



British Army (Germany) Sports Board
Headquarters United Kingdom Support Command
British Forces Post Office 140

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Reference: UKSC/SB/53/10

See Distribution

26 January 2010

BRITISH ARMY (GERMANY) SPORT BOARD STAFF CLEARANCE – BRÜGGEN 10 - 2010

Reference:

- A. G3-2100-3
- B. Sports Tour DIN - 2008DIN10-039.

1. Thank you for your letter at Reference A, which details the arrangements for the above event taking place in Javelin Barracks, Elmpt Station on Saturday 15 May 2010. BA(G) Staff Clearance has been granted and is;

HQUKSC/J3(Visits)/320/10/Sport Board/589/10

2. You are advised that all members travelling should carry a valid ID card, passport and European Health Insurance Card (EHIC). The organiser is to comply with the Safe System of Training¹ and ensure the security of the party is considered and Host Nation customs observed. Furthermore the organiser is to ensure the parent sporting association is informed of the proposed activity.
3. The payment of compensation to service personnel (including TA) injured when playing sport is a complex area. Even whilst on duty there are occasions when compensation to service personnel and/or third party is not admissible. Accordingly, it is advised that all personnel consider having their own personal accident and personal liability insurance cover. A number of insurance companies are listed in the Defence Discount Directory. Additionally you are to ensure that adequate medical cover is available at the event and that all members of the party have adequate medical insurance cover.
4. You are to note CILOR can no longer be claimed for sport.
5. If authority for use of NAAFI facilities is required, a nominal roll (number, rank and name) of personnel is to be sent to this office at least 3 weeks prior to travel.

¹ The Safe System of Training identifies instructor, teachers, coaches and officials who are competent by virtue of qualifications, currency, experience and maturity.



6. Travel at public expense from the Representational Sport Travel Budget (RSTB) is **NOT** admissible for travel to this event (in accordance with 2008DIN10-034). However, alternative sources of non public funding do exist and grants may be requested conditional on the type of activity. You are directed to the following:
 - a. Sports Lottery DIN – 2009DIN10-041
 - b. Berlin Infantry Brigade Memorial Trust Fund – 2008DIN10-038.
 - c. SIBAG 3206.

Clarification on the above can be sought from the BA(G) Sport Board or Lt Col Weaving, Welfare Funds Manager on 72 2560.

7. Application for Diplomatic Clearance is to be submitted to the following:

*BFLO(G) TRG SECT
HQ UKSC
BFPO 140
PHONE: 948722217
EMAIL: BFLOG-HQ-Trg-Clk@mod.uk*

8. You are to provide the BA(G) Sport Board and UKSC J1 Comp with a full nominal roll of your party prior to your travel.
9. Finally if this office can be of any further assistance please do not hesitate to contact Isobel Bannerman on JHQ Mil Ext 2545.

R I HARRISON OBE
Col (Retd)
Gen Sec BA (G) Sport Board

Enclosure:

- A. Sporting Activities in North West Europe – Compassionate and Casualty Procedures.

Distribution:

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SPORTING ACTIVITIES IN NORTH WEST EUROPE

COMPASSIONATE AND CASUALTY PROCEDURES

References:

- A. JSP 751 – Joint Service Casualty and Compassionate Policy and Procedures
- B. Standing Instruction British Forces (Germany) (SIBF (G)) 3222 – Casualty & Compassionate Procedures for BFG and NWE.
- C. AGAI 99 – Sickness Absence Management.
- D. SIBF (G) 3303 – Regulations for Medical Treatment and Admission to Hospital
- E. The Corporate Manslaughter and Corporate Homicide Act 2007.
- F. LFSO 3216 – Accident and Incident Reporting to Army Incident Notification Cell (AINC).
- G. JSP 832 – Guide to Service Inquiries (SI) dated Oct 2008.

REPORTING RESPONSIBILITIES

1. In the event a participant, regardless of Service, when taking part in an officially sponsored sport activity in North West Europe (NWE) **sustains an injury that requires hospitalisation or professional medical treatment by a doctor**, the following procedures are to be adhered to:

a. The Adjt or Duty Officer (out of hours) of the **Parent Unit** of the casualty (or sponsoring organisation) is to be informed immediately to ensure that casualty notification procedures are completed in accordance with Reference A². The critical aspect of reporting a casualty is accuracy and speed and every effort is to be made to report the incident without delay. This will also ensure that the Emergency Contact (EC) and Next of Kin (NOK) are informed, if not already, by the casualty³.

(1) If the casualty is admitted to a Designated German Provider (DGP) Hospital then the Hospital Liaison Officer (HLO) should be informed by the Hospital Staff, and they will take the necessary NOTICAS action, through the NOTICAS Cell of HQ BFG HS. Subsequent enquiries should then be made with the HLO during normal working hours or through the BFG Hospital HELPLINE +49 (0)800 588 9936..

(2) If the casualty is admitted to a Non-Designated German Provider (Non-DGP) Hospital in Germany then either the casualty or the unit should make contact with the BFG Hospital Helpline (details above). This will ensure not only that the appropriate welfare support is made available to the patient but provide information to the parent unit to enable the appropriate NOTICAS action to be taken..

(3) The British Medical Liaison Officer (MLO) located with the US Forces Air Base in Ramstein is responsible for all Casualties/Patients South of the Rhine and Bordering Countries (e.g. France or Austria). If the incident occurs

² See Sub para (1) & (2) below for DGP Hosp and incidents in Southern Germany.

³ CAUTION – note Ref A, Volume 1, Chap 4 para 01.01.0408 regarding 'Self-Kinforming.

in this area you should make direct contact with the MLO (Mobile 0172 2185024). The MLO will make contact with the hospital and take the necessary NOTICAS action, in liaison with the parent unit.

b. In the unlikely event that the parent unit or MLO Ramstein cannot be contacted, or the incident occurs in an area not covered by MLO Ramstein, the individual reporting a notifiable casualty⁴ should contact the Joint Casualty and Compassionate Centre (JCCC) direct on Mil 95471 7325 or civil direct dial (0044) (0)1452 519951 for advise and assistance with reporting the casualty.

c. J1 Comp or the Staff Duty Officer (SDO) of HQ UKSC (manned 24/7) should also be kept informed of incidents involving very serious injury (VSI) or death; Civ: +49 (0)2161 472 2194 or Mil: 948(72) 2194.

NOTICAS and AEROMEDICAL EVACUATION (AE)

2. To assist in the accuracy of reporting, the following information is to be ascertained without delay to assist with not only the NOTICAS procedures, but also with any follow up:

a. WHO? - Number, Rank, Full Name and parent Unit (including location) of the casualty.

b. WHAT'S THE NATURE OF INJURY? - Casualty category⁵ - This may be obtained from the medical authorities where the casualty is being treated (with assistance from either the MLO Ramstein or Hosp Helpline), but it should be noted that civilian medical staffs may not use precisely the same definitions. Categories are defined as illness or injury:

(1) VSI – is of such severity that life is imminently endangered.

(2) SI – is of such severity that there is cause for immediate concern, but there is no imminent danger to life.

(3) III – requires hospitalisation, whose condition does not warrant classification as VSI or SI and cannot communicate with EC/NOK.

(4) UL (Unlisted) – unexpectedly admitted to hospital away from their duty base⁶

c. WHERE AND WHEN? - Date, time and location of the incident.

d. WHAT HAPPENED? - Other information about the incident.

⁴ Listed as Very Seriously Ill (VSI), Seriously Ill (SI), Incapacitating Injury or Illness (III), Unlisted (UL) in non Designated German Hospital (not supported by BFG HS Hospital Liaison Officer) but requiring hospitalisation or medical treatment by a doctor away from Duty Station.

As at Jul 09

⁵ Listed as Very Seriously Ill (VSI), Seriously Ill (SI), Incapacitating Injury or Illness (III), Unlisted (UL).

⁶ See JSP 751 Vol 1 Chap 2, para 01.01.0205 for full details.

- e. MEDICAL DETAILS – WHAT AND WHO? - Details of injuries, if known, and the current location of the casualty. Obtain the name and telephone number of the hospital, including the ward and preferably the name of the doctor.
- f. DO THE FAMILY KNOW? - Have the EC or NOK been informed? Casualty can notify direct, if able, otherwise they will be notified under direction of JCCC through relevant Notifying Authority (Div HQ).
- g. WHO AND WHERE ARE YOU? - Contact details, full rank/name, and contact telephone number (mobile?).

3. Should there be a need to Aeromedically Evacuate (AE) the casualty either back to the UK or to another hospital in BFG, this will be arranged by either British Forces Health Service (Germany) (BFG HS), or the MLO in UKJSU Ramstein. In the unfortunate event of a death of a casualty you must immediately inform the following:

J1 Comp/SDO HQ UKSC - Civ: +49 (0)2161 472 2194; Mil: 948(72) 2194
87 Sect SIB RMP Rheindahlen (through 101 Provost Company Duty Room) – Civ:
+49 (0)2161 472 2333/4000 or Fax 0049 (0)2161 472 2766.

If not already aware the SIB will then arrange for the body to be released from the hospital and transferred to the Morgue in Wegberg (Rose Cottage) for subsequent post mortem (if necessary) and repatriation to UK (if required). If body is not in a German hospital then SIB will have to negotiate through the relevant DA to take possession, otherwise JCCC will take over responsibility.

GENERAL

4. Units and personnel conducting sporting activities in NWE are to ensure that they have all emergency contact telephone numbers to hand, preferably pre-dialled in a duty mobile phone.

5. Units are to be aware of the contents of Reference D, which gives full details of medical entitlement in Germany. In brief these are as follows:

- a. Service personnel who are stationed, or on duty in NWE, are entitled to free treatment from British Forces medical establishments and DGP hospitals.
- b. Once verification of entitlement is established, the hospital will be instructed to forward bills for payment to:

British Forces Germany Health Service
BFG Health Complex
Wegberg, Whittingham Crescent, 41179 Monchengladbach, Germany

or HQ BFG HS, BFPO 40.

c. In instances where medical treatment is given and bills paid at the time, receipts should be obtained and a refund applied through HQ BFG HS.

d. British Service personnel partaking in official sporting activities in NWE must be in possession of a valid passport (with appropriate visa if necessary), European

Health Insurance Card (EHIC) and most importantly; the appropriate personal accident insurance.

SICKNESS ABSENCE MANAGEMENT (SAM)

6. Parent units are to ensure that they comply fully with References B and C regarding SAM if the casualty is still in a Non-DGP hospital when the sporting event finishes. The **parent unit** is to ensure arrangements are made to provide support to the casualty until AE or discharge from hospital takes place. This may involve leaving a member of the team behind, in liaison with the DA at the relevant Embassy. If the casualty is from a unit based in BFG, they are responsible for nominating a unit representative to visit and provide welfare support. SO3 J1 SAM, HQ UKSC should be contacted for advice if necessary (Tel: +49 (0)2161 4726418/Mil 948(72) 6418). This support is particularly important if Dangerously Ill Forwarding of Relatives (DILFOR) is authorised in accordance with Volume 1, Chapter 7 of Reference A, and relatives or friends come over to NWE.

ARMY INCIDENT NOTIFICATION CELL (AINC)

7. As well as the NOTICAS procedures at paragraph 1, deaths or serious injuries resulting from sporting activities are to be reported to the AINC in accordance with Reference F. Clear instructions are at Appendix 1 to Annex C of Reference F.

LEARNING ACCOUNT (LA)

8. A Learning Account must be raised in accordance with the regulations contained within Reference F of all cases involving death or serious injury. This will include a formal record of all recommendations and action taken to prevent an immediate recurrence of an incident -and is to be completed within 48 hours.

SERVICE INQUIRY (SI)

9. Details of SI (formerly Board of Inquiry) are contained at Reference A and G. The Parent Unit of the casualty/patient is to ensure that they comply fully with these regulations, if and when necessary, in cases involving serious injury and death.