



Ref: 20240308-RLC\_Windsurfing\_Wk\_AI  
8 Mar 24

## **ADMIN INSTRUCTION – RLC Windsurfing Beginners' Week - Army Inshore Sail Training Centre (AISTC) 20-24 May 24**

### **References:**

A. [AISTC Course Information Pamphlet.](#)

### **INTRODUCTION**

1. **General.** You are attending the event above as a participant at the Army Inshore Sail Training Centre, (AISTC). The Centre is located on Baker Barracks approximately 14 miles from Portsmouth, right in the heart of Chichester Harbour. Participants will have the opportunity to learn how to windsurf with other RLC personnel, achieving the RYA Start Windsurfing qualification.
2. **Mission.** The aim of the package is to introduce RLC Soldiers and Officers to windsurfing, encouraging grass-roots participation and entry to the sport in a relaxed environment. It will promote wider awareness of the development courses available for individuals (see ref A) as well as opportunities for overseas training camps and Army/Inter-Service competitions. Those who wish to carry their interest in the sport forwards will be able to compete in the Army Novice Windsurfing Championships, planned for 3-6 Jun 24.
3. **Outline.** Participants can expect to be issued all necessary kit to learn the sport. While the centre will endeavour to ensure that windsurfing is the focus of the week, inclement weather may also lead to the offer of an alternative activity being drawn from dinghy sailing, winging, stand-up paddleboarding and harbour tours to see the local seals. Activities will start at 1300 on the Monday and generally take place between 0900 and 1700 (weather dependant) on the Tues-Thurs, with optional participation on the Friday morning. There will be a BBQ on the Thurs evening.
4. **Qualifications.** A RYA Logbook and certificate will be provided to students on successful completion of the course. In exceptional circumstances, there may be changes in the programme due to weather conditions which may result in some students not gaining their desired qualification.
5. **Funding/fees.** The personal cost for this package is **£20 per person**. This does not include breakfast or evening meal apart from the Thurs BBQ. **Participants are to seek a Unit PRI contribution of £35 using Annex A to this AI, payable prior to the start of the package.** Failure to secure funding from Unit PRI will result in the £35 also being borne to the individual participant. Personnel should consider that the normal cost for this

package is £125 and that pledged funding from the RLC Water Sports Association has made this substantially reduced price possible.

**Individual payment of £20 must be made by each individual on attendance and can be done by either cash, card or bank transfer.**

**6. Bids. Individuals and Units wishing to participate must submit a bid via the submission form at Annex B. The cut-off for submissions will be 14 May 24.** Once all 18 places are booked, a waiting list will serve as a list of reserves for any cancellations. Places will be assigned on a first-come, first-served basis with a maximum of 8 participants from any one unit. Units submitting bids for more than 8 personnel will have excess names added to the waiting list.

## **7. Timings.**

Ser	Date	Timings	Event	Remarks
1	20 May 24	1130	Planning Officers arrive at AISTC	
2	20 May 24	NLT 1230	Participants arrive at AISTC	Unit ICs to ensure participants are in allocated rooms
3	20 May 24	1300	Brief from AISTC staff	All to be seated in main room
4	20 May 24	1310	Start of course activities	Including issue of wetsuits, etc
5	23 May 24	1700	End of course activities	
6	23 May 24	1800	Course BBQ	
7	24 May 24	0900	Optional development windsurfing	
8	24 May 24	From 0900	Dispersal	
9	24 May 24	1100	End of optional activity	

**8. Accommodation.** Accommodation has been pre-booked for the course and will be available from the morning of 20 May 24. Room keys will be placed out in the Centre Foyer on arrival. Participants must use the allotted rooms as other units/individuals may be present at the Centre. **Students must bring their own sleeping bag or bedding.** The accommodation has free wi-fi and television. While accommodation for the course is already included in the individual cost, those wishing to arrive on the Sunday night must arrange to do so with the AISTC Centre Manager at a cost of £9 per person (contact details at para 18).

**9. Clothing/equipment.** Civilian clothing will be worn for the duration of the course. Wetsuits, spray tops, wet boots and buoyancy aids are provided by the centre. Participants should bring the following additional items:

- a. Sleeping bag.
- b. Towel.
- c. Warm clothes.
- d. Sunscreen.
- e. Flip flops.
- f. Swimwear.
- g. Sun hat.
- h. Warm hat.

10. **Catering.** Packed meals will be provided on Crown Account for lunch on Mon-Thurs. The Regimental Restaurant is 'Pay As You Dine' (PAYD) and is open for meals at very competitive prices. There are also Offrs' and Snrs' messes where meals can be taken. Alternatively, there is a small shop on the island where students can buy snacks and other provisions. Those wishing to self-cater can take advantage of the centre's kitchenette which must be kept clean and tidy throughout the week. The BBQ on the Thursday evening is already included as part of the cost of the event.

11. **Alcohol consumption.** SP are to comply with AGAI Vol 2 Chap 63, Alcohol Misuse. Off duty consumption is not limited or monitored; however, SP must be fit for duty at the start of the new day.

12. **Duty status.** All personnel are 'on duty' whilst on course. Permission must be gained from your Line Manager (LM) before attending the event, and participants are to ensure that attendance is included on their Unit Part One Orders.

13. **Military Swim Test.** IAW AGAI Vol 1 Chap 18 only SP that have passed a military swim test can take part in waterborne activities. All participants are to bring evidence of completion (JPA competency), with them to the course.

14. **Travel.** All personnel are to organise their own travel to Thorney Island. For those driving, use [ViaMichelin](#) to the post code PO10 8DS as other route planners take you elsewhere. This AI is your authority to travel and is authorised at public expense in accordance with 2019DIN10-025. The nearest train station is Emsworth; approximately four miles away.

15. **Subsistence.** Subsistence costs during travel to and from AISTC fall where they lay.

16. **Safety.** All activities are managed and have been risk assessed by AISTC.

17. **Discipline.** The highest standards of discipline and professionalism are expected as participants will be representing the RLC throughout. Lapses in discipline will be dealt with by the present LM / CoC in the first instance and will be reported to Parent Units via the Planning Officer.

18. **Command and Signal.**

Ser	Rank	Name	Appt	Email	Phone
1	Capt	Bill Seymour	Planning Officer	William.Seymour100@mod.gov.uk	
2	WO1	Gary Way	President RLC Windsurfing	Gary.Way126@mod.gov.uk	
3	Sgt	Chris Casteleiro	Treasurer RLC Windsurfing	Christopher.Casteleiro545@mod.gov.uk	
4	Maj	J Cunningham	Centre Mgr	JCunningham@britisharmysport.com	01243 388315 07516001776
5	N/A	R Arundell	Instructor	N/A	
6	Pte	E McCreery	Instructor	N/A	

WXR Seymour  
Capt  
Planning Officer

Annexes:

- A Unit PRI Funding Request
- B Bid Submission Form

**Request for Unit Non-Public Funding Support – RLC Windsurfing Beginners' Week,  
20-24 May 24**

1. The RLC Windsurfing Beginners' Week seeks to introduce RLC Soldiers and Officers to windsurfing, encouraging grass-roots participation and entry to the sport. It will promote wider awareness of the development courses available for individuals as well as opportunities for overseas training camps and Army/Inter-Service competitions. Those who wish to carry their interest in the sport forwards will be qualified to compete in the Army Novice Windsurfing Championships, planned for 3-6 Jun 24.
2. The cost per head exclusive of grant support from the RLC Water Sports Association is £55. It is kindly requested that the amount of **£35** of PRI funds be released to offset the individual personal contributions of your unit personnel attending. This will reduce the individual personal contribution to £20.

The payment details are:

Royal Bank of Scotland  
Account Name: ASCB Army Sailing Association  
Account No: 10038391  
Sort Code: 16 19 26

Please use the reference:

**Name/Unit/RLC WSWK**

3. Many thanks in advance. Your support is very much appreciated.

WXR Seymour  
Capt  
Planning Officer

William.Seymour100@mod.gov.uk

**Bidding Form – RLC Windsurfing Beginners' Week, 20-24 May 24**

Unit & POC:

Service Number	Rank	First Name	Surname	Mil Swim Test complete Y/N	Gender	Age	Email address	Dietary Reqs	Remarks
									Waiting list
									Waiting list
									Waiting list
									Waiting list
									Waiting list

Please send completed returns to: William.Seymour100@mod.gov.uk