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| **Defence Instructions and Notices** (Not to be communicated to anyone outside HM Service without authority) | |
| **Title:** | The All England Lawn Tennis and Croquet Club (AELTC)  Championships - Wimbledon 2019 |
| **Audience:** | Royal Navy, Army and Royal Air Force Non-Commissioned Personnel |
| **Applies:** | Immediately |
| **Expires:** | 15 July 2019 |
| **Replaces:** | Not Applicable |
| **Reference:** | 2019DIN01-023 Updated |
| **Status:** | Current |
| **Released:** | February 2019 |
| **Channel:** | 01 - Personnel |
| **Content:** | Application procedures that Service personnel should follow to apply to be a Service Steward at the AELTC Tennis Championships –  Wimbledon 2019 |
| **Sponsor:** | CO JSAU(L) |
| **Contact:** | WO D P Knights RAF 01293 573612  Email: [jsaul-servicestewards@mod.gov.uk](mailto:jsaul-servicestewards@mod.gov.uk) |
| **Keywords:** | Wimbledon; Service Stewards; Tennis Championships 2019 |
| **Local**  **Keywords:** | Service Sport |
| **Annexes:** | Annex A: Individual Application for the Role of a Service Steward  Annex B: Personal Information Sheet |
| **Related info:** | N/A |
| **Classification:** | OFFICIAL |

**GENERAL**

1. This DIN provides information and instructions for those Tri-Service personnel who wish to volunteer to be a Service Steward at the All England Lawn Tennis and Croquet Club (AELTC) Championships, Wimbledon 2019.

**BACKGROUND**

1. The Royal Navy, Army and Royal Air Force have been asked by AELTC to invite non-commissioned personnel of their respective Services to act as Service Stewards at the AELTC Championships 2019. The 2019 Championships will be held during the period 1 – 14 July 2019. Support to this event has been approved by all three Service Chiefs and endorsed at MOD level.

**ADMINISTRATION**

1. **Dates of the Championship**. The 2019 Championships will run from Monday 1 July to Sunday 14 July 2019. However, play could continue for an extra day, and SPs must be prepared to stay until after duties on Monday 15 July 2019 if required. Individual applicants must have leave authorised on JPA from Monday 1 July and Monday 15 July 2019. All applicants are to use their Individual Leave Allowance when undertaking the role of a Service Steward. Applications will not be accepted if an authorised absence through JPA has not been made for the whole period. If, as expected, the Championships are completed on Sunday 14 July 2019, then personnel will be free to return to their unit at the end of play on that date, and the leave record can be adjusted by unit HR administrative staff.
2. Service Steward personal support information is as follows:
   1. **Safety Training**. As part of the Safety of Grounds Act (1985), all those selected to be Service Stewards will be required to report to Wimbledon on Sunday 30 June 2019 to undergo a period of training in emergency evacuation and firefighting procedures. The details of this training requirement will be included within the Service Stewards Administrative Instruction.
   2. **Hours of Duty**. Service Stewards will be required to commence work, in uniform, from 0930 hrs daily until close of play, which will generally be no later than 2130hrs. However, play on Centre Court and No.1 Court may continue till later due to the roofs allowing play to continue for longer. Service Stewards operate on a shift pattern basis and so will not be on duty for the whole of the day.
   3. **Dress**. Dress standards may vary throughout the tournament. Selected   
      Service Stewards are to bring the following:

* + - 1. **RN** – No. 1C and 3B uniform with clean caps.

BR3(1) Oct 15 Part 6 Annex 39A RN Dress Table refers.

* + - 1. **RM** – 1C Dress Green Lovat uniform with a cloth belt and 3A Dress –

General Duty Dress shirt sleeve order with barrack dress.

BR3(1) Oct 15 Part 6 Annex 39A RN Dress Table.

* + - 1. **Army** - FAD/No 2 Dress with appropriate headdress and shirt sleeve order with FAD trousers. Non FAD uniform is NOT to be worn at any time.

Army Dress Regulations and Regimental/Corps Dress Regulations refers.

* + - 1. **RAF** – No 1 Service Dress Uniform and No 2B SD (short sleeved) routine Working Dress Uniform with No 1 SD Caps.

AP 1358, Chap 2 refers.

If in any doubt of the required uniform, individuals are to contact their respective   
Service representative listed in paragraph 8. **Combat uniform (PCSCU) is not to be worn at any time.**

* 1. **Transport**. Free parking is available in the official car park on Sunday 30 June 2019 only. During the Championships personnel are to make their own arrangements for parking. No official transportation will be put on. There will be an opportunity to use the Staff Park and Ride facility (between Raynes Park and the AELTC Wimbledon). The Service Stewards Administrative Instruction will include further details.
  2. **Subsistence Allowance**. The AELTC will pay a daily rate for both accommodation and food allowance for each day of the Championships. The rates for 2019 are £110.50 per day paid for Accommodation Subsistence and £18.00 per day for Food Subsistence as a contribution towards meals. Where play continues beyond 2200hrs, additional subsistence will be paid by the AELTC. The accommodation element of the subsistence allowance is paid directly to individual bank accounts via BACS at the end of both the first and second week. The Food Element will be delivered through a Swipe Card which can be used by Service Stewards in certain restaurants within Wimbledon grounds. No travel or subsistence reimbursement is to be claimed through JPA or other military sources; this includes the booking travel via HRG.
  3. **Travel Allowance**. Service Stewards will also be paid an allowance equivalent to the cost of one second-class return rail ticket from their parent unit, as recorded on JPA, to Wimbledon (SW19). The travel allowance will be paid via BACS to individual bank accounts. There is no authority for the individual to claim or book duty travel against the MOD for the journey to and from The Championships. No JPA i-Expense claim is to be submitted for travel to and from The Championships.
  4. **Travel at Wimbledon**. Personnel are to be clear that under no circumstances are they to travel to or from their accommodation in uniform while at The Championships.
  5. **Accommodation**. The sourcing, booking and payment of overnight accommodation (e.g. Private Rental Agreements, hotel expenditure etc.,) is an individual responsibility. There will be no centrally organised facility for The Championships. During the working day Service Stewards, will be able to utilise a purpose-built facility located inside the grounds which has changing rooms, showers and an exclusive Service Steward restaurant. Further details will be included within the Service Stewards Administrative Instruction.
  6. **Armed Forces Act 2006 and AELTC Pass Accreditation.** All Service Stewards at the 2019 Championships remain subject to the provisions of Armed Forces Act 2006 at all times. While acting as a Service Steward, your Commanding Officer will be Commanding Officer Joint Service Administration Unit (London) (CO JSAU(L)). CO JSAU(L) will have full powers for discipline and administrative action overall military Service Stewards. If a Service Steward breaches the AELTC pass accreditation regulations (as briefed), the pass will be withdrawn, and entry to the AELTC will be denied. If this occurs, CO JSAU(L) will then take appropriate action to return the individual to their parent unit and will inform their Commanding Officer accordingly.

1. **Reserve Personnel Attendance as Service Stewards**. Reservists on Man Training Days who volunteer for a role as a Service Steward at The Championships are to note that this activity is to be captured as Category C-2 level training; this recognises the Service Steward role as unpaid training with no entitlement to pay allowances or travel costs, but authorises the commitment as on duty. Paragraph 4.f above applies concerning non-entitlement to MOD funded travel costs for Reserve personnel.

**APPLICATION**

1. **Volunteer** **Criteria**. Volunteers will be selected on military character, fitness and appearance. Service Stewards will be required to wear uniform and will be very much on show to the general public and through the global media presence at The Championships. It is therefore **essential** that they have a good appearance and bearing, the ability to speak confidently and be capable of working with minimal supervision. Above all, they must be an excellent advertisement for the Armed Forces and be able to display tact when dealing with members of the general public. All applications must be supported by an Employing Officer’s recommendation, and these are to be signed and submitted in hard copy or electronically. Applications are not to be submitted for any SP who is either being investigated for or is the subject of, either ongoing civilian criminal proceedings or Service disciplinary, or Administrative Action for any offence.
2. **The Championship Service Representatives**. Volunteers are to complete Annexes A and B and submit these to the Office Manager (details below). Applications are to arrive **no later than Friday 19 April 2019**. Applicants are advised to read the instructions carefully and complete all the relevant boxes. Those whose applications are received after 19 April 2019 will be placed on the Reserve List and will be notified as and when a vacancy occurs. Units are to note that the application is to be from the individual and are not to attempt to direct or order any individual to volunteer for the Championships.
   1. **Office Manager** – WO1 Angie Whitehorn, Unit Personnel Office, RNAS Culdrose, Helston, Cornwall, TR12 7RH. ([jsaul-servicestewards@mod.gov.uk](mailto:jsaul-servicestewards@mod.gov.uk))
3. Any specific Single Service queries please direct your email to the following representatives:
   1. **RN/RM**: WO1 Lee Carr ([jsaul-servicestewards@mod.gov.uk](mailto:jsaul-servicestewards@mod.gov.uk))
   2. **ARMY**: WO2 C Campling ([jsaul-servicestewards@mod.gov.uk](mailto:jsaul-servicestewards@mod.gov.uk))
   3. **RAF**: WO D Knights ([jsaul-servicestewards@mod.gov.uk](mailto:jsaul-servicestewards@mod.gov.uk))
4. **Volunteer** **Selection**. Notification, associated actions and documentation will be sent via the e-mail address provided by the individual and the individual that authorised the application. It is therefore essential that both email addresses provided are legible and accessible. Once volunteers have been selected, they will be expected to carry out the role of a Service Steward. Withdrawals should only be in exceptional circumstances and must be notified as soon as possible to the respective Service representative detailed at Paragraph 8 above.
5. Those individuals selected to become a Service Steward at The Championships will be notified by email by **3 May 2019**; this will allow personal accommodation arrangements to be confirmed. Applicants that have worked as a Service Steward in previous years are encouraged to reapply.

**Annexes**:

A. Individual Application for the Role of a Service Steward with Employing Officer’s Recommendation

B. Personal Information Sheet

**INDIVIDUAL APPLICATION FOR THE ROLE OF A SERVICE STEWARD**

|  |  |
| --- | --- |
| **Service** |  |
| **Service Number** |  |
| **Rank** |  |
| **Name and Initials** |  |
| **Unit** |  |
| **Unit Address**  (*in full including postcode*) |  |

I wish to volunteer for the role of a Service Steward during the All England Lawn Tennis Championships, Wimbledon 2019. If I am selected, I will present myself at the appointed times on each day of the tournament. I understand and accept the following conditions:

1. I will take authorised absence, Annual Leave Allowance or terminal leave (if eligible) for the period 1 July - 14 July 2019 inclusive (plus 15 July 2019 if necessary).

b. I will inform my respective Service representative immediately if, after selection, **exceptional** circumstances arise which prevent me from attending as a Service Steward.

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| --- | --- |
| **Signature** | **Date** |
|  |  |

**OC, LINE MANAGER’S OR EMPLOYING OFFICER’S RECOMMENDATION**

I recommend the SP mentioned above for the role of Service Steward at the AELTC Championships, Wimbledon 2019. I understand that this role is presentational but also physically demanding, that the applicant will be in the public eye and the world’s media, and that they will be representing their Service and the Military as a whole.  I recognise, therefore, that they must look the part, that their uniform must fit correctly (as per single service dress regulations) and that they must be able to stand and work for long days.

I confirm that the SP has submitted a JPA absence request which has been authorised, where appropriate, to cover the full period of the Championships and that the SP is not being investigated for or is the subject of either civilian criminal proceedings or Service disciplinary or Administrative Action for any offence.

**Reserve applicants**. I have ensured that the direction at Para 5 of the DIN has been followed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | | |
| **Rank and Name** |  | | |
| **Appointment** |  | Date |  |
| **Email Address** |  | | |
| **Contact Telephone Numbers** |  | | |

**This application is to arrive no later than Friday 19 April 2019**

**A Completed Annex B is to be attached.**

**INDIVIDUAL APPLICATION FOR THE ROLE OF A SERVICE STEWARD**

**PERSONAL INFORMATION SHEET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service** |  | | **Service Number** | | |  |
| **Rank** |  | | | | | |
| **Name and Initials** |  | | | | | |
| **Forenames** |  | | | | | |
| **Gender**  *(relevant to certain roles)* |  | | **Date of Birth** | | |  |
| **Contract Type: Regular, Reserve**  *(FTRS, Vol Reserve, UOTC etc.,)* | | |  | | | |
| **Cap badge** *(Army personnel only)* | | |  | | | |
| **Unit** |  | | | | | |
| **Unit Address**  *(in full including postcode)* |  | | | | | |
| **Nearest Train Station to Unit (if UK) or**  **Airport on Arrival in UK** | | |  | | | |
| **Contact Telephone Numbers** *(Unit and Mobile)* | Unit:  Mobile: | | | | | |
| **Email Addresses**  *(Civilian and Military)* | Civilian:  Military: | | | | | |
| **Height** (Cms) |  | **Weight** (Kgs) | | |  | |
| **Prior Experience as a Service Steward?** | | Yes/No.  Previous dates as a Service Steward and role(s): | | | | |
| **Show Court Preference**  *(****Note:*** *this is not a guarantee of placement)* | |  | | | | |
| **Address during The Championships**  (*if known)* | |  | | | | |
| **Signature** | | | | **Date** | | |
|  | | | |  | | |