol:

• Mandatory check-in with the event organiser for all players.

The clubhouse, Pro-Shop, half way house (including toilets), practice ground, putting green, practice nets and locker rooms may be closed. Additional protocol must be in place to enable access and use of such facilities.

If the event/competition involves two rounds of golf in the same day, the Army has imposed additional rules over and above those of the Government and England Golf. No group gatherings are to take place in the clubhouse during the lunch period. Packed lunches or pre-arranged walk through facilities are to be in place.

All entry fees are to be paid by Bank Transfer as notified by the event/competition organiser as stipulated in the event Admin Instruction.

5. Use of the 1st & 10th Tees:

• Play to be in 3 or 4 balls at 12 minute intervals or in line with the host golf club guidance. This is to be annotated on the event/competition booking sheet.

• Tee times to be strictly observed to ensure minimum 12 minute spacing.

In the event there are both military and civilian participants Tee Times are to be arranged that all civilian’s play in the same flights and in the same block, either at the front or the back of the start list. Military and civilian players are not to be mixed.

Arrive at the tee no more than 5 minutes prior to reserved tee time.

• An event organiser will be on hand to ensure social distancing in the car park and on the 1st & 10th tees where the 10th tee is used simultaneously.

• Social spacing signage identifies tee waiting areas

• Players starting on 10th tee are to comply with the host golf club rulings.

6. On the Course:

• Physical distancing must be observed throughout, particularly on tees and greens

• Rubbish bins, ball washers and benches may be covered or taped off

• Bunker rakes will usually be removed, players are to smooth sand with feet (prior to shot if necessary)

• Par three holes should be compulsory call up holes to avoid player congestion

• Flagsticks to remain in the hole and must not be touched

• Hole cups should be inverted for simple, contact free ball retrieval

• Once a hole is completed, the group in front must have exited the tee box before players can progress to the next hole

• Do not double back to play again if a ball is lost, unplayable, or in a penalty area.

• Equipment, food and drink must not be exchanged between players.

• Players must not pick up another players equipment, balls, tees etc (including broken tees).

• Players must refrain from handshakes following game.

There will be no exchange of score cards at the conclusion of the round.

If score cards are to be used, they are to be set into a suitable box overseen by the event Organiser or submitted electronically.

Players are to announce their score to the event organiser on completion of their round, adhering to social distancing restrictions in place at the time.

The event organiser will publish results electronically post the event, there will be no prize giving or presentation of trophies of any kind.

• All golfers must walk in from the course when completing their round.

7. Getting Home Safely:

• Post-round, players must return straight to their cars.

• Hands may be washed with facilities provided, event organiser will indicate locations.

• The event organiser will be on-site for up to 30-min following the conclusion of the event.

• Ensure clubs and equipment are cleaned thoroughly after use.

• Players must call or email the golf club with any post-round health issues or any COVID-19 related queries, at the earliest opportunity

*AGA*