

**ASCB BATTLE RHYTHM**

Ser (a)	Board/Meeting (b)	Purpose (c)	Frequency (d)	Composition (e)	Remarks (f)
1	<b>ASCB Board and Trustees Meeting</b>	<ul style="list-style-type: none"> <li>Primary Activity:               <ul style="list-style-type: none"> <li>Spring Board: Trustees approve spending plans and capital works projects</li> <li>Autumn Board: Trustees approve accounts and auditor's comments</li> </ul> </li> <li>Enables Trustees and Boards Members to endorse current and future plans and provide direction to Secretariat on the delivery of sport</li> <li>In particular, Boards will review investments, capital projects, endorse risk register and agree reports to Charity Commission, Companies House and Gambling Commission</li> </ul>	Bi-Annual	President - Comd HC Chairman - GOC RC Members/Trustees: <ul style="list-style-type: none"> <li>ACOS Sp, Fd Army</li> <li>Asst Comd HQ HC</li> <li>Hd I Dev</li> <li>Hd Engagement &amp; Comms (A)</li> <li>Hd Infra</li> <li>Hd Pers Svcs</li> <li>Female Focus</li> <li>Comd CM HC</li> <li>NED</li> </ul> Secretariat: <ul style="list-style-type: none"> <li>DASCB</li> <li>COS &amp; DCOS HQ ASCB</li> </ul>	Secretariat supported by (as required): Safety and Assurance Officer ASCB, Sec BA(G), SO2 AR Sport, SO2 AT/Sport I Dev, SO2 PD HQ Sp Comd
2	<b>ASCB Steering Committee Meeting</b>	Primary Activity: Direction from DASCB on staffing Board and Trustee direction and other policy issues: <ul style="list-style-type: none"> <li>Review ASCB Risk Register</li> <li>Review PID and reports iot review Sport Assurance Mechanism and Compliance, sport infrastructure requirements and current maintenance to synopsis scales (informed by D Infra)</li> <li>Conducts financial forecasting, major capital projects and grant requirements (internal and external to ACF, AWGC, Nuffield Trust and ABF) and trends</li> <li>Targeting Matrix for Media/Comms and Engagement Plans</li> </ul>	Quarterly	Chairman – DASCB Secretary – COS ASCB Members: <ul style="list-style-type: none"> <li>DCOS ASCB</li> <li>ACOS/Ops Offr ASCB</li> <li>Safety and Assurance Officer ASCB</li> <li>SMAA RAPTC</li> <li>SO1/SO2 PD Policy, I Dev</li> <li>Sec BA(G) Sport</li> <li>SO1 Comms/Engagement HQ Sp Comd</li> <li>Infra &amp; Commercial Officer, HQ ASCB</li> <li>SO2 Plans DInfra/RC Infra</li> <li>ASPIRE rep</li> </ul>	AGAI Ch 1, Vol 5 states: <i>'The ASCB Steering Committee provides: functional advice to the CoC and coordinates the provision of SME advice for individual sports when required, with staffed solutions and recommendations for action on the various training issues raised.'</i>
3	<b>ASCB Prayers</b>	Primary Activity: Direction from DASCB on COS ASCB Issue Tracker. Specifically/additionally:  External briefing from Team Army covering: <ul style="list-style-type: none"> <li>Sponsorship developments/changes</li> <li>ASA matters</li> <li>TASF issues</li> </ul> External briefing from HQ Sp Comd covering sport issues from the chain of command: <ul style="list-style-type: none"> <li>FoE</li> <li>Courses</li> <li>PD Branch Reports/Inspections</li> </ul> Internal: <ul style="list-style-type: none"> <li>Update from COS, DCOS and ACOS ASCB, ASCB Sports Secs (including BA(G) and AR) on assurance, compliance, FoE, succession</li> </ul>	Monthly	Chairman – DASCB Secretary – Ch Clk Members: <ul style="list-style-type: none"> <li>COS ASCB</li> <li>DCOS ASCB</li> <li>ACOS/Ops Offr ASCB</li> <li>Safety and Assurance Officer ASCB</li> <li>Asst Ops Offr ASCB</li> <li>Infra &amp; Commercial Officer, HQ ASCB</li> <li>HR</li> <li>Manager ASL</li> <li>ASCB Sports Secretaries</li> <li>Sec BA(G) Sport</li> <li>Sec AR Sport</li> <li>Sponsorship Agent</li> <li>PD Branch, HQ Sp Comd</li> </ul>	Delivered in two phases: <ul style="list-style-type: none"> <li>Phase 1 – external focus</li> <li>Phase 2 – internal focus using ASCB Issue Tracker as main agenda</li> </ul>

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		<p>planning, structure and governance matters</p> <p>Internal:</p> <ul style="list-style-type: none"> <li>• Updates from ASL, Accountant and HR on key issues</li> </ul>			
4	<b>ASCB Grants Meeting</b>	<p>Primary Activity:</p> <ul style="list-style-type: none"> <li>• Allocation of grants to sports, tours and individuals from both ACF and ASL</li> <li>• Endorse current and future funding position and identify future projects</li> </ul>	<p>Monthly and Sequenced: ACF and ASL</p>	<p>Chairman – DASCBS Secretary – DCOS ASCB Members:</p> <ul style="list-style-type: none"> <li>• DCOS ASCB</li> <li>• Manager ASL (ASL Grants)</li> </ul>	
5	<b>ASCB and Sponsorship Agent</b>	<p>To ensure agent meeting contract and to discuss and agree future sponsorship plans/strategy, targets and risks.</p>	<p>Quarterly</p>	<p>Chairman – DASCBS Secretary – DCOS Members:</p> <ul style="list-style-type: none"> <li>• CEO Sponsorship Agent</li> <li>• Account Manager</li> </ul>	
6	<b>Sport Management Meeting</b>	<p>To coordinate and synchronise the efforts of internal ASCB and external staffs to ensure delivery of sport.</p> <p>To include passage of information and exploitation of information through Media/Comms and Engagement.</p> <p>Management of Sport fixtures and FoE.</p> <p>Sequenced to follow the ASCB Steering Committee Meeting.</p>	<p>Quarterly</p>	<p>Chairman – COS ASCB Secretary – ACOS/Ops Offr ASCB (Media/Comms and Engagement) Members:</p> <ul style="list-style-type: none"> <li>• DCOS ASCB</li> <li>• Infra &amp; Commercial Officer, HQ ASCB</li> <li>• Safety and Assurance Officer ASCB</li> <li>• Permanent Sports Secretaries</li> <li>• Sec BA(G) Sport</li> <li>• Sec AR Sport</li> <li>• PD Branch, HQ Sp Comd</li> <li>• Aldershot Gar Rep</li> <li>• ASPIRE rep</li> </ul>	
7	<b>Army Elite Sport Programme (AESP) Project Board</b>	<p>To oversee the Army Elite Sport Programme and ensure the money (from the G4S donation to the Army) is spent to:</p> <ul style="list-style-type: none"> <li>• Establish strong and coherent alignment between Army Sport, UK Sport (UKS), the English Institute of Sport (EIS), Home Country (HC) Sport Boards and sporting National Governing Bodies (NGBs)</li> <li>• Create opportunities for Army athletes to be released from duties to achieve representation on GB World Class Programmes (WCP)</li> <li>• Develop a sustainable system for Talent Identification (TID), Talent Transfer (TT) and Talent Confirmation (TC) within Army Elite Sport</li> <li>• Create opportunities for Army coaches in targeted sports to be released from duties to deliver Talent Development (TD) programmes aligned to NGB Pathways</li> </ul>	<p>Biannual</p>	<p>Chairman - DASCBS Secretary – AESPM Members:</p> <ul style="list-style-type: none"> <li>• ACOS Sp, Fd Army</li> <li>• COS ASCB</li> <li>• SMAA RAPTC</li> <li>• SO1 M &amp; C, AMC</li> <li>• UK Sport – Hd of Performance Pathway Science</li> <li>• ASCB HR/Accountant</li> </ul>	

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8	<b>Army Sports Awards (ASA) Planning Meeting</b>	To ensure the necessary coordination, synchronisation and planning for and delivery of the annual ASA 'event'.	Jun, Jul, Sep	Chairman – DASCB Secretary – Infra & Commercial Officer, HQ ASCB  Members: <ul style="list-style-type: none"> <li>• DCOS (staff lead)</li> <li>• COS ASCB</li> <li>• ACOS/Ops Offr ASCB</li> <li>• SSVC</li> <li>• BFBS</li> <li>• M&amp;C(A)</li> <li>• Project Offr</li> </ul>	
9	<b>BAe Sponsorship Board</b>	Identify and approve allocation of £30k from BAe to individual worthy sportsmen and women.	Annual	Chairman – DASCB Secretary – COS ASCB Members: <ul style="list-style-type: none"> <li>• DCOS ASCB</li> <li>• Accountant</li> </ul>	
10	<b>ASCB Annual Conference</b>	DOWNREP and 'Orders' from DASCB to Sports Chairmen plus UPREP from Chairmen to DASCB.	Annual (end of year)	Chairman – DASCB Secretary – COS ASCB Members: <ul style="list-style-type: none"> <li>• DCOS ASCB</li> <li>• ACOS/Ops Offr ASCB</li> <li>• Safety and Assurance Officer ASCB</li> <li>• Infra &amp; Commercial Officer, HQ ASCB</li> <li>• HR / Accountant</li> <li>• Manager ASL</li> <li>• Permanent Sports Secretaries</li> <li>• Sec BA(G) Sport</li> <li>• Sec AR Sport</li> <li>• Sponsorship Agent</li> <li>• PD Branch, HQ RC</li> </ul> External: <ul style="list-style-type: none"> <li>• Chairs &amp; Secretaries of Army Sports (Regular and Reserve)</li> </ul>	
12	<b>Corps Secretaries Briefing</b>	DOWNREP and 'Orders' from DASCB to Corps Reps and RHQs plus UPREP from Corps Reps and RHQs to DASCB.	Annual (end of year)	Chairman – DASCB Secretary – COS ASCB Members: <ul style="list-style-type: none"> <li>• DCOS ASCB</li> <li>• ACOS ASCB</li> <li>• Safety and Assurance Officer ASCB</li> <li>• Infra &amp; Commercial Officer, HQ ASCB</li> <li>• HR / Accountant</li> <li>• Manager ASL</li> <li>• Permanent Sports Secretaries</li> <li>• Sec BA(G) Sport</li> <li>• Sec AR Sport</li> <li>• Sponsorship Agent</li> <li>• PD Branch, HQ RC</li> </ul> External: <ul style="list-style-type: none"> <li>• Corps Sports Reps</li> <li>• RHQ Reps</li> </ul>	

Other Meetings that DASCB attends:

- **UKAF Sports Board** - Quarterly - Chairman – Rotates between Single Service Sport Board Director, Sec UK AFSB, Single Service Sport Board Directors (DASCB Chair at present until Nov 15 then RAF, then RN).
- **AGPF 'ALLIGATORS'** - Quarterly - Sec ACF, SO2 Welfare Funds, DASCB, DGW ABF and Gen Sec Nuffield Trust
- **AWGC** - Quarterly - DASCB, DPS(A), AD Coll Trg, AD PS4, AD Log Sp, Dep Hd Footprint Strategy, Comd ATG(A) and SO2 Welfare Funds