Step 2 - Preparation

Step 1 - Idea

Decide on an Event or Activity

No

Check the relevant policy documents pertaining to the activity you wish to undertake.

Is the event an Oversea Visit or Trg Camp

JSP 660  
AGAI Vol 1 Ch 5 - Sport   
Overseas Visits DIN – **2017DIN10-025**Army Sports Lottery DIN – **2017DIN10-008**  
Travel at Public Expense for Army Sport DIN – **2017DIN10-023**Army European Winter Sports Activity DIN **– 2017DIN07-092**

Seek CO / OC Approval

Does the activity fall within the guidelines of the policy above?

Is the activity a Recognised Sport that meets the criteria within JSP 660 and the OSV DIN? **Then Check:**  
 \* No of participants = **JSP 660, Part 2, Ch 3 Annex A**  
\* Is it a Cat 1 or 2 sport = **JSP 660, Part 1, Ch 1, Annex D&E**   
\* What was the date and venue of your last OSV (Zone 4 & 5 countries can be visited once every 2-years) = **OSV DIN**   
**Individual hobbies and personal challenges will not be approved**

Yes

Step 4 cONSIDERATIONS

Yes

No

**CANCELLATIONS**:  
Organisers must inform HQ ASCB, the ASL, THE Reg Bde PD Br and the DA if an OSV is subsequently cancelled..!

Step 3 - Implementation

**Do not make any payments or deposits until the HQ ASCB authority has been received!**

**Then: apply for Dip Clearance**: This is completed once ASCB authority is granted. \*Through the DA of the country to be visited.

**First Priority! Apply for HQ ASCB Authority to travel with On Duty status by completing and submitting Annex A to the OSV DIN** to the ACOS ASCB

Step 5 - Post Event

**Then: apply for Regional Bde Clearance**: \*Through your respective Regional Bde G7 PD Branch.

Post Activity Report must be returned to the ASL within 6 weeks of visit completion – a copy can be found on the ASCB website: [www.armysportcontrolboard.com](http://www.armysportcontrolboard.com)   
or the ASL website [www.armysportslottery.com](http://www.armysportslottery.com)

**Then: apply for BIBMTF grant**:

Applications are to be sent to the ACOS ASCB for approval.

**Then: apply for Army Sports Lottery Funding**: \*Completing the ASL online Application Form ensuring all members have the requisite number of tickets