

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Army Sports Lottery
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Sponsor:	Army Sport Control Board (ASCB)
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Classification:	OFFICIAL

ARMY SPORTS LOTTERY

(Internet: www.armysportslottery.com
DII: <http://www.armysportslottery.com>)

INTRODUCTION

1. The Army Sports Lottery (ASL) was established in Sep 93 to raise non-public funds for sport in addition to those available from other sources (see Annex A). ASL is registered with the Gambling Commission¹ and is administered by the Army Sport Control Board (ASCB). The Promoter is DCOS ASCB, who delegates day to day management to the Lottery Manager (LM), who is supported by an Assistant LM and a Data Input Clerk.

AIM

2. The aim of ASL is to provide:
- a. The opportunity for members to win a lottery prize.
 - b. Funds to support:

¹ Licence Number: 000-004763-C-100334-001

- (1) Authorised Overseas Sports Visits.
- (2) Olympic, Paralympic, Commonwealth Games and other International Competitors.
- (3) AWSA Authorised Winter (Sports) Activity (WSA).
- (4) ASCB Charitable Fund (see 2013DIN10-031 or successor).
- (5) Other sporting activities/requirements.

PROCEDURE

3. The ASL is a series of weekly lotteries. Tickets cost £0.75 each per week with a maximum of 5 tickets per person. Winners are determined by a random number selector system, which is independently witnessed. **The weekly top five** prize winners are notified by email with confirmation following in the post. All consolation prize winners are notified by post. Payment of prizes is made by BACS transfer or cheque on confirmation of winners contact details. Results are announced on local Service's radio, published in Soldier Magazine and on the ASL website above.

PRIZES

4. The weekly prize fund is £25,000 as follows:

First	£10,000
Second	£5,000
Third	£4,000
Fourth	£2,000
Fifth	£1,000
Consolation - 15 x	£200

The weekly prize fund is set in accordance with Gambling Commission regulations. A bi-annual Super Draw is conducted in July and December when the prize fund for that week is doubled. Prizes are regularly reviewed by the ASL Grants Committee.

5. In addition to the weekly cash prizes there is a monthly draw to win Army Sports Lottery Clothing. The draws are for:

- a. New members.
- b. Members who increase their tickets.
- c. Members who hold 5 tickets.

ELIGIBILITY

6. The following personnel are eligible to join ASL:

- a. **Regular Army.** All members of the Regular Army and their equivalents e.g. MPGS are eligible. Payment is deducted at source and is shown on monthly pay statements.

b. **Army Reserve.** All members of the Army Reserve and their equivalents e.g. UOTC are eligible. FTRS applicants join as members of the Army Reserve rather than Regular Army. Payment is made in advance by annual cheque made payable to 'Army Sports Lottery' or through Worldpay (Credit or Debit Card payment) on the ASL website. The Worldpay payment option will be reviewed in Sep 16. The minimum period of membership is 12 months for which the cost per ticket/s is:

- 1 - £39
- 2 - £78
- 3 - £117
- 4 - £156
- 5 - £195

c. **Military Support Force (MSF)/Retired Officer/Other Rank.** MSF/Retired: Officer/Other Rank who are ex-Army whether working or retired are eligible. Payment is as for the Army Reserve.

MEMBERSHIP

7. **Applications.** The Membership Application Form (JS Form JPA E015) can be found on the ASL website. On completion, the Application Form is to be forwarded to the LM – see paragraph 17. All applicants must ensure they complete the Application Form accurately.

8. **Regular Army.**

a. The Regimental Number must be exactly the same as that on the applicant's pay statement. **It is essential that if applicants have a dash number (24862345-1) they must put this on the application.** Failure to do so will result in applications being rejected by JPA/SPVA. ASL accepts no responsibility for inaccurate applications.

b. Members should check their pay statements to ensure payment is being made. This will ensure their membership is current and they are eligible to apply for a grant.

c. Individuals are not a member of ASL until the first payment has been received. This can take 6-8 weeks after applying for membership.

9. **All.** Members must ensure their personal details, especially their current unit address, are kept up to date. This will ensure prizes are received promptly. Every effort will be made to trace prize-winners. However, prizes not claimed after 12 months are void and will be paid into the ASCB Charitable Fund.

GRANTS

10. Members may apply for grants in accordance with the Grant Rules at Annex A. Organisers are to submit one application for all participants in the event/activity. Applicants who receive a grant must have been a member, or commit to membership, of the ASL for at least 3 years before leaving. This includes members of the Army Reserve and ex Regular soldiers who have joined the ASL as civilians.

11. **All individuals listed on a Grant Application Form must be a member of the ASL. Regular Army applicants must have made at least one payment from their salary before the event start date. Army Reserve/Retired members must have made annual payment before the event start date. Replacements must conform to the above.**

12. **Approval.** Grant applications will be considered by the ASL Grants Committee, comprising Director ASCB, SASCB and LM, on a monthly basis. It is the responsibility of the applicant to contact the LM (see paragraph 17) to find out if their application has been successful.

13. **Payment.** Payment will be made by BACS transfer or cheque to a Unit Central Bank or to an external supplier (e.g. Airline).

14. **Beneficiary Receipt.** All recipients of a grant must complete the Beneficiary Receipt form accompanying the grant and return it to ASL.

POST ACTIVITY REPORT

15. A Post Activity Report, with nominal roll of all those who attended, is to be submitted to the ASL within 6 weeks of the end of the activity (this is in addition to the PXR). The Post Activity Report template can be downloaded from the ASL website.

WEBSITE

16. This instruction, any amendments, updates and other information, can be found at www.armysportslottery.com.

CONTACT DETAILS

17. In the first instance, all ASL enquiries should be directed to the LM:

a. **Promoter.** Address: ASCB, Mackenzie Building, Fox Lines, ALDERSHOT GU11 2LB; Email: secretary@ascb.uk.com; Tel: Aldershot Mil (94222) 7058 or 01252 787058.

b. **LM.** Address: as above; Email: lottery@ascb.uk.com; Tel: Aldershot Mil (94222) 7065/7066 (fax) or 01252 787065/7066 (fax).

Annex:

A. Grant Rules.

GRANT RULES

References:

- A. LFSO 3206 (5th Revise) or SIBFG 3206 Welfare Funds.
- B. 2013DIN10-037 Berlin Infantry Brigade Memorial Trust Fund.
- C. 2014DIN10-054 Army Overseas Sports Visit.
- D. 2015DIN07-122 Army European Winter Activity Instruction.

INTRODUCTION

1. ASL grants are not to be regarded as a replacement for public funds and other sources of non-public funds for sport. They are used to supplement such funds where appropriate and to provide grants for sporting events/activities which fall outside the scope of existing funds. The ASL Financial Year (FY) is Apr-Mar.

EXISTING FUNDS

2. Existing sources of funding for Army sport include:
- a. **Public Funds.**
 - (1) CO's Public Fund.
 - (2) Cash in lieu of rations (CILOR) - WSA only.
 - (3) Sports Equipment Public Funding (SEPF).
 - (4) Initial grants for new and expanding units (through Fmn HQs).
 - (5) Category 1 sports, i.e. equipment on issue.
 - (6) Standard Learning Credit (SLC) Education Grant. Enhanced Learning Credits are not eligible.
 - b. **Non Public Funds.**
 - (1) Welfare Funds (Army Central Fund, Nuffield Trust, Command/Formation).
 - (2) Army Sport Control Board Charitable Fund.
 - (3) Unit Funds.
 - (4) Berlin Infantry Brigade Memorial Trust Fund (BIBMTF).
 - (5) Sponsorship (including Team Army).

3. Details of Welfare Funds can be found in Reference A. BIBMTF bids are made in accordance with Reference B (or successor).

ELIGIBILITY

4. **Travel within UK/Germany.** ASL members are eligible to apply for a grant towards the cost of a **unit** sports visit within UK/Germany authorised by the CO. **The CO's authority must be enclosed with the application.** The visit must take place at least 100 miles from the unit barracks, must be competitive and comprise at least 2 matches, one of which must be against a civilian team. Individuals may apply for a grant towards the cost of entering a single event if authorised by the CO.

5. **Overseas Sports Visit.**

a. ASL members are eligible to apply for a grant towards the cost of an authorised overseas sport visit, which must be competitive. Training Camps are also permitted – see paragraph 10.a. below.

b. Authority to undertake an overseas sports visit must be obtained in advance from Sec ASCB or equivalent in accordance with Reference C (or successor).

c. Grants are awarded subject to the following limitations:

(1) Maximum number of participants per gender as given in Appendix 1.

(2) Maximum of £500 per annum (Apr – Mar). Members who hold 5 tickets may apply for an additional grant per FY of up to £500 for a **unit** overseas visit.

d. **From 1 Apr 16, overseas sports visit grants will be allocated on a geographic zone system for which a minimum number of tickets will be required (see Appendix 2):**

- **Zone 1: 1 ticket**
- **Zone 2: 2 tickets**
- **Zone 3: 3 tickets**
- **Zone 4: 4 tickets**
- **Zone 5: 5 tickets**

e. Maximum use of concessionary fares should be made wherever possible. Details of the ASCB discounted ferry travel scheme from Dover to Calais managed by **Traveleads** can be found at www.armysportcontrolboard.org/links.

f. All members who increase their lottery tickets within 6 months of claiming an Overseas Visit grant must retain their increased lottery tickets for a period of 12 months from the start of the overseas visit.

6. **Unit visit from UK to BA (G) and vice versa.** Travel from UK to BA (G) and vice versa is normally an overseas sports visit - see above. However, this may not always be applicable. For example, BFG based 1 BLANKSHIRES travelling to UK or vice versa to compete against a 2 BLANKSHIRES in a one off match does not qualify as an overseas sports visit. Accordingly, **unit** applications for a grant towards the cost will be considered.

Application for authority must be made in advance in accordance with Reference C (or successor). Army/Corps teams are ineligible as travel at public expense is admissible.

7. **Olympic/Paralympic and Commonwealth Games Competitors Grant (OCG).**

a. An OCG may be awarded to help offset costs incurred by individuals not paid for by their National Governing Body (NGB). Food and sport supplements costs are not admissible. To be eligible, applicants must have been a member of ASL for at least 12 months and be in possession of a British Olympic Association/British Paralympic Association passport or equivalent.

b. Applications for an OCG are to be made **retrospectively** and must be endorsed by the relevant Association/Union Secretary. If the individual is already an established competitor, then applications may be considered in advance.

c. Those in receipt of an OCG may also apply for an overseas sport visit grant in the same year.

d. Applications must be made within 60 days of completion of the event/activity.

8. **International Competitors Grant (ICG).**

a. An ICG may be awarded to help offset costs incurred by individuals, including age group athletes, not paid for by their National Governing Body, whether the competition is in UK or overseas. Food and sport supplements costs are not admissible. To be eligible, proof of selection e.g. NGB selection letter, must be attached to the application. If this evidence is not provided an ICG is not admissible.

b. Applications for an ICG are made **retrospectively** after each competition up to a maximum of 3 per FY. Evidence of expenditure is required, and is to be attached to the application. Each application must be endorsed by the relevant Association/Union Secretary. Exceptionally, if a number of competitions are anticipated and the individual is already an established competitor, then applications may be considered in advance.

c. Applicants will be eligible for the relevant grant rate for the country they are competing in (providing they have the ticket requirement), and in addition a grant will be awarded on a pro rata basis according to the number of tickets held – see Appendix 2. **For example, a triathlete competing for England in an event in Australia requires 5 tickets to be eligible for the £500 country grant. The individual would then be eligible for a further £300 (£60 per ticket) ICG grant.**

d. Those in receipt of an ICG may also apply for an overseas sport visit grant in the same FY.

e. Applications must be made within 60 days of completion of the event/activity.

9. **Winter (Sports) Activity.**

a. ASL members are eligible to apply for a grant towards the cost of any authorised WSA held in Europe, including Scotland, be it competitive or training, subject to the following limitations:

(1) Maximum number of athletes regardless of gender as laid down in Appendix 1.

(2) One grant per member per FY.

b. Grant applications are made **retrospectively** and must be accompanied by:

(1) PXR.

(2) If not an Army authorised competition, a copy of the authority issued in accordance with Reference D (or successor).

c. Organisers are to ensure all participants are members of ASL prior to the start of the event.

d. Grants will be awarded on a pro rata basis according to the number of tickets held – see Appendix 2.

e. All members who increase their lottery tickets within 6 months of claiming a WSA grant must retain their increased lottery tickets for a period of 12 months from the WSA activity date.

10. **Other Activities/Requirements.**

a. **Training Camp.** ASL members are eligible to apply for a grant towards the cost of an authorised overseas Army, Corps or Unit Training Camp (except for WSA). There is a limit of one Training Camp per year per sport per discipline as applicable. The Training Camp must be in preparation for a Corps level competition or above. Authority to undertake an overseas Training Camp must be obtained from Sec ASCB or equivalent in accordance with Reference C (or successor). Grants for Unit Training Camps will be reviewed in Sep 15.

b. **Coaches and Officials Courses.**

(1) ASL members with at least 3 year's service remaining are eligible to apply for one grant of 50% of their course tuition fees up to a maximum of £1,000 per annum. **All applications are to be made in advance and must be endorsed by the appropriate Association/Union Secretary.** Where applicable, a consolidated list of applicants is to be submitted. Members must have a minimum of 3 tickets to be eligible for a coaching/officiating grant.

(2) Coaching/officiating courses delivered in units by external tutors must be approved and regulated by the relevant national governing body (NGB).

- (3) For coaching/officiating courses delivered in-unit, a maximum of one coaching/officiating course per sport², per unit, per year³.
- (4) For coaching/officiating course delivered in-unit, a maximum of one coaching/officiating course per United Kingdom Coaching Council (UKCC) Level⁴ per year.
- (5) Members attending external coaching/officiating courses are to apply on an individual basis.
- (6) ASCB Association/Union requirements are to be included in their annual grant bid.

c. **Director's Discretion.** Bids falling outside any of the above categories may be considered at the discretion of the Director ASCB (DASCB), as long as any grant awarded complies with Gambling Commission regulations.

INELIGIBLE

11. The following activities are ineligible for a grant from ASL:

- a. Adventurous Training (consideration may be given where supported by other Service Lotteries for a JSET authorised Joint/Tri-Service expedition), military training (except authorised WSA), expeditions (including sub-aqua), Nijmegen Marches etc, whether or not supported by public funds.
- b. Any sport not listed at Appendix 1, except for bona fide sports at the discretion of DASCB.
- c. Routine administration or maintenance costs (e.g. insurance, berthing charges, affiliation fees, entry fees, etc). Where appropriate these are to be included in the Annual Grant bid from the ASCB Charitable Fund.
- d. Purchase of clothing, equipment (except for OCG/ICG), livestock or trophies.
- e. Non-competitive activities (other than authorised Training Camps).
- f. Participation in charity/fund-raising events, unless the fund-raising is secondary to the main event.
- g. Membership of or competing for civilian clubs.
- h. Any other bid not considered to be appropriate by DASCB.

GRANTS – PER CAPITA

12. The level of grants per capita is at Appendix 2.

GRANT APPLICATION FORM

² Must be classified as Category 1-4 Sport in AGAI Vol 1 Ch 5.

³ Apr – Mar.

⁴ UKCC Levels 1, 2, 3 or 4.

13. The overseas sports visit application form, coaching/officiating form, WSA application form, OCG/ICG application form, and WSA PXR template are available on the ASL website: www.armysportslottery.com. Where access is not possible, the application forms and WSA PXR template are available from the ASL office on request to: lottery@ascb.uk.com. Please make it clear what type of application form is required.

14. For an overseas sports visit and coaching/officiating applications are to be submitted at least 6 weeks in advance. Applications made within 6 weeks will not be considered except in exceptional circumstances. **All applications must be accompanied by a copy of the authority to travel or evidence of endorsement by the relevant Army Sports Secretary in the case of a coaching/officiating course.** No retrospective bids will be considered. ASL accepts no responsibility for lost or delayed applications. Applicants are advised to check their application has been received.

15. The initial application can be made electronically, although a hard copy with original signatures is required.

Appendices:

1. Maximum Number for Overseas Sport Visit.
2. Grants - Per Capita.

**Appendix 1 to
Annex A to
2016DIN10-002**

MAXIMUM NUMBER FOR OVERSEAS SPORT VISIT GRANT

Serial (a)	Sport (b)	Discipline (c)	Number (d)	Remarks (e)
1.	Angling	Coarse Game Sea/Shore	12 12 12	
2.	Archery		8	
3.	Association Football		22	
4.	Athletics	Track and Field Cross Country Marathon	30 12 12	
5.	Badminton		10	
6.	Basketball		16	
7.	Boxing		15	
8.	Canoeing		14	
9.	Cricket		20	
10.	Cycling	Road Mountain	15 10	
11.	Equitation		10	
12.	Fencing	Foil Epee Sabre	6 6 6	
13.	Gliding		10	
14.	Golf		16	
15.	Hang & Paragliding		10	
16.	Hockey		20	
17.	Ice Hockey		22	
18.	Judo		12	
19.	Kabaddi		10	
20.	Lacrosse		10	
21.	Lawn Tennis		10	
22.	Martial Arts		8	
23.	Modern Pentathlon		6	
24.	Motor Sports		10	
25.	Mountaineering (Sport Climbing)		12	
26.	Netball		16	
27.	Parachuting/Parascending		8	
28.	Polo		6	
29.	Powerlifting		16	
30.	Real Tennis/Rackets		8	
31.	Rifle	Full Bore Small Bore Target Pistol Clay Target	15 12 12 12	

Serial (a)	Sport (b)	Discipline (c)	Number (d)	Remarks (e)
32.	Rounders		12	
33.	Rowing	Eight Four Pair	11 6 3	
34.	Rugby League	Thirteen Nines Sevens	30 20 15	
35.	Rugby Union	Fifteen Tens Sevens	30 20 15	
36.	Sailing	Off-shore Dinghy Windsurfing Kite Surfing	12 12 12 8	
37.	Surf Riders	Long Short Body Board	4 4 4	
38.	Squash		10	
39.	Swimming	Swimming Diving Water Polo Diving Water Polo	25 6 16 6 16	
40.	Table Tennis		10	
41.	Triathlon		12	
42.	Tug of War		12	
43.	Volleyball		16	
44.	Water Skiing Wakeboarding		12 12	
45.	Winter Sports	Alpine Bobsleigh Cresta Luge Nordic/Biathlon Skeleton Snowboard Telemark	12 8 10 8 12 8 12 6))) Per event – maximum) one grant per person) per FY. Gender rules) do not apply – see) Note 2.)
46.	In-Unit Coaching/Officiating Course		Maximum allowed by the relevant NGB regulations	I.e. Boxing Level 1 Coaching Course max of 24 personnel.

Notes:

1. Figures include officials/coaches (Max - 2).
2. Where relevant per gender.
3. Mixed teams by negotiation.

GRANTS – PER CAPITA

UK/GERMANY

1. Within UK/Germany (At least 100 miles each way) Up to £50

OVERSEAS VISIT

2. **UK**

- a. To: UK destinations involving a sea crossing
(Including Channel Islands and Isle of Man) Up to £100

3. **UK and Elsewhere**

- a. To: Europe including Eire Up to £200
b. To: North Africa and Middle East including Cyprus Up to £300
c. To: Rest of the World Up to £500

From 1 Apr 16

Zone	Region/s	Grant	Tickets
1	UK/Germany	Up to £50	1
2	UK destinations involving a sea crossing (Including Channel Islands and Isle of Man)	Up to £100	2
3	Europe including Eire	Up to £200	3
4	North Africa and Middle East including Cyprus	Up to £300	4
5	Rest of the World	Up to £500	5

UNIT VISIT FROM BA (G) TO UK AND VICE VERSA

4. To UK and vice versa Up to £200

OCG

5. Olympic, Paralympic and Commonwealth Games Up to £1,500

ICG

6. Appropriate overseas visit grant, plus ICG at pro rata rate of £60 per lottery ticket held up to a maximum of 5, i.e. 1 ticket: £60, 2 tickets: £120, 3 tickets: £180, 4 tickets: £240, 5 tickets: £300.

WSA

7. To: All cross border destinations £25 per ticket

COACHES AND OFFICIALS COURSES

8. A maximum of 50% of the course tuition fee up to £1,000 per annum. A minimum of 3 tickets must be held.