



RLC ALPINE SKI TEAM
29 Regiment RLC
Duke of Gloucester Barracks
South Cerney
GL7 5RD
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Email: shepherdmatthew@hotmail.com



Reference: RLC/SKI/A03

See Dist.

23 Apr 12

EX KNEES BEND 12 – ADMINISTRATION INSTRUCTION

INTRODUCTION

1. Ex KNEES BEND 12 will be held in Hemsedal, Norway from 17 Nov - 17 Dec 12. The objective of the Ex is to broaden the base of RLC Alpine competitive skiing through the provision of a focused and professional race training camp for RLC athletes and teams, thus raising the standard of ski racing throughout the Corps.

AIM

2. The aim of this instruction is to provide guidelines on the preparation for and administration of Ex KNEES BEND 12.

GENERAL

3. **Location.** Hemsedal, Norway is one of Europe's premier training centres for race teams looking for consistent high quality training conditions throughout the months of Nov/Dec. With extensive artificial snow and floodlights, training is guaranteed from mid Nov onwards.

4. **Attendance criteria.** Participating teams and individuals should be of a standard considered sufficient to qualify for the Army Alpine Ski Championships (Ex LIONS CHALLENGE). Units are to be committed to obtaining qualification for Ex LIONS CHALLENGE. The Ex will also cater for the instruction of a small amount of novice skiers. Teams must take at least one novice or junior skier per team, however teams must only take a maximum of two novice or junior skiers. Individuals may also attend the Ex if attached to a participating team. Units are strongly encouraged to attend for the 4 week duration of the Ex, however if this is not possible they may be permitted to attend the shortened 3 week (24 Nov – 15 Dec 12) or 2 week (01 – 15 Dec 12) options.

5. **Entries.** Team Captains are to complete Annex A and return it to the undersigned by NLT 01 Aug 12, late entries may not be accepted. All successful entries will be confirmed by email.

6. **Team Composition.** Teams should consist of no more than 6 personnel and should include a team captain of minimum Offr/SNCO rank. Team 2IC's should be nominated and prepared to manage teams in the case of an absent team captain.

7. **Coaches.** The RLC is fortunate to have a number of highly qualified and experienced race coaches and instructors who will be present for the duration of the Ex. These individuals are encouraged to take responsibility for training those in their own team. Three external civilian coaches will also be hired for the duration of the Ex in order to provide coaching and instruction to those skiers without coaches within their teams. These civilian coaches will cater for all standards from novice skiers to elite racers.

8. **Race Rules.** Team captains must familiarise their team with the AWSA and RLC race rules, and the FIS Skiers Code of Conduct prior to the Ex.

9. **Provisional Programme.** The provisional training programme is at Annex B.

ADMINISTRATION

10. **Unit Actions and Funding.** Units are responsible for the finance and administration of their teams; estimated costs are at Annex C. As a guide the following action is required;

a. **Clearance and CILOR.** It is a unit responsibility to apply for Staff Clearance, Authority to Travel, Transit Clearance and 3CR for Ex SKI SKILLS. The Ex OIC will first apply for blanket ASCB Authority and Diplomatic Clearance on behalf of all RLC teams in order to allow team captains to begin the clearance process ASAP. Once all clearance is received units will be entitled to then apply for CILOR (inc Arctic supplement). The Army European Winter Sports Activity DIN explains in detail the processes required.

b. **Accommodation.** All teams are advised to book accommodation at the Hemsedal Alpin Lodge which is the same location that was used in 2011. Smaller teams are advised to book the 8 person apartments that realistically sleep a maximum of 5/6 pax and larger teams are advised to book the 14 person apartments which realistically sleep a maximum of 9 pax.

1) **Costs.** The Ex OIC has arranged a 'British Army' deal for all RLC teams requiring to book accommodation and lift passes. There are 4 week, 3 week and 2 week options available as part of the deal. The exact costs and dates for the various options are at Annex C.

2) **Bookings.** Teams must book and pay in advance for their accommodation and lift passes ASAP through Mrs Tina Mollerplass. Further details are at Annex C.

3) **Linen.** Duvets and pillows are provided, however unit individuals are required to bring their own linen, bed sheets and towels. These can however be hired for the duration at a cost of approx £20pp.

4) **Ski Preparation/Storage.** The Hemsedal Alpin Lodge does not allow skis to be stored in apartments. The heated underground car park is used by all ski teams for ski preparation. Outdoor car parking around the accommodation is also plentiful.

5) **Parking.** Car parking is plentiful in and around the Hemsedal Alpin Lodge. Underground car parking facilities at the Alpin Lodge have a height restriction of 2.20m, high enough to allow cars and small vans (VW Transporter, low roof Ford Transit's etc).

6) **Timings.** Check in for Saturday arrivals are after 1700hrs and departures on Saturdays are before 1100hrs.

7) **Website.** The Hemsedal Alpin Lodge C apartments can be viewed online at; www.skistar.com/en/hemsedal/booking/?bpid=:70903&type=select&idx=0&rs=rs1&site=hemsedalee.

c. **Transport.** Units should provide civilian transport for their teams as use of military vehicles is not authorised. Vehicles must be equipped with winter tyres and snow chains which is a legal requirement in Norway. Drivers must have completed their Euro Matrix Test. Units are advised to hire vehicles from their MT Dept's that do not exceed 2.20m in height in order to make use of the underground car park.

d. **Fuel.** There are no facilities to draw fuel from nearby barracks. Agency fuel cards are required and can be used at the numerous Aral, BP, Shell and Statoil fuel stations en route to and in Norway.

e. **Travel.**

(1) **Ferry.** There are no longer any direct ferry routes from the UK to Norway. Return overnight ferry crossings are available from Kiel in Northern Germany direct to Oslo with Color Lines at a cost of approx £650 per vehicle with 4 passengers and a cabin. This is recommended for all units travelling to Ex KB as a team. Teams driving from the UK should overnight in BFG en route to Kiel, and then drive the remaining distance to Hemsedal after disembarking the Ferry in Oslo.

(2) **Road.** It is recommended that units travelling by road from the UK to Hemsedal travel via BFG (Gutersloh/Bielefeld etc) as an overnight stop-over. From BFG it is an 875 mile, 15 hour journey to Hemsedal via Hamburg – Copenhagen – Malmo – Gothenburg – Oslo (if not travelling by Ferry). The point of entry into Norway is at SvinesundbroenA on the E6. Hemsedal is situated 140 miles NW of Oslo. This journey includes road tolls such as the Oresund Bridge (Copenhagen to Malmo) which costs €36 for cars and €71 for vans each way. Vehicles must all have a minimum of 2 drivers IOT avoid exceeding drivers hours.

(3) **Air / Rail.** Flights from London airports to Oslo (Gardermoen) Airport started at around £70 single and £120 return. Norwegian Air Shuttle fly from Gatwick and BA, SAS, Lufthansa and KLM fly from Heathrow. Trains from Oslo Airport to Gol (via Oslo Central) started at £22 single and £57 return. The train journey time is 3hr 50mins and units can collect individuals from Gol train station which is a 40min drive from Hemsedal. This is the best option for individuals not travelling on team transport. Ryan Air also fly to Oslo Rygge Airport approx 45mins from Oslo, at very low prices.

f. **Insurance.** All participants must have third party insurance and full medical cover. Units should note that;

(1) The policy must include competitive winter sports competition and helicopter rescue.

(2) The MOD will not accept liability for any injury sustained whilst free skiing.

g. **Ski Equipment Hire.** Skis and equipment can be hired in Hemsedal if required. However teams are advised to arrive with their own equipment which they will then race on throughout the season.

h. **Ski Lift Passes.** Units should budget for £392pp for the 4 week pass to cover the duration of the Ex. The 3 week passes cost £305pp and the 2 week passes cost £250pp. Advance payment should be made through Mrs Tina Mollerplass at the same time as accommodation payment.

i. **Medical.** All personnel must have a European Health Insurance Card (E111).

11. **Other:**

a. **Dress.** No military clothing is to be worn. Team Captains are to ensure that competitors are suitably clothed for the Ex. Norway at this time of year can be as cold as -30degC.

b. **Discipline.** All personnel are ambassadors for the RLC and the British Army, so the highest standards of behaviour are expected. Any individual who fails to meet the standards required will be RTU'd immediately irrespective of rank or skiing expertise.

COMMAND AND CONTROL

12. **Command Unit.** 27 Regt RLC will be the command element of the Ex with Capt Shepherd as OIC and trg programme director.

13. **OIC contact details;**

- a. Capt Matt Shepherd
The Officers Mess, 27 Regt RLC, Travers Barracks, Aldershot, GU11 2BX (after 16 Jul)
E-mail – Matthew.Shepherd989@mod.uk (mil)
E-mail – shepherdmatthew@hotmail.com (civ)
Tel – 94222 ext 3381 (mil – after 16 Jul)
Tel – +447725044835 (civ)

14. **Team Captains.** Unit team captains are responsible for;

- a. Co-ordination, discipline, management and SAM of team personnel at all times.
- b. Prompt submission of all returns and entry proformas.
- c. Attendance at team captains meetings and the subsequent briefing of team personnel.

SUMMARY

15. My overall aim for Ex KNEES BEND 12 is to ensure all participating teams achieve the standard required for Army championship qualification, while at the same time fostering a close RLC Alpine community with high levels of morale and team spirit. With the return of 1LSR from H15 and with available Alpine talent now spread across the Corps, 2012/13 promises to be a season of great potential for RLC Alpine. Competition for the Princess Marina Cup and the Army Team Championship will be intense from within the Corps. Friendly rivalry is therefore to be encouraged on Ex KB, however it is vitally important that RLC teams continue to work together for the overall development of RLC Alpine and most importantly to ensure the Princess Marina Cup stays within the Corps.

{Original Signed}

M R SHEPHERD
Capt
For Sec RLCWSA

Annexes:

- A. Entry Proforma.
- B. Provisional Training Programme.
- C. Breakdown of Costs.
- D. Health & Safety Risk Assessment.

Distr:

- 1 LSR
- 2 LSR
- 3 LSR
- 4 LSR
- 6 Regt RLC
- 7 Regt RLC
- 9 Regt RLC
- 10 QOGLR RLC

11 EOD
12 LSR
13AA Regt RLC
17 P&M Regt RLC
23 Pioneer Regt RLC
24 Regt RLC
25 Regt RLC
29 Regt RLC
Cat Sp Regt RLC
Cdo Log Regt RLC
Scottish Tpt Regt

Info:

Chairman RLCWSA
Sec RLCWSA
27 Regt RLC CO
27 Regt RLC 2IC
1LSR Ski Team Manager
Coaching Staff

(TO REACH CAPT MATT SHEPHERD BY 01 AUG 12)

ANNEX A TO
RLC/SKI/A03
DATED 23 APR 12

ENTRY PROFORMA

To: Capt Matt Shepherd E-mail: shepherdmatthew@hotmail.com	
From (Unit):	
Address:	
Mil+Civ Tel:	
Mil+Civ Email:	
POC Rank & Name:	

Ser	Rank & Name	Service No	DoB	Novice (Y/N)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Further comments;
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Note. This form must be emailed to Capt Matt Shepherd at shepherdmatthew@hotmail.com or Matthew.Shepherd989@mod.uk.

(TO REACH CAPT MATT SHEPHERD BY 01 AUG 12)

PROVISIONAL TRAINING PROGRAMME

DATE	TRAINING AM	TRAINING PM
WEEK 1 – Technique, skills & drills		
17 Nov	Arrival at Hemsedal - check in after 1700 hrs.	Initial brief and arrival admin.
18	Arrival admin and unpacking	Optional free ski GS
19	GS free ski	GS free ski
20	GS Technique	GS Technique
21	SL/GS Tech and drills	GS Technique
22	SL/GS Tech and drills	GS gates and drill courses
23	SG/DH Technique	GS gates and drill courses
WEEK 2 – Gate trg and drill courses		
24	Saturday off	
25	SG Technique	Afternoon off
26	GS gates	GS gates and drill courses
27	GS gates	GS gates
28	GS gates	GS gates
29	SL gates	SL gates and drill courses
30	SL gates	SL gates
WEEK 3 – SL, GS & SG gate trg		
01 Dec	Saturday off – change over day if required	
02	DH Technique	Afternoon off
03	SG gates	GS gates
04	SG gates	GS gates
05	SG gates	GS gates
06	SL gates	SL gates
07	SL gates	SL gates
WEEK 4 – SL, GS & SG gate trg, timed courses and race simulation		
08	Saturday off	
09	DH Technique	Afternoon off
10	SG gates - race sim and timed courses	GS gates
11	SG gates - race sim and timed courses	GS gates
12	GS gates - race sim and timed courses	GS gates
13	GS gates - race sim and timed courses	GS gates
14	SL gates - race sim and timed courses	SL gates
15	SL gates - race sim and timed courses	Afternoon off
16	Free ski	Departure admin and packing
17	Depart Hemsedal. Check out by 1100 hrs	

1. **Trg programme.** The trg programme will be set out as above (weather dependant) and will be split into AM and PM sessions. The trg programme will be coordinated by Capt Shepherd and all units are advised to follow it. Novices will be grouped together and have an instructor allocated to them at all times throughout the Ex.
2. **Coaching.** Capt Shepherd will be the trg programme director and will oversee coaching for the Ex. Qualified coaches from within units are welcome to coach their own team members. Chris and Annabelle McCourt will be employed to coach all the novice and intermediate skiers who require coaching and another coach TBC will be employed to coach any elite group racers requiring coaching.
3. **Trg times.** Teams are to be aware that due to Hemsedal's Northerly latitude, daylight hours are limited and much of the training is conducted under floodlights during early morning and late afternoon. Early morning SG trg will also be available to us before lifts open to the public.

BREAKDOWN OF COSTS

1. Accommodation and lift pass costing options.

Accommodation and lift pass costs.	
4 Weeks - Sat 17 Nov until Mon 17 Dec 2012.	Costs
Hemsedal Alpin Lodge large (14 pax) apartments inc cleaning costs.	NK23500/£2557
Hemsedal Alpin Lodge small (8 pax) apartments inc cleaning costs.	NK14300/£1556
Lift passes – full Hemsedal pass.	NK3600/£392
3 Weeks – Sat 24 Nov until Sat 15 Dec 2012.	Costs
Hemsedal Alpin Lodge large (14 pax) apartments inc cleaning costs.	NK19000/£2067
Hemsedal Alpin Lodge small (8 pax) apartments inc cleaning costs.	NK11000/£1197
Lift passes – full Hemsedal pass.	NK2800/£305
2 Weeks – Sat 01 Dec until Sat 15 Dec 2012.	Costs
Hemsedal Alpin Lodge large (14 pax) apartments inc cleaning costs.	NK14000/£1523
Hemsedal Alpin Lodge small (8 pax) apartments inc cleaning costs.	NK8000/£870
Lift passes – full Hemsedal pass.	NK2300/£250

2. **Bookings and payment.** All teams must book their own accommodation as soon as possible through Mrs Tina Mollerplass on tel: +4732055085 or email: tina@skihemsedal.no and tina.mollerplass@skistar.com. Each team must book and pay for a whole apartment quoting 'British Army' to get our specially arranged rates. Availability cannot be guaranteed if bookings are left too late, therefore teams are advised to book as soon as possible. Lift passes should also be paid for in advance through Mrs Mollerplass. Payment should be made by bank transfer.

3. **Travel Costs.** £200 is the minimum units should budget for road toll costs.

4. **Insurance.** £100pp (approx) should cover an individual to participate in Competitive Winter Sport for a whole season within Europe.

5. **Miscellaneous Costs.** £250 is the minimum units should budget for incidental expenses such as waxes, medical costs and MT issues.

6. **Exchange rates as at 230412;**

a. **Norway.** £1 = NK9.19

b. **Euro.** £1 = €1.14

HEALTH AND SAFETY RISK ASSESSMENT

<p>1. TLBH/HLBH: 4th Division Unit/Estab: 27 Regt RLC Sect/Dept: Corps Alpine Ski Team</p>	<p>2. Assessment No: RLC/SKI/A03 Assessment Date: 23 APR 12 Assessor: Capt M Shepherd</p>															
<p>3. Activity/Process: Regimental Alpine Ski Team</p>	<p>4. No of Persons at Risk: (Indicate with tick)</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Employees</th> <th style="text-align: center;">Others</th> </tr> </thead> <tbody> <tr> <td>1</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2-5</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>6-10</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>10 plus</td> <td style="text-align: center;">_____✓_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table> <p>NOTE: Activities that pose risk to more than one person or members of the public should be afforded High Priority</p>		Employees	Others	1	_____	_____	2-5	_____	_____	6-10	_____	_____	10 plus	_____✓_____	_____
	Employees	Others														
1	_____	_____														
2-5	_____	_____														
6-10	_____	_____														
10 plus	_____✓_____	_____														
<p>5. Hazards Involved with Activity/Process:</p> <ol style="list-style-type: none"> 1. Crash on piste/course – potential variety of injuries including; head, back, ligament, muscle, broken/fractured bones. 2. Collision on piste/course – potential variety of injuries including; head, back, ligament, muscle, broken/fractured bones. 3. Cold injuries resulting in frostbite and/or hypothermia. 																
<p>6. Existing Safety Measures/Controls:</p> <ol style="list-style-type: none"> 1. Health and Safety at Work Act 1974. 2. Training controlled, monitored and directed by qualified instructors and coaches. 3. Safe course setting by qualified coaches appropriate to the standard of trainee and avoiding environmental hazards. 4. Controlled/monitored access to trg courses and pistes. 5. Warm up and cool down before and after training. 6. Wearing the correct PPE including helmets as mandatory. 7. Wearing of appropriate clothing for the air temperature and weather conditions. 8. Use of correct equipment appropriate to the standard of trainee. 9. Accessible first aid kit at all training venues. 10. Securities de Piste (Medical) on radio or mobile contact at all times. 11. Comprehensive competitive winter sports insurance cover and EHIC. 12. Adherence to FIS, Army and RLC race Rules 2011/12 and the FIS Skiers Code of Conduct. 																
<p>7. The Risk(s) Remaining: (After Existing Control Measures) If there are none, or the residual risks are acceptable write "Controls Adequate" below & line manager/commander signs Section 10 to signify approval of the assessment. If Risks still exist, detail them below and rate the Residual Risks & proceed to Section 8 if additional controls are required.</p> <p>Control Adequate.</p>	<p>Risk Rating: Likelihood x Severity = Rating</p>															
<p>Implementation of Controls & Monitoring</p>																
<p>8. Additional controls required: (To reduce residual risk(s) if reasonably practicable to a Risk Rating of 4 or below)</p> <p>No</p>																

9. Additional Controls Agreed: [Yes/No] (If "yes" detail the action to be taken)		
N/A		
Target Date for Implementation:		
Signed and Appointment: (Senior Line Manager responsible for Activity / Process)		
10. Line Manager/Commander Assessment Approval/Review:		Revised Risk Rating:
Date Implemented: 23/04/12 Comments: N/A	Controls Effective: Yes/No	Likelihood x Severity = Rating
Signed and Appointment: {Signed Electronically}		
(Senior Line Manager/Commander responsible for Activity / Process)		
Name: Capt M Shepherd		
Assessment Review Date: 23 Apr 12		

RISK RATING		RATING ACTION BANDS	
LIKELIHOOD	SEVERITY OF INJURY	RATING BANDS	ACTION REQUIRED
1 Most unlikely	1 Trivial injury/ies	1&2 - Minimal Risk	Maintain control measures.
2 Unlikely	2 Slight injury/ies	3&4 - Low Risk	Review control measures.
3 Likely	3 Serious injury/ies	6&8 - Medium Risk	Improve control measures.
4 Most Likely	4 Major injury/ies or death	9, 12 & 16	Improve controls immediately and consider stopping work.

To establish Risk Rating, multiply "Likelihood" by the "Severity"