



ARMY

ARMY GENERAL AND ADMINISTRATIVE INSTRUCTIONS

VOLUME 1

CHAPTER 5

SPORT

This Chapter of AGAI Volume 1 is sponsored by Army Training Branch (ATB) and contains the regulations for Sport in the Army. These instructions apply to the Regular Army and the Army Reserve and should be read in conjunction with the UK Armed Forces policy for Sport contained in JSP 660.

Intentionally Blank

**VOLUME 1
CHAPTER 5
SPORT**

[Army Training Branch/StratPol/PD/5/13]

INDEX

| Contents | Page | Para/s |
|--|-------------|-------------------------------|
| PART 1 – INTRODUCTION | | |
| Background | 1-1 | 5.001 - 5.002 |
| Aim | 1-1 | 5.003 |
| Scope | 1-1 | 5.004 - 5.005 |
| Benefits of Sport in the British Army | 1-1 – 1-2 | 5.006 - 5.007 |
| Glossary | 1-2 | 5.008 |
| Contact Details | 1-2 | 5.009 - 5.010 |
| Reserved | 1-2 | 5.011 - 5.020 |
| PART 2 – GOVERNANCE, ASSURANCE & SERVICE POLICIES | | |
| Governance | 2-1 – 2-2 | 5.021 |
| Assurance | 2-3 | 5.022 - 5.024 |
| Service Policies | 2-4 | 5.025 |
| Legislative Compliance | 2-4 | 5.026 |
| Reserved | 2-4 | 5.027 - 5.030 |
| PART 3 – ORGANISATIONAL STRUCTURE | | |
| Organisational Principles | 3-1 – 3-2 | 5.031 - 5.035 |
| Sports Boards | 3-2 | 5.036 - 5.037 |
| Adaptive Sport | 3-2 – 3-3 | 5.038 - 5.039 |
| Reserved | 3-3 | 5.040 - 5.050 |
| PART 4 – PARTICIPATION | | |
| Principles of Participation in Sport | 4-1 – 4-6 | 5.051 - 5.061 |
| Participation in Sport for Non-Service Sport Purposes | 4-6 – 4-7 | 5.062 - 5.065 |
| Duty Status, Compensation and Insurance | 4-7 | 5.066 - 5.069 |
| The Conduct of Sport in the Army | 4-8 – 4-12 | 5.070 - 5.084 |
| Substance Misuse | 4-13 – 4-13 | 5.085 - 5.089 |
| Reserved | 4-13 | 5.090 - 5.100 |
| PART 5 – COACHES, OFFICIALS AND COURSES | | |
| Coaches and Officials | 5-1 | 5.101 – 5.103 |
| Continuation Training for Sport – SOTR | 5-1 | 5.104 |
| Continuation Training for Sport – Army Sports Assns | 5-1 | 5.105 |

| Contents | Page | Para/s |
|---|-------------|-------------------------------|
| Responsibilities | 5-1 – 5-3 | 5.106 |
| Funding of Courses | 5-3 | 5.107 - 5.110 |
| Reserved | 5-3 | 5.111 - 5.120 |
| PART 6 – FUNDING | | |
| Funding General | 6-1 | 5.121 - 5.122 |
| Public Funds | 6-1 – 6-2 | 5.123 - 5.124 |
| Non-Public Funds | 6-2 – 6-3 | 5.125 |
| Sponsorship, Gifts and Hospitality | 6-3 | 5.126 - 5.129 |
| Personal Contributions | 6-3 | 5.130 |
| Event Entry Fees | 6-3 | 5.131 |
| Charging for the Use of Sports Facilities | 6-4 | 5.132 - 5.133 |
| Use of Facilities by Non-entitled Personnel | 6-4 | 5.134 |
| Reserved | 6-4 | 5.135 - 5.140 |
| PART 7 – HEALTH AND SAFETY | | |
| General | 7-1 | 5.141 - 5.142 |
| Responsibilities | 7-1 – 7-2 | 5.143 - 5.146 |
| Training Safety | 7-2 – 7-3 | 5.147 - 5.154 |
| Reserved | 7-3 | 5.155 - 5.160 |
| PART 8 – REPORTING | | |
| General | 8-1 | 5.161 - 5.162 |
| Pan-Army Reporting Process for Sport | 8-1 – 8-2 | 5.163 |
| Reporting of Occurrences | 8-2 – 8-3 | 5.164 |
| Reviewing of Reports and Occurrences | 8-3 | 5.165 |
| Reserved | | 5.166 - 5.170 |

| Annexes | Title | Responsible Authority |
|-------------------|---|------------------------------|
| A | Glossary of Abbreviations | Army Training Branch |
| B | Useful Points of Contact (POCs) | Army Training Branch |
| C | Army Sport Control Board (ASCB) Charter | HQ ASCB |
| D | Assurance Responsibilities | Army Training Branch |
| E | Suggested Constitution and Charter of a Sport Board | Army Training Branch |
| F | Guidance on the Career Management of Elite Athletes | Army Training Branch |
| G | Potential Talented or Elite Athlete Identification Form | Army Training Branch |
| H | Unit Guide to the Conduct and Supervision of Sport and the Prevention of Sport Injuries | Army Training Branch |
| I | First Aid and Medical Cover for Competitive Sport Fixtures and Competitions | Army Training Branch |

| Annexes | Title | Responsible Authority |
|-------------------|---------------------------------------|-----------------------|
| J | Formation Sport Board Report Template | Army Training Branch |

PART 1 – INTRODUCTION

Background

5.001. Sport has been an integral part of military life in the British Army for almost as long as records exist. Wellington organised sporting competitions during the Peninsular War and throughout World War I sport was used to recover from the stress of battle, re-build morale and develop *esprit de corps*. During World War II sport again became a key tool for commanders to use in preparing soldiers for the stress and rigours of battle; robust team sports were an integral part of the 'Tough Tactics' initiative introduced in the aftermath of Dunkirk.

5.002. Sport makes a significant contribution to operational effectiveness, fighting spirit and personal development. It is recognised as a feature of the Armed Forces Covenant, and plays an important part in Service life including recruiting and retention and in many instances provides excellent public visibility of the Services. Thus, it has a wide role, but specifically within the envelope of physical development, it contributes to fitness, teamwork, leadership, self-discipline, determination, co-ordination, courage, competitive spirit, individual and collective resilience, and consequently military ethos. Inextricably linked to operational efficiency, authorised sport¹ is a Condition of Service with duty status and is a core activity that cannot be considered discretionary. In the British Army today, Commanders continue to recognise the benefits of sport. In his address at the Army Sports Awards 2014, the Chief of the General Staff (CGS) said:

'I place a huge premium on sport in the Army. My starting point is that it helps our Army win in battle. It plays a vital role in welfare, morale, operational effectiveness and recovery. Sport produces soldiers who build and lead teams by habit and reflex. It generates and maintains cohesion. It nurtures pride and that essential corollary - humility. It encourages leaders to think clearly, confidently and positively when under pressure. And fundamentally it feeds a winning culture and ethos that inspire hunger for success on the battlefield.'

General Sir Nicholas Carter KCB CBE DSO ADC Gen

Aim

5.003. Sport is both a physical and mental activity involving regulated competition between participants. The main aims of sport in the Army are to develop teamwork, leadership and fitness; promote health and inculcate the Army's Core Values and Standards in order to enhance the operational effectiveness of all officers and soldiers. Sport can also bring many other benefits and these will be summarised later in this section.

Scope

5.004. In accordance with [Queen's Regulations for the Army](#) para 5.189, this Chapter of AGAI Volume 1 contains the regulations for the conduct of sport in the British Army; unless otherwise stated, it applies to both the Regular Army and Army Reserve. It will articulate the 'who, what, where, when and how' sport is facilitated in the Army. It will also provide guidance on the regulations for Service personnel who are participating in sport at the highest levels; be that amateur, national, international or Professional.

5.005. This Chapter does not cover sport conducted by the Army Cadet Force. Sport in the Army Cadet Force is regulated through the ACF Sports Manual and the Regional Command Army Cadet Sports Directive, both of which can be found in the Cadet Resource Centre hosted within the [Defence Gateway](#). For those without access to the Cadet Resource Centre, advice can be obtained through SO2 Cadet Activities, Cadets Branch, HQ Regional Command or the Army Cadet Sports Development Manager (sports@armycadets.com).

¹ That which is authorised by the UK AFSB, HQ ASCB, Formation/Regional Commanders and unit COs – see [Part 3](#).

Benefits of Sport in the British Army

5.006. Sport provides many benefits to the British Army and these can be summarised as follows:

- a. Promotes development of the Army's Core Values and Standards².
- b. Promotes development of the Army Leadership Code³.
- c. Development of teamwork, team spirit, determination and *esprit de corps*.
- d. Development of physical and mental fitness, general health and well-being.
- e. Development of military skills⁴.
- f. Provision of welfare, a healthy work/life balance and an opportunity to foster and improve morale.
- g. Recruiting and retention⁵ positive.
- h. Direct contribution to the achievement of the aims and objectives set out in the International Defence Engagement Strategy (IDES).
- i. Provides opportunities for Civilian Engagement.
- j. Provides opportunities for 'decompression' from prolonged military tasks.
- k. Provides opportunities to facilitate recovery, rehabilitate from injury and provide activity for Wounded, Injured and Sick (WIS) personnel.
- l. Provides opportunities for positive media communication.
- m. Provides opportunities for personal development through the learning of new skills or the gaining of sports officiating and coaching qualifications in order to ensure sport is delivered safely.

5.007. The benefits listed above all combine to produce officers and soldiers who are more motivated, physically robust and better able to withstand the physical and psychological stresses of operations and capable of projecting the British Army as a collaborative organisation.

Glossary

5.008. A glossary of abbreviations used throughout this instruction is at [Annex A](#).

Contact Details

5.009. The Point of Contact (POC) for this instruction is:

SO2 AT & Sport
Army Training Branch
Army Headquarters
Tel: 94391 7917
Email: ArmyTrg-StratPol-PD-ATSport-SO2@mod.uk

5.010. A list of other POCs that may be useful to the reader is at [Annex B](#).

5.011 - 5.020. Reserved.

² In support of [AC 63813 - Values and Standards of the British Army](#).

³ In support of [AC 72021 - The Army Leadership Code](#).

⁴ ie Target shooting, motor sports, orienteering, nordic skiing, parachuting.

⁵ Armed Forces Continuous Attitude Survey (AFCAS) 2016.

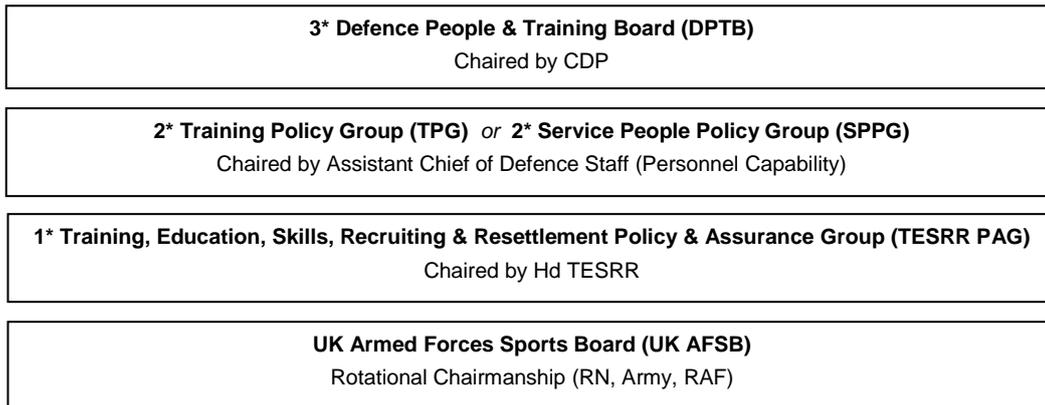
PART 2 – GOVERNANCE, ASSURANCE & SERVICE POLICIES

Governance

5.021. Sport in the military is governed at UK, Ministry of Defence (MOD) and single Service levels. Those responsible for governance provide direction and guidance on the procedures required for the conduct of sport. The following paragraphs will outline the governance structures that apply to the conduct of sport in the British Army:

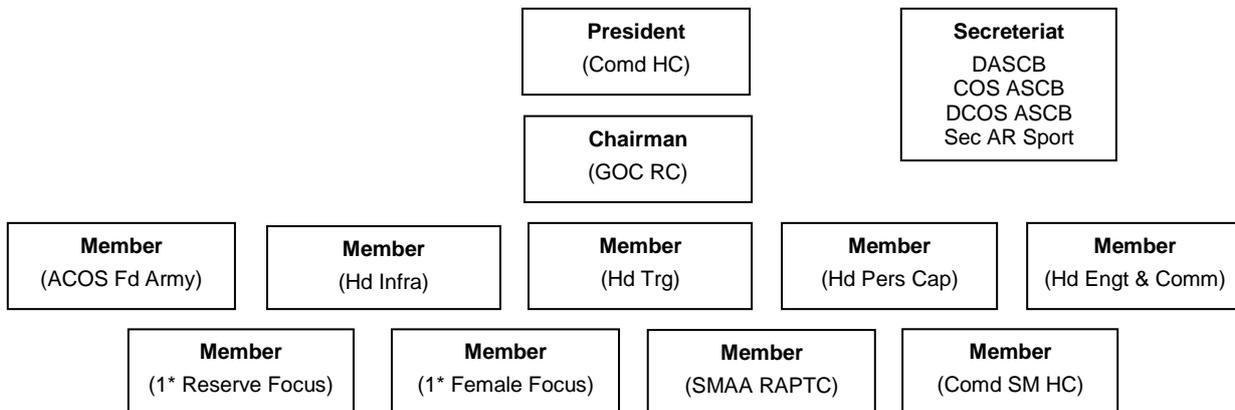
a. **UK Sports Councils and National Governing Bodies (NGBs).** The UK Sports Council (UK Sport) is the lead body for elite-level sport in the UK, it is accountable to the Department for Culture, Media and Sport. The role of developing and promoting sport nationally from the grass roots level is vested in the Sports Councils of each Home Country⁶. A National Governing Body (NGB) for sport must be registered with one of the Sports Councils. NGBs are responsible for publishing comprehensive rules and regulations for the conduct of their respective sporting activities. The alignment of Service sports to NGBs is listed in the extant version of [JSP 660](#)⁷.

b. **UK Armed Forces Sport.** Chief of Defence People (CDP) at MOD is responsible for setting the Armed Forces' Physical Development policy and is accountable to the Defence Board through Vice Chief of the Defence Staff (VCDS). The hierarchical committee structure for the governance and assurance of sport in the UK Armed Forces is represented as follows.



c. The roles and responsibilities of the UK AFSB can be found in [JSP 660](#).

d. **Army Sport Control Board (ASCB).** The governance of sport in the Army is the responsibility of the ASCB, which is formed by senior military members and supported by a civilian Executive Secretariat (known as HQ ASCB). The ASCB's Constitution is shown in the structure below and its Charter is at [Annex C](#).



⁶ Sport England, Sport Scotland, Sport Wales and Sport Northern Ireland.

⁷ [Joint Service Publication \(JSP\) 660 – Sport in the UK Armed Forces](#).

e. Key appointments in the ASCB are summarised as follows:

(1) **Commander Home Command (Comd HC).** Comd HC is *ex officio* the President of the ASCB and, as a member of the Executive Committee of the Army Board (ECAB), reports directly to CGS on all sporting matters.

(2) **General Officer Commanding Regional Command (GOC RC).** GOC RC is *ex officio* Chairman of the ASCB and has overall responsibility for the governance of Army sport. GOC RC is also Chairman of the ASCB Charitable Fund (CF) and, along with the Trustees, is accountable to The Charity Commission.

(3) **Director ASCB (DASCB).** DASCB (and Secretariat) are Crown Servants located at HQ ASCB in Aldershot. DASCB is responsible for the day-to-day management of the duties listed in the ASCB's Charter available at [Annex C](#). DASCB is also the Army's representative on the UK AFSB.

(4) **Head Training (Army) (Hd Trg(A)).** Hd Trg(A) commands the Army Training Branch (ATB) and is responsible for all Individual and Collective Training policy in the Army, which includes sport. In accordance with [AGAI Vol 2 Ch 56](#)⁸, Hd Trg(A) is the appointed Training Requirements Authority (TRA) for Sport. Additionally, Hd Trg(A) is the Army Competent Adviser and Inspector (ACAI) for Physical Development (PD)⁹. Specific responsibilities include:

(a) Leads in the development of policy, standards and training requirements such as coaches and officials.

(b) Input into the development of UK Armed Forces sport policy.

(c) Assists Defence Staff and other Army Staff branches to ensure that the implications of possible legislative and regulatory change affecting Sport in the Army are taken into account.

(d) Allocation of limited public funds for the purchase of equipment to help facilitate sport in the Army.

f. **Army Sport Associations and Unions.** The Army Sport Associations and Unions are subordinate to HQ ASCB and are responsible (through DASCB's Secretariat) to the ASCB for the organisation, administration and delivery of their respective sport in accordance with the ASCB Annual Directive, the rules and regulations of their NGB and inclusive of any applicable Service regulations.

g. **Chain of Command (CoC).** The CoC at Formation, Corps and Unit level is responsible for ensuring the safe and compliant delivery of sport in accordance with Service policy and as advised by HQ ASCB and the Army's Sport Associations and Unions.

h. COs and OCs of independent sub-units are to produce a unit sports directive that encourages safe participation in sport at unit level.

Assurance

5.022. Definition. In accordance with [ACSO 9001](#)¹⁰, assurance is defined as:

An evaluated opinion, based on evidence gained from review, on an organisation's governance, risk management and internal control framework.

⁸ [AGAI Vol 2 Ch 56](#) – Regulations for Training Requirements Authorities.

⁹ Physical Development incorporates Physical Training, Adventurous Training and Sport.

¹⁰ ACSO 9001 – The Army Policy for Audit and Inspection.

5.023. Lines of Defence Assurance. An effective assurance mechanism allows the Army to demonstrate that it is *‘doing the right things and doing them properly’*. The Army has adopted a defence-wide approach to assurance which describes 1st - 4th Lines of Defence Assurance, allowing a spectrum of internal assurance activity between unit and 4* HQ; and beyond to external inspection teams. The Lines of Defence Assurance are defined as follows:

a. **1st Line of Defence.** Assurance provided (internally) by those delivering the output.

(1) This consists of self-assurance activity by the organisation (Unit, Corps or Army level team/association) to measure their own levels of conformity with NGB rules/regulations and Army policy for participation in their respective sport. 1st Line of Defence activities should be part of an organisation’s Business as Usual (BaU) procedures. Self-assurance is to be conducted and recorded at least annually and retained by the respective Secretary.

b. **2nd Line of Defence.** Oversight (of first line) provided from within the CoC in order to ensure policy compliance. This would consist of assurance activity conducted by an organisation’s CoC to ensure that they are complying with the Army’s policy for sport. 2nd Line of Defence would be initiated at the following levels:

(1) **Unit-Level Sport.** Within resources, random assurance checks of sports activities are to be conducted regionally by the Regional Point of Command (RPOC) HQs (supervised by HQ Regional Command); HQ LONDIST and HQ BFC are also required to provide oversight of Army sport at unit level within their respective AORs. Each sport, conducted regionally at unit level, is to be assured at least once in a 3-year cycle. Records of assurance activity are to be retained by the Secretary of the Formation Sport Board and used to inform the Formation Sports Report (see [Part 8](#)). If required, SME advice can be obtained from the Army Sport Associations and Unions, contact details can be found on the [ASCB Website](#).

(2) **Representative Sport.** Within resources, random checks are to be conducted by HQ ASCB. Sports conducted at Representative level are to be assured at least once in a 3-year cycle. Records of assurance are to be retained by ACOS HQ ASCB.

c. **3rd Line of Defence.** An assessment, achieved through internal audit, of the effectiveness of control, risk and performance frameworks.

(1) This layer of assurance is measured more centrally within the Army. Organisations such as the Army Inspectorate or ATB might conduct 3rd Line of Defence. The Physical Development Audit (PDA) and Formation Sports Reports (see [Part 8](#)) are processes that help to inform this level of assurance.

d. **4th Line of Defence.** Assurance conducted by external auditors and regulators.

(1) This would consist of assurance activity conducted by an organisation external to the MOD. An example might be a NGB conducting an audit or assessment of an Army Sport Association’s/Union’s practices or procedures.

5.024. Assurance Responsibilities. Direction and guidance on the assurance responsibilities required for the conduct of sport in the Army can be found at [Annex D](#).

Service Policies

5.025. Within the Armed Forces, there are several sources of policy on sport, these include:

a. **Joint Service Policy for Sport.** The entitlement for, and policy on, the conduct of Service sport is published in [JSP 660](#), produced on behalf of CDP by TESRR.

b. **Army Policy for Sport.** The Army policy for sport is contained in this Chapter of AGAI Volume 1, which is subordinate to [JSP 660](#), and is produced by ATB.

c. **Defence Instructions & Notices (DINs).** Supplementary instructions on the conduct of, or participation in, Service sport may also be published routinely in DINs, which can be accessed from the [Defence Intranet](#). For PD issues, ATB coordinates the submission to the Army Moderator of Channel 7 (Training) DINs, whereas HQ ASCB coordinates submission direct to the Directorate of Defence Communications (DDC) for all Channel 10 (Sport) DINs.

d. **Additional Service Policies.** There are additional Service policies which have an impact on the conduct of sport, where applicable these will be identified separately within this instruction.

Legislative Compliance

5.026. Sport in the Army must also comply with national legislation, such as, but not limited to, Health and Safety at Work, Fire Regulations, Equal Opportunities, Safeguarding and Protecting Children, the Charities Act and Data Protection Act.

5.027 - 5.030. Reserved.

PART 3 - ORGANISATIONAL STRUCTURE

Organisational Principles

5.031. Organisational Levels of Sport in the Army. In principle, sport in the Army is organised at three hierarchical levels which will cater for both team and individual sporting activities:

- a. Service (Army).
- b. Corps.
- c. Unit.

5.032. Whilst the overarching principle is to conduct sport at the three levels above, it does not prevent independent Formations conducting closed competitions for units under their Command, which may include a Brigade Festival of Sport. However, careful programming must be applied to avoid conflict with scheduled Army and regional leagues and championships.

5.033. Representative Sport Definitions. The following definitions are used to categorise sporting representation in the Army:

- a. **Representative Sport.** The term 'Representative Sport' is used to describe activity conducted by individuals or teams representing their Corps, Service¹¹ or the Armed Forces.
- b. **Unit Sport.** The term 'Unit Sport' is used to describe activity conducted by individuals and teams at sub-unit and unit level in Regional, Formation, Corps or Army fixtures, leagues or competitions.

5.034. Leagues and Competitions. Where there is sufficient interest at each level of sport, the Army Sport Associations and Unions will be responsible for co-ordinating the following:

- a. **Service.** Army Team selection and participation in Inter Service and selected civilian fixtures, leagues and championships.
- b. **Corps.** Inter Corps leagues and championships.
- c. **Unit.** Army Major/Minor Inter Unit and Individual leagues and championships¹².

5.035. Regionalised Unit Sport. To help facilitate competitive sport at unit level, sport has been regionalised geographically to help reduce the amount of travel teams may need to conduct. The following geographical structure will allow sport to be played regionally between units:

- a. **Regional Command.** HQ Regional Command co-ordinates the structure for unit sport in the UK (less London District) and Germany using the RPOC HQs. The following regional structure is used to organise regional fixtures, leagues and competitions:
 - (1) **North Ireland.** In Northern Ireland, HQ 38 Irish Bde is responsible for promoting inter unit sport.
 - (2) **Scotland.** In Scotland, HQ 51 Inf Bde is responsible for promoting inter unit sport.
 - (3) **UK North.** In the north of England, HQ NW & HQ 4 Inf Bde are responsible for promoting sport in the region, with HQ NW being the primary coordinator.

¹¹ Including members of the Army Reserve selected to represent the Army and, where demand and talent justifies it, representation in a dedicated Army Reserve team.

¹² Where large numbers of teams enter a competition, then qualifying rounds using the regionalised structure at para [5.035](#) may be required.

(4) **UK Midlands.** In Wales and the Midlands, HQ 160 Inf Bde, HQ 11 Sig Bde and HQ 7 Inf Bde are responsible for promoting sport in the region, with HQ 11 Sig Bde being the primary coordinator.

(5) **UK South.** In the south of England, HQ SW and HQ 11 Inf Bde are responsible for promoting sport in the region, with HQ 11 Inf Bde being the primary coordinator.

(6) **BFG.** In Germany, HQ BFG is responsible for promoting inter unit sport.

b. **London District.** HQ LONDIST¹³ is responsible for promoting inter unit sport.

c. **Cyprus.** In Cyprus, HQ BFC is responsible for promoting inter unit sport.

Sports Boards

5.036. General. The CoC, at all levels, is responsible for the promotion of sport. Primarily, this must be controlled through the creation and conduct of Sports Boards which should be convened at least twice a year¹⁴ in order to facilitate both winter and summer sporting seasons and activities. Sports Boards must consider their entire military population, which could include Regular and Reserve personnel; and both Male and Female participants. A suggested Charter and Constitution of a Sport Board can be found at [Annex E](#). Sports Boards are to be arranged as follows:

a. **Army.** As introduced at [para 5.021d](#), the ASCB, supported by HQ ASCB and the Army Sport Associations and Unions, is responsible for the overall governance, conduct and assurance of sport in the Army. Duties and responsibilities are articulated in the ASCB Charter available at [Annex C](#).

b. **Corps.** The Head of Arm (HoA) of each Arm/Corps is responsible for ensuring that Sport Board meetings are convened at Arm/Corps level and the encouragement of teams and individuals to participate in Inter Corps leagues and championships.

c. **RPOC HQs.** As introduced at [para 5.035](#) above, inter unit sport is broadly facilitated on a regional basis. Those RPOC HQs appointed to coordinate sport in each region are responsible for convening Sport Board meetings to administer sport in their respective areas. The respective PD Branch is to provide support and advice to the Sport Board.

d. **Unit.** Unit Commanding Officers (COs) and Officers Commanding (OCs) of independent sub-units are to establish a Unit Sport Board, which is responsible for the conduct of sport within the unit.

5.037. Sports Appointment Course. Where they are appointed, the Chairman, Secretary and Treasurer of a Sport Board are to complete the Sports Appointment Course in accordance with [2015DIN07-072](#).

Adaptive Sport

5.038. General. Adaptive Sport (AS) plays an important role in the recovery of Wounded, Injured and Sick (WIS) personnel. Participation in AS is covered in Part 4 para [5.075](#).

5.039. Battle Back – Sport (BB-S). BB-S, as a small committee, is Defence's focus for AS and works to the UK AFSB, Defence Recovery Capability (DRC) and single Service Sport Boards. Further information can be found in Part 1, Chapter 1 of [JSP 660](#).

5.040 - 5.050. Reserved.

¹³ On occasion, HQ LONDIST may partner with UK South for the conduct of selected sports leagues and competitions.

¹⁴ Army Reserve units are to conduct at least one Sport Board meeting annually.

PART 4 – PARTICIPATION

Principles of Participation in Sport

5.051. Duty Status. In accordance with Part 1, Chapter 2 of [JSP 660](#), when participating in a correctly authorised sporting activity (see [paras 5.054 and 5.055](#)), SP are acting in the course of their duty and service. However, Service Personnel involved in sporting activity will only be considered On Duty when they are conducting authorised activity with entitled personnel. If being used to facilitate Sport Association activity with non-entitled personnel, then individuals will be Off Duty, unless they have been specifically authorised to conduct Civil Engagement activities in support of HQ Regional Command's Civil Engagement OpO. When delivering sport activity (less civil engagement) to non-entitled personnel at a MOD-owned facility, Associations are to ensure that they have an appropriate encroachment, lease or license in accordance with JSP 362 Chapters 14 & 15 (see para [5.134](#)) and that there is clearly defined management of the following:

- a. The accounting procedures for public and non-public activity.
- b. Procedures for participation by entitled and non-entitled personnel.
- c. The duty status of service personnel when providing support to the Association, particularly when conducting activity with non-entitled personnel.
- d. Appropriate insurance arrangements to cover the Association and its members when conducting activities involving non-entitled personnel.

5.052. Military Skills. As categorised in [JSP 660](#), a number of sports in the Army can also contribute more directly to military skills and are therefore designated as Individual Military Training (IMT). The sports to which this applies are as follows:

- a. **Orienteering.** In direct support of MATT 5 (Navigation) and to complement MATT 2 (Fitness), Orienteering in the Army is designated as IMT. However, IMT status is only applicable to Army Orienteering Association (AOA) endorsed events published in the annual DIN (Authority for Army Orienteering) and military activities conducted in the Home Theatre (defined as the participants' military home location, such as UK, Germany, Cyprus, etc). Participation in orienteering events abroad, Inter Service events and UK Armed Forces representation are conducted as Category 2 Sport.
- b. **Shooting.** In direct support of MATT 1 (Personal Weapon Training), specific disciplines of shooting are designated as IMT. In addition to Service Weapon, under specific conditions detailed in ATB letter [ITrg/PhysDev/19/04](#)¹⁵, the Army recognises some elements of the following shooting disciplines as IMT when conducted below Inter Service level¹⁶:
 - (1) Target Rifle.
 - (2) Small Bore Target Rifle.
 - (3) Target Pistol.
- c. **Alpine Skiing.** Alpine skiing is designated as IMT up to Divisional level. At Army and UKAF level, it is conducted as a Category 2 Sport. The annual DIN (Army European Winter Activity Instruction) refers.
- d. **Nordic Skiing.** Nordic Skiing, comprising of biathlon and cross country, is classified as IMT at all levels. The annual DIN (Army European Winter Activity Instruction) refers.

¹⁵ Re-categorisation of Army Sports Target Shooting to Individual Military Training.

¹⁶ Inter Service and UKAF fixtures are conducted as Category 2 sport.

5.053. Display Teams. The Army has a small number of full-time and part-time Display Teams in sport-related activities (ie parachuting). When training for and delivering Display Team activity, participants are not conducting authorised sport.

5.054. Authorisation to Conduct Sport Activities. In accordance with Part 1, Chapter 2 of [JSP 660](#), the conduct of Service sport activity requires authorisation by an appropriate body acting on behalf of the Defence Council¹⁷ and may include competitive fixtures against civilian opponents. The appropriate body depends on the level of sporting activity:

- a. **Unit.** Unit COs/OCs authorise unit level sporting activity.
- b. **Formation/Regional/Corps.** Formation, Regional and Corps Commanders authorise sporting activity and competitions between units and individuals within their respective AOR.
- c. **Representative Sport.** HQ ASCB authorises all Representative¹⁸ sports fixtures. In addition, they authorise all Army Inter Unit, Army Individual and Inter Corps Competitions.
- d. **UK Armed Forces.** The UK AFSB authorises sporting activities for individuals and teams representing the UK Armed Forces.
- e. **Overseas Sports Visits and Training Camps.** In accordance with [JSP 660](#), HQ ASCB authorises the conduct of all overseas sports visits and training camps, further detail on which can be found in [2016DIN10-048](#). There is no authority to conduct OSVs for Category 3 or 4 sports.
- f. **In-theatre Training Camps.** As an alternative to an overseas sports visit or training camp, sports teams will be permitted to conduct a training camp in their home theatre (ie UK, Germany, Cyprus, etc). Duty status can be afforded to a correctly authorised training camp. Routinely, teams should be restricted to one training camp per year and for a duration of no more than seven days inclusive of travel. Maximum numbers eligible to participate will be the same as that articulated in [JSP 660](#) for overseas sports visits. These activities must be entirely non-publicly funded, however, in accordance with [JSP 752](#), Part 2, Chapter 4, Section 2, HQ ASCB can authorise travel at public expense for Army-level sports teams to conduct one training session per year at public expense. An in-theatre training camp must be authorised by the following:
 - (1) **Unit Teams.** Training camps must be authorised by the CO.
 - (2) **Representative Teams.** Training camps must be authorised by HQ ASCB.
- g. **Other Activities.** Single Service direction and guidance on the authorisation and conduct of activities that are out of scope of [JSP 660](#) and this Instruction is currently being considered by ATB and will be issued in due course.
- h. **Temporarily Employed Elsewhere (TEE).** If a CO authorises an individual to be detached away from the parent unit on temporary employment for sport-related purposes, then both the parent and receiving units must administer the individual in accordance with Section 03/02 of Personnel Administration Instruction 11/16 ([PAI 11/16](#)).

5.055. Authorisation to Participate in Service Sport. Regardless of the level of sporting activity, once authorised by one of the appropriate bodies listed above, the release of Service

¹⁷ Authorisation of an activity does not necessarily bring with it an entitlement for travel at public expense, where [JSP 752](#), Pt 2, Ch 4, Sect 2 and/or [2017DIN10-023](#) (or its successor) must be applied.

¹⁸ See para [5.033](#).

Personnel (SP) to participate in an authorised Service sport is held by the individual's CO/OC. In all cases, participation is to be recorded on unit Part One Orders¹⁹.

5.056. Duty Holding. To further strengthen safety when undertaking Risk to Life (RtL) activities, CGS has directed the implementation of Duty Holding (DH) across the Army. Certain sports, approximately forty, fall in to the scope of DH by virtue of being RtL and as such are to be conducted in accordance with the Army's DH construct. Further details on the Army's DH construct are contained within [LFSO 3216](#) and specific detail with regard to the sports that are considered to be RtL can be found in [FRAGO 01 to OpO 14/002 dated 3 Sep 14](#), from which the main emphasis is summarised below:

a. The OPCOM DH CoC retains responsibility, accountability and authority (RA2) for the authorisation of soldiers' participation in sport through publication of names on Part One Orders. The Army Sports Control Board (ASCB) retains RA2 for Duty of Care within sporting events²⁰. Sports secretaries provide direction on the safe conduct and governance of specific events, in line with clear rules and regulations²¹. Event organisers issue instructions and manage arrangements for their events, in line with direction received, and confirm compliance back to respective sports secretaries. These instructions must provide the relevant detail to enable COs to authorise 'On Duty' participation of their soldiers before their names are entered onto unit Part One Orders. In the case that COs, as Delivery Duty Holders (DDH), have concerns over the risk management for an event they should, in the first instance, seek further assurance from the event organiser. If still dissatisfied they should then apply to the relevant sports secretary.

5.057. Eligibility of Units. Units are eligible to compete in Service fixtures, leagues, competitions or championships as follows:

- a. **Joint Service Units.** The rules for Joint Service units participating in single Service sports events are contained in Part 2, Chapter 1 of [JSP 660](#).
- b. **Major and Minor Units.** Subject to their manned strength²², units will compete in either major or minor unit leagues or competitions. A minor unit can elect to enter a major unit league or competition, but may not enter both the major and minor unit league or competition in the same season.
- c. Sub-units of a major unit are not eligible to enter minor unit leagues or competitions unless they are on detached duty or are the rear party of a deployed unit. See para [5.080b](#) for further detail.
- d. **Reserve Units.** Army Reserve major and minor unit teams are eligible to enter Army competitions on the same basis as Regular Army units. This includes UOTCs/OTRs, but the content of para [5.058g](#) is applicable.

5.058. Eligibility of Participants. The eligibility of SP to participate in Service sport is published in Part 1, Chapter 2 of [JSP 660](#). As well as the participants, the eligibility to engage in Service sport also applies equally to the coaches and officials required for its safe conduct. In addition to the eligibility afforded in [JSP 660](#), the following Joint and single Service restrictions will apply:

- a. **Participation in Single Service Sport Competitions by Joint Service Units.** In accordance with [JSP 660](#), Part 2, Chapter 1, the rules for Joint Service units to participate in single Service sports competitions are:

¹⁹ In exceptional circumstances, where names have not been registered as a player/coach/official on unit Part One Orders prior to the fixture/event taking place, for audit purposes the OIC is to ensure that names are entered retrospectively on to unit Part One Orders as soon as practically possible and preferably within 48 hrs of the activity.

²⁰ So meeting the Army's obligations to HASWA 74.

²¹ As supplied by NGBs, UK AFSB or ASCB.

²² See [para 5.080](#).

- (1) Personnel of all 3 Services on the strength of any Joint establishment may represent those establishments.
 - (2) In single Service cup competitions, teams may comprise up to 50% of players from other than the host Service.
 - (3) Joint establishments may enter teams in all 3 single Service cup competitions but individuals will only be eligible to play in one such competition in any one season.
- b. **Army Inter Unit Competitions.** Individuals may only represent one unit in an Army Inter Unit competition, except in the following circumstances:
- (1) Individuals competing with one unit are assigned to another unit and both units are participating in the same competition.
 - (2) Officers commissioned from RMAS on assignment to their units.
- c. **Temporary Attachment.** Individuals who are temporarily attached to another unit for six months or more (including courses) are eligible to compete for that unit. Individuals temporarily attached for less than six months must continue to represent their parent unit.
- d. **ARTD Training Units.** Permanent Staff (PS) on the established strength of Training Units are eligible to compete for that unit. Soldiers undergoing Phase 1 Training²³, (less those serving at Junior Entry Establishments), are not eligible to compete for the unit or as individuals, regardless of the length of the course, but they are introduced to low-level sport activities as part of the training syllabus. Soldiers on, or awaiting, Phase 2 Training, and those Phase 3 soldiers who are on courses of six months or more²⁴, are eligible to compete for that training unit.
- e. **Junior Entry Establishments.** Trainees at Army Junior Entry Establishments are eligible to:
- (1) Compete for their unit in Junior class events.
 - (2) Compete in Army Individual Junior competitions, subject to [para 5.058j\(2\)](#) below.
 - (3) Compete for their unit in Army Junior team competitions, subject to [para 5.058j\(2\)](#) below, but not in the same team as PS.
- f. **Royal Military Academy Sandhurst.** Both Permanent Staff (PS) and Officer Cadets (OCdts) on the establishment of RMAS are eligible to represent the Academy, however combined teams of PS and OCdts are not permitted to enter Army Inter Unit competitions. OCdts are not eligible to represent an Arm/Corps.
- g. **University Officer Training Corps (UOTC).** UOTCs are classed as Army Reserve units. The following restrictions will apply:
- (1) PS and OCdts may compete for the UOTC in unit level fixtures, unless exceptionally granted 'Amalgamation/Affiliation' status (see [para 5.080](#)).
 - (2) PS and OCdts are eligible to enter Army Individual competitions.
 - (3) OCdts are eligible to be selected for Army level teams, but not for Inter Service fixtures.
 - (4) OCdts are not eligible to represent a Corps.

²³ In accordance with [JSP 660](#), Pt 1, Ch 2, Soldiers undergoing Army Reserve Phase 1 or 2 Training may participate in Army sport providing they have been attested and are actively completing the Formal Training Statement (FTS) of their respective cap badge.

²⁴ SP on courses of less than 6-months duration are normally held on the posted strength of their parent unit and are therefore not eligible to represent the training unit conducting the course which they are attending.

(5) For Army Inter Unit and Army Individual competitions, participation of UOTCs and OCdts is at the discretion of respective Army Sports Associations and Unions, who must consider the capacity of a competition and may, if necessary, introduce a priority loading system.

h. **Resettlement/Terminal Leave.** Personnel on resettlement/terminal leave are eligible to compete for the unit to which they are assigned until the day prior to their discharge. However, individuals wishing to participate in official sports activity should leave sufficient time between their last event/fixture in order to complete their final discharge medical.

i. **Civilians.** Civilians, excluding Army Veterans²⁵, of any description, are not eligible to compete in any Army Inter Unit or Army Individual competitions. They may, subject to the rules of the respective activity, be allowed to compete in other fixtures that are not qualifying rounds of Army Championships. However, to do so, they must participate in their own time and have their own personal accident and third party liability insurance, as MOD will not accept liability for their participation.

j. **Mixed Participation.** The following restrictions will apply:

(1) **Male/Female.** Organisers are to abide by the respective NGB rules, laws or regulations regarding the playing of males and females in 'Mixed Teams' and when competing against each other in individual competitions. Where there are no NGB rules, laws or regulations in place, organisers are to seek advice from HQ ASCB.

(2) **Junior/Adult.** Organisers are to abide by the respective NGB rules and regulations regarding the playing of juniors and adults, both together and against each other, in team and individual competitions. Where there are no NGB rules, laws or regulations, organisers are to seek advice from HQ ASCB.

k. **Medically Downgraded Personnel and Light Duties Proformas.** The reasons for which an individual might be medically downgraded or issued with a Light Duties Proforma can be varied. In many cases, a Light Duties Proforma or a Joint Medical Employment Standard (JMES) category of Medically Limited Deployability (MLD) or Medically Not Deployable (MND) may limit an individual's ability to participate in sport. Therefore, in accordance with PULHHEEMS Administrative Pamphlet 10 ([PAP 10](#)), individuals should only be permitted to participate in service sport if it is specifically documented on the Light Duties Proforma, annotated on the individual's Appendix 9 or authorised through a unit Medical Officer. Where Service personnel are not categorised as Wounded, Injured or Sick (WIS) (see para [5.075](#)) and participating in sport as part of their Individual Recovery Plan (IRP), then COs/OCs may, at their discretion, limit an individual's participation in sport if the individual is unable to attempt Service fitness tests or assessments.

5.059. Participant Status. When considering participation in Service sport by personnel in different age groups or ability levels, the terminology to be used to avoid confusion with NGB definitions can be found in [JSP 660](#), Part 2, Chapter 1, where the following categories are defined:

- a. Development.
- b. Senior.
- c. Masters.
- d. Veterans²⁶.

²⁵ Subject to the competition rules established by the respective Sports Association or Union, Army Veterans can be considered eligible to participate in Masters level competitions, but only in accordance with the specific criteria in [JSP 660](#), Part 2, Chapter 1, Para 13.

²⁶ A veteran is an individual who has served in the UK Armed Forces but has since retired or left the Service. A veteran may only participate in Service sport in specific circumstances, [JSP 660](#) Part 2 Chapter 1 refers.

5.060. At Representative level, in addition to establishing Senior teams at Corps and/or Army level, Sports Associations and Unions may request authority from HQ ASCB to establish a Development and/or Masters Team (inclusive of Men's and/or Women's teams), providing they can demonstrate that participation levels and performance standards justify it. Once authorised by HQ ASCB, travel at public expense is eligible in accordance with [2017DIN10-023](#) or its successor.

5.061. Priority of Claim on Players. The order of priority of claim on players, both within and between sports, in the event of fixture clashes within a few days (dependent on that sport's normal separation of fixtures) is as follows:

- a. Country.
- b. UKAF Senior, Masters or Development Team Representation.
- c. Army Senior, Masters or Development Team Representation.
- d. County (when the Army is competing against a County, the Service has prior claim).
- e. Units in Quarter Final and subsequent stages of an Army Championships.
- f. Corps (when a Corps is competing against a County, the Corps has prior claim).
- g. Formation, Bde, Garrison.
- h. Unit.
- i. Civilian Club.

Participation in Sport for Non-Service Purposes

5.062. Participation in Civilian Sport. In accordance with Part 2, Chapter 1 of [JSP 660](#), SP participating in civilian sport (at all levels) are to do so in their own time, at their own risk and at personal, or non-public, expense. It is strongly recommended that individuals participating in civilian sport consider taking out appropriate levels of personal accident and third party liability insurance.

5.063. Participation in Professional, National, International and Elite Sport. In accordance with Part 2, Chapter 1 of [JSP 660](#), competing, coaching or officiating for Professional or National teams at International sports events is to be encouraged, but SP must understand that, in most cases, it is not part of Service, therefore they do so in their own time, at their own risk and at personal, or non-public, expense. The following details are applicable:

- a. **Participation in Sport by Professional Sportsmen and Women.** On occasion, the Army has SP who play their sport professionally, for which they are remunerated by a non-Service organisation. Further guidance on the management of professional sportsmen and women can be found in [AGAI Volume 3, Chapter 111](#)²⁷ and [Army Corporate Standard \(ACS\) 03](#)²⁸.
- b. **Army Elite Sports Programme.** Some SP competing at National level may be afforded 'elite' status and are managed within an Elite Sports Programme covering 3 Tiers of talent. In some cases, they may be assigned to the Resilience Margin (ReM). Guidance on the management of elite athletes and the Army Elite Sports Programme is at [Annex F](#).
- c. **National Standard/Age Group Athletes.** Some SP may be selected by their NGB to represent GB or their Home Nation in their respective sport, but are deemed outwith the

²⁷ AGAI Volume 3, Chapter 111 - Professional Sportsmen and Women in the Army.

²⁸ ACS 03 – Professional Sportsmen/women in the Army.

Army Elite Sports Programme²⁹. They compete entirely in their own time, but may be eligible for non-public funding through the ASCB to assist them in their sport. Sports Associations and Union Secretaries are required to monitor these athletes and notify HQ ASCB of any notable performances and selections by the NGB. HQ ASCB maintains a database of all NGB recognised athletes.

d. **Identification and Tracking.** HQ ASCB is the focal point for the identification of talented sports personnel. HQ ASCB is to be supported by RMAS, ARTD Phase 1 organisations³⁰, Corps HQs and Sport Boards³¹, who are requested to complete [Annex G](#) and forward it to the Office Manager at HQ ASCB after each course or Board meeting. Thereafter, names of nominated individuals will be collated and disseminated to Army Sports Association and Union Secretaries who are to follow-up on leads where talented athletes are identified and confirm the level of representation to HQ ASCB to ensure the individuals are correctly categorised and monitored going forward. Elite status is only awarded at a formal boarding process. HQ ASCB will consult with all interested parties before reaching such a decision (eg Unit, CoC, APC, Hd M(A), NGB, etc.) as set out at Annex F. The form at [Annex G](#) is also to be completed in full and forwarded to HQ ASCB when a potential talented individual has been identified at a later stage in their career, normally through Corps or Army level sport. As a guide, individuals that have competed at the following levels should be included in any submissions:

- (1) Great Britain (Senior, Junior or age group).
- (2) Home Country (including UK countries and other nations).
- (3) Professional or Semi-professional representation.

e. **Database.** HQ ASCB is to maintain a database of NGB recognised sports personnel. This will include information such as career status, funding, training, competition and NGB involvement.

f. **Funding.** Costs incurred in training and competing for the National team will be a matter for discussion with the NGB. Non-public funding may be available to individuals in the form of an Olympic Competitor's Grant (OCG) or an International Competitor's Grant (ICG) from the Army Sports Lottery (ASL). Individuals must be registered on HQ ASCB's talented athlete database before an ICG or OCG can be applied for. Further details on ASL grants can be found in [2017DIN10-008](#) or its successor.

5.064. Participation in Sport for Charitable Purposes. In accordance with Part 2, Chapter 1 of [JSP 660](#), Service sport must not be conducted for the primary purpose of raising money for charity. Public funding (including travel and transport) is inadmissible for participation in such events. If a Service sporting event has been correctly authorised, informal charity fund-raising on a voluntary basis as a subsidiary activity may be conducted, but a payment to charity must not be a condition of entry in to, or participation at, the event.

5.065. It is MOD policy not to support charities or charitable events without recovering costs. In accordance with Part 1, Chapter 19 of [JSP 462](#)³², the abatement of charges for some charitable events could be considered, however a business case which demonstrates the tangible benefit to Defence will require approval through Budget Holders in accordance with Delegated authority ([Army TLB Delegation Matrix](#)). All abatements must be reported in the [Public Subsidy and Gifting Return](#).

²⁹ They may be older competitors, Masters level and no longer likely to reach the Elite level of their sport in the Senior or Open category, or they may still be developing and could move up into the AESP in the future.

³⁰ AFC(H), ATC(P), ATR(W) and ITC(C).

³¹ Service, Formation, Corps or Unit.

³² JSP 462 – Financial Management and Charging Policy Manual.

Duty Status, Compensation and Insurance

5.066. Duty Status. In accordance with Part 1, Chapter 2 of [JSP 660](#), when participating in a correctly authorised sporting activity (see [paras 5.054 and 5.055](#)), SP are acting in the course of their duty and service.

5.067. Out of Hours Sport. Sports events, training and competitions do not have to be held within normal daily working hours to be considered as authorised activity. However, authorisation in accordance with this AGAI must be given to attract 'On Duty' status.

5.068. Compensation. In accordance with Part 1, Chapter 2 of [JSP 660](#), if SP become ill, are injured or killed as a result of participation in authorised Service sport, there may be an eligibility for compensation in accordance with [JSP 765](#)³³. However, all applications for compensation are considered on a case-by-case basis when determining eligibility.

5.069. Insurance. In view of the 'case-by-case' nature of claims for compensation and to cover individuals when they might be deemed to be 'Off Duty' or conducting activity that has not been correctly authorised, SP are to be strongly encouraged by the CoC to ensure that they have personal accident and third party liability insurance when engaged in sport activities³⁴.

The Conduct of Sport in the Army

5.070. Unit Sport. In principle, all Regular Army units, less those in ARTD, are to include a minimum of two hours of sport per week in their unit programmes; for unit teams and individuals this should, routinely, be programmed on a Wednesday afternoon. ARTD units are to encourage sporting participation, but it should not be at the detriment of primary training activities. Army Reserve units are to actively encourage sporting participation.

5.071. COs and OCs are to ensure they are aware of the rationale behind the conduct of sport and the contribution it makes to military ethos and morale within the Service. Sport is to be actively promoted and individuals are encouraged to participate fully in the many sports that the Army supports and funds. In addition, they are to:

- a. Make the time, facilities, equipment, clothing, coaches and officials available for Service personnel and teams to enable participation within a safe environment.
- b. Act as the Delivery Duty Holder (DDH) when authorising participation in Risk to Life (RtL) Sports as detailed in [FRAGO 01 to OpO 14/002 dated 3 Sep 14](#).
- c. Field at least two summer and two winter teams (one summer and one winter team for Minor and Reserve units) selected from the key team sports as described at para [5.082](#) below.
- d. Issue a Unit Sports Directive compliant with the direction and guidance in this AGAI.
- e. Ensure that the unit has an effective development plan to generate suitably qualified coaches and officials across the sports that the unit elects to participate in.
- f. Appoint the following representatives of the Unit Sport Board:
 - (1) Unit Sport Board Chairperson (routinely the unit 2IC).
 - (2) Unit Sport Board Secretary (routinely the RAPTC Instructor).
 - (3) Unit Sports Officer.

³³ JSP 765 - MOD Compensation Scheme Statement of Policy.

³⁴ Including fixtures, training sessions, training camps and overseas sports visits.

- (4) An OIC for each sport undertaken by the unit.
 - (5) Female Focus (where applicable).
 - (6) Army Reserve Focus (where applicable).
 - (7) Treasurer/Fund Manager.
- g. Ensure the Chairman, Secretary, Treasurer and RAPTC Instructor have completed the Sports Appointment Course in accordance with [2015DIN07-072](#).
- h. Consider appropriate recognition, through the individual's Annual Report, for those who willingly and voluntarily organise and conduct sport within the unit and the Army.
- i. Submit reports and returns as described at [Part 8](#).

5.072. Corps Representative Sport. Inter-Corps Sports competitions should, where feasible, be staged for all the key team sports as a minimum. This provides an alternative higher forum and more challenging arena in order to identify, foster and develop the more talented and gifted sporting individuals. In conjunction with HQ ASCB's Associations and Unions, it is a vehicle for providing new talent for Army representative teams. As well as the Senior Corps team (male, female or mixed), teams may also be formed for Development or Masters teams (see [para 5.059](#)).

5.073. Female Sport. Every effort is to be made to ensure females have a sufficient range of team sports in which to participate. For many units with female soldiers, especially those with few in number, the opportunities for Female Sport may be limited; therefore, units should approach their Formation PD Branch with regards to amalgamations and affiliations (see [para 5.080](#)). Formations and units are responsible for ensuring that a female focus is appointed at each level and that Female Sport is given every opportunity to compete in all Formation leagues and competitions; inclusive of Army qualifying rounds. Formation Sports Boards are, where sufficient interest exists, to ensure a female 'Festival of Sport' is programmed annually.

5.074. Army Reserve Sport. In principle, there is no differentiation between the rules and regulations for Regular Army and Army Reserve sport, however there are some specific details which are applicable to Army Reserve sport, these are as follows:

a. **Administration.** The administration and conduct of Army Reserve sport falls under the remit of HQ ASCB. The Secretary of Army Reserve Sport is a Reservist post funded through HQ RC MTDs and who reports to COS HQ ASCB. In most cases Reserve Sport is subsumed within the responsibilities of the Sports Associations and Unions to ensure that Reserve personnel may participate as unit teams or individuals within Army organised sports fixtures. Where appropriate, a Reservist may be appointed within each overall Sport Committee structure as the Reserve focal point. Where sufficient interest and demand exists in certain team sports, a dedicated Reserves Secretary may be formally appointed, attracting MTDs, to assist the Secretary in promoting and delivering Reserve sport; currently this applies to Basketball, Football, Hockey, Netball, Rugby Union and Volleyball. The Secretary Army Reserve Sport is responsible for:

- (1) Coordinating Army Reserve and UOTC competitions and Reserve Representative matches in conjunction with the Reserve sport secretaries.
- (2) Coordinating and advising on sporting participation of Army Reserve personnel in conjunction with the Regular Army's Regional, Corps and Army sport secretaries.
- (3) Promoting the wider participation by Army Reserve units and personnel in key sports, promoting recruiting and retention opportunities and supporting community engagement events through sport.

(4) Attending HQ ASCB Prayers and Sports Management Meetings as directed by COS HQ ASCB.

- b. **Participation in Unit Sport.** Army Reserve major and minor unit teams and individuals are eligible to enter Army leagues and competitions. However, Regular Army competitions usually take place on a week day (routinely Wednesday) and this must be an Army Reserve unit's first consideration when planning to participate in Army sport. Where this cannot be achieved, Army Reserve Sport Secretaries can coordinate specific competitions and fixtures providing there is sufficient demand. Details of Army Reserve sports secretaries and sports conducted for the Army Reserve can be found on the [ASCB Website](#). In addition, Army Reserve units are encouraged to compete against local sports teams to enhance community engagement.
- c. **Participation in Representative Sport.** The eligibility of Army Reserve personnel to participate in sport at each level is dependent on their engagement type as detailed in [JSP 660](#), Part 1, Chapter 2.
- d. **The Queen's Challenge Cup.** The Queen's Challenge Cup is the OTCs' and OTRs' main annual sporting event. It is conducted annually at RMAS, normally in Apr, with AD OTC taking the lead. HQ RMAS Gp nominates a lead OTC/OTR to organise the event.
- e. **Travel.** Travel at public expense, either through unit travel budgets or the Representative Sports Travel Budget (when specifically authorised), is admissible in accordance with current regulations as detailed at [Part 6](#) and subject to affordability.
- f. **Man Training Days (MTDs).** Commanders are to take participation in sporting activity into account when allocating MTDs. If affordable, personnel taking part in authorised sport are eligible for pay, see para 01.02.204 of [Reserve Land Forces Regulations 2016](#). If not, some provision remains within the Army Reserve Regulations for members of the Army Reserve to be 'On Duty' and not in receipt of pay (C-1 or C-2 Trg), further detail can be found at Para 01.02.016 of the [Reserve Land Forces Regulations 2016](#).
- g. In order to ensure that participation in sport is linked to operational efficiency, Representative sport may only be conducted by personnel who have already attained their Certificate of Efficiency or are exempted this prerequisite by their CO.
- h. **Use of Sports Facilities.** Army Reserve personnel in possession of a Service ID card (MOD 90) are permitted to use MOD sports facilities.

5.075. Adaptive Sport. In their initial stages, Adaptive Sport (AS) programmes complement the rehabilitation of Wounded, Injured and Sick (WIS) Service personnel and facilitate their return to an active lifestyle. In addition, it offers the opportunity to: continue to participate in sport; gain coaching and officiating qualifications; provide a pathway to elite sport; and develop transferable skills that will, where appropriate, support the transition from Service to civilian life.

5.076. Where sporting activity forms part of an Individual Recovery Plan (IRP), the authority for duty status and public funding lies with the CoC within the Recovery Pathway and following the relevant medical clearances for participation. Within an IRP, AS will be individually focused rather than team focused with sport seen as an accelerant to recovery. To meet the needs of the IRP, if necessary any sport regardless of categorisation, can be authorised by the Recovery Pathway CoC for 'On Duty' status and publicly funded travel. This funding can be supplemented by sponsorship where appropriate and justified³⁵.

5.077. AS is conducted within extant policy guidelines laid down for the conduct of Army sport and where feasible and appropriate should be embedded within able-bodied programmes using

³⁵ [JSP 462 - Financial Management and Charging Policy Manual - Part 2 - Ch 7 - Sponsorship](#).

available resources. Where at all possible Adaptive and able-bodied sport is to be organised to allow participation alongside each other on equal terms.

5.078. When WIS personnel are no longer assigned to their single Service Recovery Pathways, the status of their participation in sport mirrors that of their able bodied counterparts.

5.079. Service AS programmes may focus on the following Paralympic sports:

| | |
|-----------------------------------|-----------------------------|
| Alpine Skiing (incl Snowboarding) | Goalball |
| Archery | Ice Sledge Hockey |
| Association Football | Judo |
| Athletics | Lawn Tennis (Wheelchair) |
| Basketball (Wheelchair) | Powerlifting |
| Biathlon/Nordic Skiing | Rowing |
| Boccia | Rugby (Wheelchair) |
| Canoeing | Sailing (Offshore & Dinghy) |
| Curling (Wheelchair) | Swimming |
| Cycling | Table Tennis |
| Equestrian (Dressage only) | Target Shooting |
| Fencing (Wheelchair) | Volleyball (Sitting) |

5.080. Composition of a Unit for Sporting Purposes. HQ ASCB (supported by Formation PD Branches) authorises and owns the lists of unit amalgamations for sport. There are several factors which will affect the composition of a unit for sporting purposes:

- a. **Major/Minor Unit Status for Sport.** For Army Inter Unit Competitions or Championships, the established strength of a unit (or group of units amalgamated together) will be used to classify the unit/s as either a Major or Minor Unit for sport. Strengths are as follows:
 - (1) **Major Unit.** A Major Unit is defined where the unit, or group of amalgamated units, have a total established strength of 300 personnel or greater.
 - (2) **Minor Unit.** A Minor Unit is defined where the unit, or group of amalgamated units, have a total established strength of 299 personnel or less.
- b. Where a Major Unit is experiencing long-term undermanning and the manned unit strength falls to 299 personnel or less, then it may submit a written application to HQ ASCB, through their Formation PD Branch, to participate in sport as a Minor Unit until their manning levels increase.
- c. Where a Major Unit has personnel deployed on official military tasks (operational deployments, short-term training teams, etc.) and it means that their available strength falls below 299 personnel, they may apply to HQ ASCB, through their Formation PD Branch, with a written justification, requesting temporary authority to participate in specifically named competitions as a Minor Unit, but only where those deployed are unavailable for the entire duration of the competition (including preliminary rounds, quarter-finals, semi-finals, etc.).
- d. A Major Unit that has a mixture of male and female personnel can apply to HQ ASCB, through their Formation PD Branch, for Minor Unit status providing the number of serving male personnel is 299 and below. A Major Unit wishing to apply for Minor Unit status is to do so by 1 Mar for the forthcoming Summer season and 1 Aug for the forthcoming winter season. The unit status will then apply to all sports for the duration of that season only.

e. **Amalgamations for Sport.** Units that have insufficient male personnel to produce viable sports teams are eligible to amalgamate with other local units. For female and Army Reserve amalgamations the following principles will apply:

(1) **Women's Team Amalgamations.** Where there are insufficient women to produce viable unit sports teams within a localised area, consideration can be given to female amalgamations on a Station, Garrison or Regional basis. These amalgamations can be different to the amalgamations for men's teams.

(2) **Army Reserve Amalgamations.** Due to the disparate geographical spread of Reserve units, amalgamations can be considered in two separate formats:

(a) **Army Fixtures.** Reserve units (including sub-units) can amalgamate with their nearest Regular unit or, if geographically viable, a formally paired Regular unit to enable participation in Army leagues, competitions and fixtures.

(b) **Army Reserve Fixtures.** When participating in a league, competition or fixture which is only open to Reserve units, sub-units will represent their parent unit.

f. **Amalgamations by Exception.** In very minor sports where participation levels are low and units may not have sufficient interested personnel to generate a team, to help promote participation in the sport by individuals, HQ ASCB may authorise Associations and Unions to permit teams to be formed from regional or capbadge groups. However, these teams will only compete as guests, will not be able to win the competition and must not prevent the progress of an eligible team in the competition.

g. **Amalgamation Lists.** Formation PD Branches are responsible for compiling and submitting lists of amalgamations (including men's, women's and Reserve units) in their respective area to HQ ASCB for authorisation by 1 Apr annually.

h. **Individual Affiliations.** Individuals serving in a unit that is unable to enter an Army league or championship in their chosen sport may apply to be 'affiliated' to the nearest unit that is playing and competing in that sport. This affiliation must have the approval of both unit COs/OCs. Applications for affiliation are to be submitted with full justification to HQ ASCB, through the Formation PD Branch. Once authority is granted, the individual will be affiliated to the respective unit for all other sports for the duration of the competitive season. Affiliations should be reviewed at least annually.

5.081. Corps Affiliations. In addition to the affiliations for individuals in units as described above, there may be occasions when individuals participating at Corps level are unable to represent their own Corps because that Corps does not participate in the individual's sport. Applications are to be endorsed by the affiliating Corps Sports Boards, supported by the respective Sports Association/Union Secretary and authorised by HQ ASCB on a case-by-case basis and are to be re-submitted annually.

5.082. Key Team Sports. The many benefits of sport are introduced at [para 5.005](#). However, some sports make a more significant contribution to the moral and physical components of the Army's Operational Capability. Therefore, at unit level, and where sufficient interest is evident, COs/OCs should prioritise participation in the Army's key team sports, which are:

- a. Association Football.
- b. Athletics (Track and Field).
- c. Boxing.
- d. Cricket.

- e. Cross Country.
- f. Cycling.
- g. Hockey.
- h. Netball.
- i. Rugby Union.
- j. Rugby League.
- k. Swimming.

5.083. Snow and Ice Sports³⁶. By the nature of their locational and logistical complexity, Snow and Ice Sports have their own arrangements, these are detailed in an annual DIN (Army European Winter Activity Instruction – currently [2016DIN07-123](#)).

5.084. Army Sports Trophies Competition. To help promote sporting participation at unit level, the ASCB sponsors the Army Sports Trophies Competition. The Competition is co-ordinated by HQ Regional Command and captures unit sporting participation levels and achievements over a 12-month period (usually Oct-Sep annually). Participation is voluntary, however all units are strongly encouraged to take part and submit results. Trophies are awarded to both Major and Minor units; the overall winners in each category will be presented their trophies at the Army Sports Awards, normally in November. Further details are published annually by HQ Regional Command.

Substance Misuse

5.085. General. [AGAI Vol 2 Ch 64](#) provides the Army's policy on substance misuse and includes specific reference to sport. There are a number of substances which claim to enhance sporting performance. However, many of these substances are banned by sporting bodies. Any Serviceperson who is subject to testing by a sporting body and who is found to have breached their rules by taking a performance enhancing substance may also be subject to administrative action in accordance with [AGAI Vol 2 Ch 67](#). Substance misuse is now regularly communicated throughout the Army as part of MATT 6 – Values & Standards and routine notices on unit Part One Orders.

5.086. Supplements. Personnel should exercise special care in the use of dietary supplements for sport or fitness as there is a risk of contamination with substances that may produce a positive Compulsory Drugs Test (CDT) result. In the UK, the HFL Sports Science³⁷ owned "Informed-Sport programme" was set up with the support of UK Anti-Doping (UKAD) to evaluate the process integrity of supplement manufacturers and to screen supplements and ingredients for contamination. Products that have passed this screening process can be found at www.informed-sport.com. If a soldier claims that a positive CDT result was likely attributed to the taking of dietary supplements, then the CO should investigate all factors and take into account the extent to which the soldier took any precautions before taking the supplement. Further guidance for COs can be found in [AGAI Vol 2 Ch 64](#).

5.087. Anti-Doping Code. It is UK National policy that doping in sport is cheating; it is fundamentally contrary to the spirit of sport and endangers the health of athletes, further details can be found from [UK Anti-Doping](#). Athletes have the right to compete in doping-free sport and have a responsibility to ensure they are competing without the use of prohibited substances or methods. All Army sportsmen and women who take part in competitive sport should be aware of the World Anti-Doping Agency (WADA) policy and its list of prohibited substances as it relates to

³⁶ Also referred to as 'Army Winter Sports'.

³⁷ HFL Sport Science is an independent drug surveillance laboratory owned by LGC.

sport. They should take advice from their respective sport's NGB and the [World Anti-Doping Agency](#) list of banned substances may be more extensive than that stated in Service policy³⁸.

5.088. Alcohol. Alcohol affects individuals in different ways. In most people it can affect their ability to coordinate their actions or perform simple tasks. All sports conducted by the Army require good levels of skill and coordination, which could be adversely affected by the consumption of alcohol, thus posing a risk to the safety of the individual and/or others.

5.089. Fitness to Participate in Sport. Organisers of sport activities or match officials should not permit an individual to participate in authorised sport whilst on duty if they believe that the individual is under the influence of alcohol or other substances and thereby pose a risk to the safety of themselves and/or others.

5.090 – 5.100. Reserved.

³⁸ [2012DIN01-124](#)

PART 5 – COACHES, OFFICIALS AND COURSES

Coaches and Officials

5.101. Coaches and officials in sport are an essential requirement, both to ensure that the sport is played effectively and safely, and to encourage participation. All sports that are undertaken within the Army should, wherever possible, be under the supervision of qualified coaches and officials. A sports coach or official must be a Suitably Qualified and Experienced Person (SQEP), and current in accordance with NGB/Service requirements. Coaches and officials are responsible for ensuring fair play, the application of rules and laws of the sport and the adherence to any code of conduct and standards that may be in place. COs are to ensure that sufficient coaches are in place for sport to be conducted. In exceptional circumstances, COs may authorise competent but unqualified personnel to supervise low-level, informal, unit sport.

5.102. Many NGBs have implemented the UK Coaching Certificate (UKCC) scheme, which covers most sports and consists of five levels, from Level 1 (the introductory level) to Level 5 (the most advanced). This scheme is likely to supersede most other coaching schemes. In order to be accredited to a NGB the Army is required to conduct sport in accordance with the regulations of that particular NGB.

5.103. In order to meet the Army's requirement to conduct sport at Representative level, commanders are to encourage further development of coaches and officials to achieve higher level qualifications.

Continuation Training for Sport - Statement of Training Requirement (SOTR)

5.104. Calculations for providing a SOTR for continuation training for sport is complex given that COs have the flexibility to focus on specific sports rather than be mandated to any given sport. The flexibility currently given to COs to choose their unit's sporting focus is often fundamental to the sporting ethos and history/tradition of the unit. Therefore, in order to develop SQEP coaches and officials aligned to a unit's elected sports, there is a requirement for individuals to undertake continuation training to qualify appropriately. Further details can be found in [2014DIN07-028](#).

Continuation Training for Sport – Army Sports Association Clubs

5.105. As detailed in [2014DIN07-028](#), there are a number of Army Sports Association Clubs³⁹ where Army personnel can conduct continuation training⁴⁰. All Army Sports Associations that run courses or provide facilities for soldiers to conduct continuation training are to establish whether the soldier is 'On Duty' or not before services are provided. Soldiers must provide evidence that authority to attend has been entered onto unit Part One Orders. Soldiers unable to provide evidence of their duty status are to be considered 'Off Duty'. All documentary evidence must be kept for historical reference and audit if abatement is to be sought.

Responsibilities

5.106. The responsibility for ensuring that the Army has sufficient coaches and officials to meet requirements is as follows:

- a. **Army Training Branch (ATB).** ATB represents the Training Requirements Authority (TRA) and determines the requirement for the training of sports coaches and officials in the Army through the Statement of Trained Requirement (SOTR) process. They determine this requirement in close collaboration with HQ ASCB and ASPT.

³⁹ An Army Sports Association Club is the name given within this document to a Service Club that may provide courses and training on an ad-hoc basis when required.

⁴⁰ Such as, the Army Parachute Association which operates out of Netheravon and the Army Sailing Association which operates out of Thorney Island. For transparency, the service that each of these non-publicly funded entities provide to the public purse, and the basis on which it is provided, should be formally recorded in a separate contractual agreement.

- b. **HQ ASCB.** HQ ASCB is responsible for ensuring that all Army Sport Associations and Unions have sufficient coaches and officials to run their sports at Representative level. COS ASCB oversees the procedure for Association and Union reports to be included in DASCB's annual report to the President ASCB.
- c. **Army Sport Association and Union Secretaries.** Army Sport Association and Union Secretaries are responsible for:
- (1) Developing a plan to attract new coaches and officials and identifying those who have the potential to progress to a higher level.
 - (2) Producing a Management Plan that includes the requirement for future courses and their associated costs.
 - (3) Where required, organising courses with their respective NGB to train and subsequently qualify coaches and officials.
 - (4) If necessary, where a suitable qualification does not exist or the Army is unable to generate qualified coaches and officials through the NGB pathway, engage with their respective NGB to scope the feasibility of whether an Army-specific qualification could be developed.
 - (5) Communicating, via the network of known sport secretaries⁴¹, any changes to NGB rules and regulations for their respective sport.
 - (6) Maintaining a database of personnel qualified in their respective sport⁴².
- d. **HQ RAPTC.** HQ RAPTC, through the ASPT, is responsible for the training of RAPTC Instructors. The remit of a RAPTCI includes officiating qualifications to support the conduct of sport at unit level in the following activities:
- (1) Athletics Officiating.
 - (2) Boxing Officiating (Judge & Timekeeper).
 - (3) Cross Country Officiating.
 - (4) Swimming Officiating.
 - (5) RAPTCIs may also hold other qualifications in self-selected sports.
- e. **Regional Sport Boards.** Regional Sport Boards are responsible for monitoring that there are sufficient coaches and officials to run their Regional leagues and Army qualifying rounds. If there is concern that there are insufficient officials, they are to inform SMI Sport at HQ Regional Command (HQ RC) and the respective Secretary of the Army Sport Association or Union as soon as possible, in order that officials can be obtained from another source, thus avoiding the possibility of postponing or cancelling a competition.
- f. **Unit Coaches and Officials.** The Unit Sport Board is to include sports officers for all unit-elected sports. The sports officers are to ensure that they have sufficient qualified coaches and officials in order to conduct their sport safely. As a minimum, across the Army's key team sports (see [para 5.082](#)), major units should have four Level 1 coaches or equivalent and two officials; minor and Reserve units should have a minimum of two Level 1 coaches and one official.

⁴¹ At Corps, Formation, Regional and Unit level.

⁴² If appropriate, some sports may manage their database of coaches and officials on an Armed Forces basis.

g. **ASPT.** The ASPT, supported by Army Sports Associations and Unions, is responsible for the delivery of selected sports coaches' and officials' courses in accordance with the Statement of Trained Requirement (SOTR) set by the Training Requirements Authority (TRA) and within budgetary affordability. Other ASPT responsibilities are:

- (1) Organising the funding and administration of all sports courses on their SOTR.
- (2) Publishing the annual Pamphlet 16A Courses Programme, links to which can be found on the ATB Physical Development [Webpage](#).

Funding of Courses

5.107. ASPT is publicly funded to meet their endorsed SOTR. The ASPT training budget will pay civilian tutor expenses. All other costs such as accommodation and T&S are borne by unit budgets. There should be no personal cost to the individual for attending a sports course at ASPT. However, where a NGB requires an annual affiliation or membership subscription fee, this is likely to fall to the individual.

5.108. Where coaching and officiating qualifications are not being provided at public expense, individuals may, with prior approval from Education Centre staff, submit an application for use of their Standard Learning Credits (SLCs) in accordance with [JSP 822](#)⁴³, Part 1, Chapter 6.4.

5.109. In addition, grants for coaching and officiating qualifications can be awarded under specific circumstances from the ASL. Further details can be obtained in [2017DIN10-008](#) or its successor.

5.110. - 5.120. Reserved.

⁴³ [JSP 822 – Defence Direction and Guidance for Training and Education](#).

Intentionally Blank

PART 6 - FUNDING

Funding General

5.121. Sport in the Army is a core activity partly supported by Public Funds. To enable the Army to provide soldiers with a wide variety of sporting opportunity it is also dependent on Non-Public Funds, such as funds from sports associations, welfare grants, sponsorship and personal contributions.

5.122. The authority to draw public funds is dependent on the status of the sport and subject to affordability. Participants are not eligible for public funding if the sporting activity fails to meet current Service criteria or if the activity has not been correctly authorised. Contained within this chapter of the AGAI is the information on available sources of both Public and Non-Public Funds eligible for sport.

Public Funds

5.123. In accordance with the criteria laid down in the [JSP 660](#) Part 1, Category 1 and Category 2 sports are eligible for the following elements of Public Funding:

- a. **Sports Equipment Public Fund (SEPF).** The SEPF is allocated annually by Army HQ to HQ ASCB and, through Formation HQs, to individual units. SEPF is allocated with the intention to raise the standard of welfare within the Army and can be used to purchase sports equipment and clothing that cannot be obtained from official sources. Where affordable, an additional grant can be requested from the SEPF for newly formed or expanding Army units. Initial requests should be made to the Formation PD Branch. Additional SEPF is to assist in the initial provision of sports equipment, clothing and other essential amenities normally provided and maintained from PRI funds.
- b. **Enhanced Commanding Officer's Public Fund (ECOPF).** When allocated, COs are permitted to use the Enhanced COPF in support of Sport. Further information can be found in Chapter 7 of [JSP 770](#).
- c. **Travel and Subsistence (T&S).** Service Personnel participating in authorised Category 1 and Category 2 sports fixtures are only eligible to travel at public expense in accordance with the conditions in [JSP 752](#), Part 2, Chapter 4, Section 2, noting that claims for fixtures against the Representative Sports Travel budget must be specifically authorised by HQ ASCB. Subsistence allowances are not applicable for sport. However, a small number of administrative and key safety officials are eligible for subsistence allowances in accordance with the conditions in [JSP 752](#), Part 2, Chapter 3. The conditions for travel at public expense for Representative Sport⁴⁴ in the Army can be found in [2017DIN10-023](#) or its successor.
- d. **Transport.** Where an entitlement exists for travel at public expense, then military transport can be used in accordance with [JSP 800](#), Volume 5, Leaflet 10. The list below provides a short summary of what is defined, but [JSP 800](#) must be consulted for the specific details:
 - (1) Driving to / from sporting fixtures.
 - (2) Sports journeys for Combined Military and Civil Clubs.
 - (3) Commanding Officers attendance at sporting events.
 - (4) Sports Events - transport for spectators.

⁴⁴ Defined at [para 5.033](#) of this AGAI and also applies to individual and unit team participation in quarter-final, semi-final and final rounds of HQ ASCB authorised Army Competitions.

- (5) Conveying Sports Equipment.
- (6) Towing trailers for Authorised Sports.
- (7) British Army Motoring Association (BAMA) Events.

5.124. Cash in Lieu of Rations (CILOR). CILOR may be authorised for feeding entitled competitors and officials during official championships approved by UK AFSB or HQ ASCB that are held away from a Service establishment, including Army European Winter Activities. CILOR is not admissible for overseas sports visits. Further guidance on CILOR can be found in [JSP 456](#), Volume 2, Chapter 7.

Non-Public Funds

5.125. Non-Public Funds are eligible to enhance participation in sport. In accordance with [JSP 660](#), Category 3 and, on occasion, Category 4 sports are only eligible for non-public funding. There are several sources available for non-public funds to support sport, which are as follows:

a. **Welfare Funds.** Welfare Funds are available to provide recreational and sporting facilities, equipment and clothing. Welfare Funds may not be expended on individuals or their families for charitable purposes or as a means of supplementing the pay of individuals. The majority of welfare grants are made to units and Sports Associations and Unions. Information on Welfare Funds as they relate to sport can be found in [Army Command Standing Order \(ACSO\) 3206](#) and includes the applicability of the following:

(1) **Regional Command and Army Welfare Grants Committees.** The Regional Command and Army Welfare Grants Committees meet three times a year to screen applications for Welfare Grants which can be used for sporting purposes.

(2) **Nuffield Trust (NT) Major Grants.** The NT is a Tri-Service welfare charity. Its aim is to make grants for the provision of welfare amenities of a sporting, social or recreational nature for the benefit of serving members of the Armed Forces.

(3) **Army Central Fund (ACF) Major Grants.** The ACF is a registered charitable fund from which grants are made for welfare purposes to benefit Army personnel and their dependants.

(a) **ASCB Charitable Fund.** The ASCB Charitable Fund awards grants to Sports Associations and Unions to assist with their annual running costs. It also awards grants to Formation HQs for capital projects and other sport related activity. Its income comes from the ASL and its investments. Further details can be found in [2013DIN10-031](#) or its successor.

(b) **Army Sports Lottery (ASL).** ASL grants provide additional non-public funds to units and individuals who subscribe to the lottery. Grants can be used to offset travel costs for teams and individuals when conducting overseas sports visits for Category 1 and Category 2 sports. There are other grants available such as Olympic, Paralympic, Commonwealth Games and other International Competitors grants. Further details are available in [2017DIN10-008](#) or its successor.

(c) **Berlin Infantry Brigade Memorial Trust Fund (BIBMTF).** The BIBMTF provides funds for personnel that are participating in overseas sports visits. Units and individuals apply through ACOS HQ ASCB who screens the application before forwarding it to the Secretary BIBMTF. Applications are to be supported by a letter giving a financial breakdown and personal contributions made by the

applicants. Applications are applicable to all Army personnel, but priority is afforded to junior ranks. Details can be found in [2017DIN10-006](#) or its successor.

(d) **Reserve Forces' and Cadets' Associations (RFCAs).** The RFCAs provide 'discretionary' grants on a case-by-case basis for Army Reserve Sport. Bids are made through respective regional RFCAs.

(e) **Regional Command (South) Sports Fund.** The Regional Command (South) Sports Fund is only available for applications from units in the RC (South) AOR. Further information can be obtained from SMI Sport at HQ RC (see [Annex B](#) for contact details).

(f) **Regimental/Corps Funds.** Most Regiments and Corps have funds that could be accessed for sport purposes, ie clothing, equipment, overseas sports visits, etc. Details can be obtained through the Secretaries of respective Regimental or Corps Associations.

Sponsorship, Gifts & Hospitality

5.126. Sponsorship. Corporate support is an important source of income for sport at all levels and is to be encouraged. However, care must be taken with any legal or contractual obligations entered into; further guidance can be found in [JSP 462](#), Part 2, Chapter 7 and [Army Corporate Standard \(ACS\) 07- Sponsorship](#). HQ ASCB is responsible for providing the policy for all sport sponsorship contracts and they should be approached for advice before any sport sponsorship arrangements are put in place. HQ ASCB has produced a Sports Sponsorship Directive⁴⁵, which should be consulted by those considering seeking sponsorship.

5.127. Sponsorship is the payment of a fee, or giving of a 'benefit in kind', by an organisation in return for the rights to an association with an activity, event, team, person or item. This includes the use of, or placement of any commercial logo in conjunction with any British Army badge included in the Authorised Badges Database on the [Defence Brand Portal](#).

5.128. When considering sponsorship, organisers must be aware that the names and logos of a range of military services, such as the MOD crest, the Army crossed swords and regimental cap-badges are all forms of MOD intellectual property. Sponsors are not permitted to use MOD and military trademarks without the express written approval of Defence Intellectual Property Rights (DIPR) in accordance with [2009DIN05-052](#). Units may use their own cap-badge for their own purposes, including producing sports equipment that is not for sale but badges and logos must be authorised images, further guidance is given in [ABN 92-12](#) - British Army Branding Identity Instructions.

5.129. Gifts & Hospitality. Gifts and Hospitality are generally offered with the aim of influencing the behaviour and decisions of MOD Personnel. Guidance on the acceptance and recording of gifts and hospitality can be found in [ACSO 6101](#).

Personal Contributions

5.130. Individuals directed by the CoC to participate in Sport should not routinely be required to make any personal financial contribution to that activity; this does not extend to associated social events or personal insurance for activities that take place whilst 'off duty'. Officers and soldiers participating in overseas sports visits (see [2016DIN10-048](#)) will be required to pay a personal contribution, even though they are considered to be 'On Duty'.

⁴⁵ [ASCB/250 – Sport Sponsorship Directive dated Nov 15.](#)

Event Entry Fees

5.131. Entry Fees. Entry fees for Army organised competitions and events should be kept to a minimum, covering only the essential Non-Public costs of administering the competition. Medals and prizes are not to be paid for from Public Funds.

Charging for Use of Sports Facilities

5.132. The Army provides sports facilities at Public expense for Category 1 Sports, which may also be used for other authorised sporting activities. Service personnel (both Regular and Reserve) are not required to pay to use military sporting facilities if they are being used as part of an organised unit training programme or for the conduct of a sports team's training and competition⁴⁶. To encourage a consistent, fair and equitable approach in light of the ongoing development of a more integrated civilian/military regime, some entitled civilians can use sports facilities when authorised in accordance with [2011DIN01-050](#).

5.133. With the advent of Private Finance Initiative (PFI) projects, officers and soldiers may be required to pay for personal use of a sports facility, depending on the PFI contract. In addition, Formation PD Branches or Secretaries of the respective sports should, where possible, de-conflict the timing of their training/competition if it coincides with normal civilian usage of a PFI facility and may therefore incur a loss of income to the MOD. However, if this is not possible, Army usage for Category 1 Sport has primacy.

Use of Facilities by Non-entitled Personnel

5.134. Service organisations must ensure that only entitled personnel (serving military personnel as defined in [JSP 660](#)) benefit from publicly funded facilities and resources. If publicly funded facilities or resources are being used for sport activities by non-entitled personnel then formal agreements are to be sought in advance and, in accordance with [JSP 462](#), appropriate charges must be applied and a detailed accounting process maintained for audit purposes⁴⁷. If MOD land or facilities are being used, then the applicability of an encroachment, lease or licence will need to be established before use can be sanctioned, further detail can be obtained from [JSP 362](#) Chapters 14 & 15 seeking formal advice from DIO. Any leases or licences legally formalising the use of MOD land or facilities by Army Sports Associations and Unions should be signed between the MOD and the relevant Army Sport Association or Union. If an Army Sport Association or Union is not a legal entity and unable to sign a lease or licence, HQ ASCB is able to sign the lease or licence on the relevant sport's behalf.

5.135. - 5.140. Reserved.

⁴⁶ Including the playing of authorised sports fixtures against civilian opponents.

⁴⁷ The direction provided in this paragraph does not apply to the use of facilities by non-entitled personnel when they are engaged in an authorised competitive fixture against a Service sports team.

PART 7 – HEALTH AND SAFETY

General

5.141. The Army CoC has a Health & Safety (H&S) responsibility to maintain Duty of Care for all Army personnel participating in sport. The CoC must demonstrate positive leadership in the promotion and management of H&S in sport. Personnel are to be responsible, accountable and responsive to changes in safety measures when organising, supervising and conducting sport. Army sport policy will comply with current H&S regulations within the work place and surrounding environment.

5.142. Where Service policy requires a higher standard of H&S than a sport's NGB, then Service requirements must be maintained.

Responsibilities

5.143. HQ ASCB Responsibilities. HQ ASCB is responsible for:

- a. Ensuring that the Army Sports Associations and Unions are complying with the H&S regulations of their respective sport's NGB.
- b. Informing the CoC and Formation PD Branches of any H&S amendments introduced by NGBs which affects sports equipment, facilities and medical cover.

5.144. Army Sports Association and Union Responsibilities. Associations and Unions are responsible for:

- a. Informing HQ ASCB of any amendments to H&S regulations introduced by NGBs that need to be communicated to the CoC.
- b. Ensuring that sporting events do not take place unless the event organiser has confirmed that the minimum H&S requirements are in place.
- c. Producing a detailed Administrative Instruction for all Army leagues and competitions.
- d. Ensuring that the Army Incident Notification Cell (AINC), HQ ASCB and, where applicable, the Defence Accident Investigation Branch Land (DAIB Land)⁴⁸ is informed of any accidents or incidents in accordance with Annex B to [LFSO 3216](#)⁴⁹ and [LFSO 3202](#)⁵⁰.

5.145. Chain of Command Responsibilities. H&S is a CoC responsibility and, within the context of sport, they are responsible for:

- a. Providing an event organiser who is responsible for ensuring safe sporting facilities and practices utilising a Safe System of Training (SST) – see [para 5.147](#).
- b. Ensuring a suitable level of Duty of Care to all participating personnel.
- c. Ensuring that a Risk Assessment has been conducted in accordance with [JSP 375, Pt 2, Vol 1, Ch 40](#) (also see [para 5.149](#) below).
- d. Ensuring all Directives⁵¹ include appropriate H&S information.
- e. Producing a detailed Administrative Instruction for events and competitions, where appropriate.

⁴⁸ Previously the Land Accident Prevention and Investigation Team (LAIT).

⁴⁹ LFSO 3216 – The Organisation and Arrangements for the Management of Safety and Environmental Protection in Land Forces.

⁵⁰ LFSO 3202 – Reporting of Incidents and Matters of Public Interest During Training.

⁵¹ Including Charters, Management Plans, SOPs, Administration Instructions etc.

- f. Ensuring that the Army Incident Notification Cell (AINC), HQ ASCB and, where applicable, the DAIB Land is informed of any accidents or incidents in accordance with Annex B to [LFSO 3216](#) and [LFSO 3202](#).
- g. Ensuring a brief summary (less personal details) of any reportable accident or incident is sent to ACOS, HQ ASCB for trend analysis, particularly where equipment or sports infrastructure may be the cause.

5.146. Other Stakeholders. There are a number of other stakeholders who have responsibilities regarding H&S. These include Unit Sports Boards, coaches, officials and the actual individuals participating in the activity. Each of these organisations/individuals has a Duty of Care responsibility to comply with H&S requirements and the NGB rules and regulations of their respective sport.

Training Safety

5.147. Safe System of Training (SST). Training safety is essential and must conform to the Safe System of Training (SST) in accordance with [JSP 375, Pt 2, Vol 1, Ch 40 - Military Training for Land Systems](#). To provide a SST all risks must be reduced to As Low As Reasonably Practicable (ALARP) in the following four elements:

- a. Safe Persons.
- b. Safe Equipment.
- c. Safe Practice.
- d. Safe Place.

5.148. To assist the CoC and event organisers, The Unit Guide to the Supervision and Conduct of Sport and the Prevention of Sports Injuries has been compiled and is at [Annex H](#).

5.149. Risk Assessment. Before any sporting activity is conducted a comprehensive Risk Assessment (RA) must be carried out in accordance with [JSP 375](#), Part 2, Volume 1, Chapter 8 and Chapter 40 by a SQEP individual. Chapter 40 is the policy for Military Training for Land Systems; furthermore it provides clear direction for completing the Land Systems RA proforma ([MOD Form 5015](#)). Ch 8 is the policy for Health and Safety RAs ([MOD Form 5010](#)) and is intended for use by Line Managers (Service and civilian) who are responsible for the assessment of significant work related hazards. Further guidance on the conduct of Risk Assessments in sport is as follows.

- a. Event organisers must review their RA on the day of training, or competition, which is to include consideration of all conditions that could affect the activity. This must be conducted both prior to, and during, the event if any significant or notable changes occur and must then be made available to those participating.
- b. Where required, the responsibility for providing First Aid cover lies with the activity organiser.
- c. **RA Considerations in Sport.** RAs should identify all hazards associated with an activity. For sport these may include the following:
 - (1) **Playing Surface/Environment.** Ensure that the playing surface on which the sport is taking place is suitable for the type of training/competition.
 - (2) **Equipment.** Check all equipment before the commencement of training or competition.

- (3) **Personal Protective Equipment (PPE).** Ensure that all personnel participating wear the correct protective clothing applicable to their sport, which has been approved by the NGB or Army Association/Union.
- (4) **Weather Conditions.** In accordance with [JSP 539](#)⁵², assess the weather conditions prior to training and/or competition.
- (5) **Pitch Side First Aid/ Medical Cover.** The appropriate level of pitch side first aid/medical cover should be provided for all competitions/fixtures and, if necessary, during training. Guidance on the level of medical cover is provided at [Annex I](#).
- (6) **Emergency Procedures.** The correct emergency call out procedures for the event location must be known and communicated.
- (7) **Health and Safety Notices.** Ensure that all H&S notices are read before commencing sports training or competitions.
- (8) **Hydration.** Remind participants to remain hydrated.
- (9) **NGB Rules and Regulations.** Where dictated by NGB guidelines qualified coaches/officials are responsible for the safety of the event and the Duty of Care of the participants. When NGB guidelines do not stipulate a requirement for qualified coaches/officials the individual controlling the activity must be SQEP.
- (10) **Poor Light.** Ensure that there is sufficient light to train and compete. If training involves using floodlights, ensure that they are suitable for the training being undertaken.

5.150. Fitness and Ability of the Individual and the Opposition. The coach/official should ensure that the training/competition is properly planned and at the right level of progression for the ability of those taking part. The fitness of the participants, together with the training previously undertaken, the training that has been missed, the strength of the opposition and the ability of the participants must be considered.

5.151. Water Safety – Swimming Ability. In accordance with [AGAI Vol 1 Ch 18](#)⁵³, Service personnel participating in a water-based activity must have passed the Military Swimming Test (MST), which must be recorded on JPA. Commanders at all levels are to be aware that there is to be no risk carried during the conduct of any sport which involves water-based activities.

5.152. Age Restrictions. Due to the nature of some sports, injuries may be inevitable even when all preventative measures are in place. To help reduce injuries, some NGBs impose an age restriction or insist on age-grouping participants, thus organisers must understand the rules and regulations of their sport. Further guidance on NGB age restrictions can be obtained from HQ ASCB.

5.153. Prevention and Treatment of Climatic Injury. As sport often involves exposure to the environmental conditions, both heat and cold related injuries are a possibility. Therefore, event organisers must be aware of the relevant policy outlined in [JSP 539](#).

5.154. First Aid and Medical Cover. NGB guidance on first aid and medical cover at events is, in many cases, limited. As an employer, the MOD has Duty of Care responsibilities for its employees, even when playing sport. Where an NGB mandates a specific or minimum level of first aid or medical cover, the Army requirement must at least equate. Guidance on the recommended levels of first aid or medical cover required for sporting fixtures and competitions is at [Annex I](#).

⁵² [JSP 539](#) – Climatic Illness and Injury in the Armed Forces: Force Protection and Initial Medical Treatment.

⁵³ [AGAI Vol 1 Ch 18](#) – Training Risk Management – The Hazards of Water.

5.155. – 5.160. Reserved.

PART 8 - REPORTING

General

5.161. In accordance with [ACSO 9001](#), the Army Inspector's role is to assure the ECAB that the Army is not being exposed to unnecessary or avoidable risk and that the CoC is '*doing the right things and doing them properly*'. To assist the Army Inspector, functional areas have an Army Competent Adviser & Inspector (ACAI); for Sport the ACAI is Hd Trg(A) who commands ATB and sets the policy for sport in the Army and is required to complete reports initiated by the Army Inspector. In addition, Hd Trg(A) provides functional advice to the CoC and actively monitors compliance through formal reporting, consultation and audit.

5.162. On behalf of Hd Trg(A), SO1 Trg Assurance in ATB fulfils the audit function for sport and reports to the Army Inspector whether sport is conducted in line with Army policy, highlighting any failures in compliance and monitoring progress to address such failures.

Pan-Army Reporting Process for Sport

5.163. To enable SO1 Training Assurance to capture information on sporting issues in order to complete the Army Inspector's quarterly report, there is a pan-Army reporting process which incorporates the following:

a. **Physical Development Audit (PDA).** The PDA is a mandatory two-stage process which is completed through the Army Reporting Management Suite (ARMS). Further information on the PDA process is contained in [AGAI Vol 1 Ch 7](#) Annex E. The aim of the PDA from a sport perspective is to:

- (1) Enable unit commanders to be supported with advice on all sport matters and ensure that they are operating within current guidelines.
- (2) Provide Formation commanders with information on:
 - (a) Concerns with sporting facilities and infrastructure.
 - (b) Impact of sport injuries for operational capability.
 - (c) Coaches and officials statistics.
 - (d) Male and female participation in unit and Army level sport.
 - (e) Areas of notable success of units and individuals.
 - (f) Feedback on sport policy.
- (3) Provide the CoC with information on:
 - (a) The overall level of participation in sport.
 - (b) Common concerns with sporting facilities and infrastructure.
 - (c) Feedback on sport policy.

b. **Army Sport Control Board (ASCB) Sport Steering Committee.** Director ASCB chairs the ASCB Sport Steering Committee which meets quarterly and forms the link between sports users and the CoC. The Sport Steering Committee provides:

- (1) SME advice to assist in the conduct of sport in the Army.

- (2) A forum to review Service policies that affects the delivery of sport within the Army.
- (3) A forum for the development of 'good practice' within the Army.
- (4) A medium to discuss issues and initiatives or provide feedback on sporting infrastructure, participation and compliance.

c. Prior to each Sport Steering Committee, the following information is called for by HQ ASCB:

(1) **Regional Formation Sports Reports.** On request from HQ ASCB, based on the Regional Sport Board structure identified in Part 3 at [para 5.035](#) and using the template at [Annex J](#), the Sport Board Secretaries of the following organisations are required to submit a Regional Formation Sport Report:

- (a) HQ Regional Command.
- (b) HQ LONDIST.
- (c) HQ BFC.

(2) **Army Sport Associations/Unions.** On request from HQ ASCB, the Army Sport Associations/Unions are to provide the details of any issues that may affect the conduct of their sport in the Army.

(3) **Army Incident Notification Cell (AINC).** On request from HQ ASCB, AINC are to provide a summary of accidents, incidents and near misses for the preceding period.

Reporting of Occurrences

5.164. Following a reportable occurrence, the CoC responsible for the authorisation of a sport activity is to conduct the following:

a. **Sporting Accidents and Near Misses.** In accordance with Annex H to [LFSO 3216](#), all reportable accidents, injuries and near misses (sporting or otherwise) are to be reported to the Army Incident Notification Cell (AINC) using [Army Form 510](#). If reported to an activity OIC, then it is the OIC's responsibility to generate the AF510. Otherwise, it is an individual's responsibility to ensure that an AF510 is completed when they return to their unit. In the case of serious injury, initial notification is to be made with AINC without delay.

- (1) **Telephone:** 96770-3661 or (+44) 03067 703661.
- (2) **Fax:** 94393-6889 or (+44) 01264-886889.
- (3) **DII:** Army LF-CESO-AINC-mailbox (MULTIUSER)
- (4) **E-Mail:** ArmyLF-CESO-AINC-Mailbox@mod.uk

b. **Additional Reporting.** In addition to reports made to AINC, the CoC is to generate specific reports in accordance with Service Instructions to:

(1) **Joint Casualty & Compassionate Centre (JCCC).** JCCC is to be informed in the case of death or listed casualties reported by NOTICAS in accordance with [JSP 751](#). The preferred method is via JPA but where this is not available or JPA is offline, units are to send a NOTICAS by fax to 95471 7363 or 01452 510807. Units should alert the JCCC by telephone on 95471 7325 or 01452 519951 that a NOTICAS is being sent.

(2) **The Defence Accident Investigation Branch (Land).** In the case of death, serious injury or serious equipment failure involving sport, the DAIB Land team must be contacted on: Mil 94391 2206 or Civ +44 (0) 1264 382206.

(3) **HQ ASCB.** ACOS HQ ASCB and the relevant Association Sports Secretary is to be informed in the case of death or listed casualties reported to AINC and a copy of the Learning Account is to be forwarded as soon as possible.

c. **Learning Accounts.** All injuries listed Very Seriously Injured (VSI) or Seriously Injured (SI) in accordance with [JSP 751](#) on a NOTICAS should be investigated and a Learning Account initiated in accordance with [LFSO 1118](#) (Learning Lessons in the Land Environment).

d. **Lessons Identified (LI).** During the conduct of sport in the Army, the recording of any Lessons Identified is vested in the activity organiser who must then communicate the details of each LI to:

(1) **Unit LIs.** LIs at unit level, including sub-unit and Inter Unit sport activities, are to be reported to their respective Regional Formation Sport Board Secretary for compilation and submission with the Regional Formation Sport Report.

(2) **Representative Sport LIs.** LIs at Representative level (Corps and Army) are to be reported to HQ ASCB via Army Sport Association and Union Secretaries.

Reviewing of Reports and Occurrences

5.165. Having collated information from the PDA process, Sports Reports and the Lessons process, the ASCB Sport Steering Committee is the forum with the responsibility to review the information presented and determine what action is required to be undertaken. This can be subdivided into two areas:

a. **Delivery Issues.** If the issue is delivery related and endorsed by the Sport Steering Committee, there are three options:

(1) **Army Sport Issues.** If the issue has an Army implication, HQ ASCB is to present the issue with a recommendation to the respective Army Sports Association/Union for consideration.

(2) **Armed Forces Sport Issues.** If the issue has an Armed Forces implication, HQ ASCB is to present the issue with a recommendation to the UK AFSB for consideration.

(3) **NGB Issues.** If the issue has a NGB implication, HQ ASCB is to present the issue to the respective Army Sport Association/Union Secretary for engagement with the NGB.

b. **Policy Issues.** If the issue is related to Sport Policy and agreed by the Sport Steering Committee, there are two options:

(1) **Army Sport Policy Issues.** If the policy issue has an Army implication the Sport Steering Committee is to present the issue to ATB for direction.

(2) **Armed Forces Sport Policy Issues.** If the policy issue has an Armed Forces implication, the Sport Steering Committee is to present the issue to the UK AFSB for further direction.

5.166. - 5.170. Reserved.

Intentionally Blank

ANNEX A TO CHAPTER 5 GLOSSARY OF ABBREVIATIONS

| Abbreviation | Full Terminology |
|--------------|--|
| ACAI | Army Competent Adviser and Inspector |
| ACF | Army Central Fund or Army Cadet Force |
| ACDS | Assistant Chief of Defence Staff |
| ACOS | Assistant Chief of Staff |
| ACS | Army Corporate Standard |
| ACSO | Army Command Standing Order |
| AFCAS | Armed Forces Continuous Attitude Survey |
| AGAI | Army General and Administrative Instruction |
| AINC | Army Incident Notification Cell |
| AIS | Army Inspector for Sport |
| ALARP | As Low as Reasonably Practicable |
| AoR | Area of Responsibility |
| APC | Army Personnel Centre |
| ARMS | Army Reporting Management System |
| ARTD | Army Recruiting and Training Division |
| AS | Adaptive Sport |
| ASCB | Army Sports Control Board |
| ASCB CF | Army Sports Control Board Charitable Fund |
| ASL | Army Sports Lottery |
| ASPT | Army School of Physical Training |
| ATB | Army Training Branch |
| AWGC | Army Welfare Grants Committee |
| BAMA | British Army Motorsports Association |
| BaU | Business as Usual |
| BB-S | Battle Back Sport |
| BCD | Battlefield Casualty Drills |
| BFC | British Forces Cyprus |
| BFG | British Forces Germany |
| BIBMTF | Berlin Infantry Brigade Memorial Trust Fund |
| CDP | Chief of Defence People |
| CDT | Compulsory Drugs Test |
| CGS | Chief of the General Staff |
| Ch Clk | Chief Clerk |
| CILOR | Cash in Lieu of Rations |
| CoC | Chain of Command |
| COS | Chief of Staff |
| DAIB (L) | Defence Accident Investigation Branch (Land) |
| DASCB | Director Army Sports Control Board |
| DDC | Directorate of Defence Communications |
| DDH | Delivery Duty Holder |

| Abbreviation | Full Terminology |
|---------------------|--|
| DH | Duty Holding |
| DIN | Defence Instructions and Notices |
| DPTB | Defence People Training Board |
| DRC | Defence Recovery Capability |
| DTUS | Defence Technical Undergraduate Scheme |
| ECAB | Executive Committee of the Army Board |
| ECOPF | Enhanced Commanding Officer's Public Fund |
| EIS | English Institute of Sport |
| H&S | Health and Safety |
| Hd M(A) | Head of Manning (Army) |
| HQ HC | Headquarters Home Command |
| HQ RC | Headquarters Regional Command |
| HoA | Head of Arm |
| ICG | International Competitor's Grant |
| IDES | International Defence Engagement Strategy |
| IMT | Individual Military Training |
| IRP | Individual Recovery Plan |
| JCCC | Joint Casualty and Compassionate Cell |
| JS | Joint Service |
| JSP | Joint Service Publication |
| LFSO | Land Forces Standing Order (being replaced by ACSOs) |
| MATTs | Military Annual Training Tests |
| MLD | Medically Limited Deployability |
| MND | Medically Non Deployable |
| MOD | Ministry of Defence |
| MST | Military Swimming Test |
| MTDs | Man Training Days |
| NGB | National Governing Body |
| NT | Nuffield Trust |
| OCdt | Officer Cadet |
| OCG | Olympic Competitor's Grant |
| ODH | Operating Duty Holder |
| OiC | Officer in Command or Officer in Charge |
| OTC | Officer Training Corps |
| OTR | Officer Training Regiment |
| PAP | PULHHEEMS Administrative Pamphlet |
| PD | Physical Development |
| PDA | Physical Development Audit |
| PFI | Private Finance Initiative |
| PT | Physical Training |
| PTI | Physical Training Instructor |
| PRI | President of the Regimental Institute |
| PS | Permanent Staff |

| Abbreviation | Full Terminology |
|---------------------|--|
| RA | Risk Assessment |
| RAPTC | Royal Army Physical Training Corps |
| RAPTCI | Royal Army Physical Training Corps Instructor |
| RC | Regional Command |
| ReM | Resilience Margin |
| RFCA | Reserve Forces' and Cadets' Association |
| RMAS | Royal Military Academy Sandhurst |
| RPOC | Regional Point of Contact |
| RtL | Risk to Life |
| SDH | Senior Duty Holder |
| SEPF | Sports Equipment Public Funding |
| SIO | Specialist Instructional Officer |
| SLCs | Standard Learning Credits |
| SMAA | Senior Master At Arms |
| SME | Subject Matter Expert |
| SOTR | Statement of Trained Requirement |
| SP | Service Person/Personnel |
| SPL | Special Paid Leave |
| SPPG | Service People Policy Group |
| SQEP | Suitably Qualified and Experienced Person/Personnel |
| SST | Safe System of Training |
| T&S | Travel and Subsistence |
| TASS | Talented Athlete Scholarship Scheme |
| TESRR | Training Education Skills Recruitment and Resettlement |
| TESRR PAG | TESRR Policy and Assurance Group |
| TPG | Training Policy Group |
| TRA | Training Requirements Authority |
| UK AFSB | United Kingdom Armed Forces Sports Board |
| UKCC | United Kingdom Coaching Certificate |
| UKS | UK Sport |
| UOTC | University Officer Training Corps |
| VCDS | Vice Chief of the Defence Staff |
| WADA | World Anti-Doping Agency |
| WIS | Wounded Injured and Sick |

Intentionally Blank

ANNEX B TO CHAPTER 5 USEFUL POINTS OF CONTACT

| Ser | Organisation | Appointment | Address | Telephone/Email |
|-----|--|---------------------------------|--|--|
| (a) | (b) | (c) | (d) | (e) |
| 1 | UK Armed Forces Sport Board (UKAF SB) | Secretary | Mackenzie Building Fox Lines Aldershot GU11 2LB | 94222 7061 UKAFSB@ascb.com |
| 2 | HQ Army Sport Control Board (HQ ASCB) | Director | Mackenzie Building Fox Lines Aldershot GU11 2LB | 94222 7300 sburley@ascb.uk.com ASCB-Director@mod.uk |
| 3 | | COS | | 94222 7032 ahassell@ascb.uk.com ASCB-COS@mod.uk |
| 4 | | ACOS | | 94222 7058 sdavis@ascb.uk.com ASCB-ACOS@mod.uk |
| 5 | | Secretary Army Reserve Sport | | 07884 318353 jchick@ascb.uk.com |
| 6 | HQ Regional Comd | SO2 PD | HQ Regional Command Montgomery House Aldershot GU11 2JN | 94222 4180 RC-OpsEngt-PD-SO2@mod.uk |
| 7 | | SMI Sport | | 94222 4178 RC-OpsEngt-PD-Sports-SMI@mod.uk |
| 8 | | SO2 Cadet Activities | | 94222 7822 RC-Cdts-Delivery-SO1@mod.uk |
| 9 | Regional Comd Scotland | SO3 PD | HQ 51 Inf Bde Meadowforth Road Stirling FK7 7RR | 94741 4795 51X-G7-PD-SO3@mod.uk |

| Ser | Organisation | Appointment | Address | Telephone/Email |
|------------|-----------------------------------|--------------------|---|--|
| (a) | (b) | (c) | (d) | (e) |
| 10 | Regional Comd Northern Ireland | SO3 PD | HQ 38 Irish Bde Thiepval Bks BFPO 825 | 94916 34118 38X-OpsTrg-PD-SO3@mod.uk |
| 11 | Regional Comd North | SO3 PD | HQ NW Fulwood Bks Preston PR2 8AA | 94554 2081 42X-OpsTrg-PD-SO3@mod.uk |
| 12 | Regional Comd Midlands | SO3 PD | HQ 11 Sig Bde Venning Bks Donnington TF2 8LG | 94480 4588 11SIGX-HQ-G7-PD-SO3@mod.uk |
| 13 | Regional Comd South | SO3 PD | HQ 11 Inf Bde Roebuck House Aldershot GU11 2LQ | 94222 2752 11X-PD-SO3@mod.uk |
| 14 | Regional Comd BFG | SO3 PD | HQ BFG Catterick Bks BFPO 39 | 94881 2315 BFG-HQ-G3-SO3-PD@mod.uk |
| 15 | | Secretary | | 94881 2620 BFG-HQ-G1-SportsBd-GenSec@mod.uk |
| 16 | BFC Sports Board | Secretary | HQ BFC Episkopi Station BFPO 36 | 94120 3092 BFC-HQ-J7-PD-SO2@mod.uk |
| 17 | LONDIST Sports Board | SO2 PD | HQ LONDIST Horse Guards Whitehall London SW1A 2AX | 94631 2402 LONDIST-SO2G7PD@mod.uk |
| 18 | ASPT | 2IC | | 94222 7138 ASPT-2IC@mod.uk |

| Ser | Organisation | Appointment | Address | Telephone/Email |
|------------|----------------------|--------------------|---|--|
| (a) | (b) | (c) | (d) | (e) |
| 19 | Army Training Branch | SO2 AT/Sport | Army Headquarters Marlborough Lines Andover SP11 8HJ | 94391 7917 ArmyTrg-StratPol-PD-ATSport-SO2@mod.uk |

Note:

1. Contact details for the Secretaries of the Army Sport Associations and Unions can be found on the [ASCB Website](#).

Intentionally Blank

ANNEX C TO CHAPTER 5 ARMY SPORT CONTROL BOARD (ASCB) CHARTER

GENERAL

1. The ASCB was formed on 18 November 1918 by order of the Army Council (ACI 1299). The Territorial Army Sport Board (TASB) was formed in February 1948 and was affiliated to the ASCB. On 1 April 2011, the Territorial Army was renamed the Army Reserve (AR) and the ASCB and TASB merged to form one integrated Sports Board known as the ASCB. This Charter supersedes all previous Charters. The policy for Sport in the Army is the responsibility of ATB, which is contained in AGAI Volume 1 Chapter 5 - Sport.

MISSION

2. *To promote and deliver sport within the Army ensuring that participation in sport returns to being a significant element of the Army offer for both recruiting and retention and that sport is promoted to link with society in order to enhance the Army's national reputation.*

STATUS

3. The ASCB has 2 separate legal identities:

a. **ASCB.** The ASCB is formed by a Board of military members (see Constitution at paragraph 4) supported by a civilian executive Secretariat which is partly funded by an MOD Grant in Aid. The Board is responsible for the conduct and governance of sport in the Army, including the AR. The ASCB reports to the ECAB through the Commander Home Command who is President of the ASCB. The ASCB's policy sponsor branch is ATB at Army HQ.

b. **ASCB Charitable Fund.** The ASCB Charitable Fund (ASCB CF) is an independent Charity (No 1123854) which is responsible for the custody of ASCB non-public assets and the generation of non-public income for the wellbeing and development of sport in the Army. The ASCB CF Trustees report to the Charity Commission. The objects of the ASCB CF are set out below.

CONSTITUTION

4. The ASCB is formed by:

| | | |
|-------------|---|--|
| President | - | Commander Home Command |
| Chairman | - | General Officer Commanding Regional Command |
| Members | - | Assistant Chief of Staff Field Army |
| | | Head Engagement & Communications |
| | | Head Personnel Capability |
| | | Head Training |
| | | Head Infrastructure |
| | | 1* Army Reserve Focus |
| | | 1* Female Focus |
| | | Senior Master at Arms Royal Army Physical Training Corps (RAPTC) |
| | | Command Sergeant Major Home Command |
| Secretariat | - | Director ASCB (DASCB) |
| | | Chief of Staff ASCB |
| | | Deputy Chief of Staff (DCOS) ASCB |

5. The Trustees of the ASCB CF are formed by the representatives at paragraph 4 and are advised by an independent civilian Financial Advisor. The Board and the Trustees meet biannually, normally in the Spring and the Autumn.
6. The ASCB is assisted by the ASCB Steering Committee which meets quarterly and is formed by:

Chairman: - DASCB, HQ ASCB
 Members: COS, HQ ASCB
 DCOS, HQ ASCB
 ACOS, HQ ASCB
 Infrastructure and Commercial Officer, HQ ASCB
 Senior Master at Arms, HQ RAPTC
 Secretary, British Army (Germany) Sport Board
 SO1 PD Assurance, Army Training Branch
 SO1 Communications & Engagement, HQ Regional Command
 SO2 AT/Sport, Army Training Branch
 SO2 PD, HQ Regional Command
 SO2 Plans, Head Infrastructure, Army HQ
 Senior Aspire Representative

DUTIES

7. The Board carries out the following duties subject to the overriding control of ECAB:
- a. **Support** the development of sport and sports facilities in the Army in order to contribute to operational capability.
 - b. **Govern** the ASCB's Sports Associations and Unions, providing them with funding to administer their respective sports in accordance with National Governing Body (NGB) rules and regulations.
 - c. **Authorise and coordinate** sports competitions and events, in particular the authorisation of public funding for entitled representational sports travel.
 - d. **Generate** non-public funds through the ASCB's ASL, civilian sponsorship and the allocation of grants for sports activity and sports facilities.
 - e. **Publish** instructions and pamphlets that will assist in the efficient organisation and administration of sports in the Army.
 - f. **Advise** on the funding, provision and maintenance of sports equipment and facilities in cooperation with other Army and Service grant making bodies.
 - g. **Maintain** close links with: the RN and RAF Sports Boards, the United Kingdom Armed Forces Sports Board, UK Sport, and the Sport and Recreation Alliance. Liaise when necessary with the British Olympic and Paralympic Associations and sports representatives of Allied, Commonwealth and Foreign Armies.
 - h. **Promote** Army sport through the Services internal media organisations.
 - i. **Support** Army Training staff on the development of sport policy and instructions.

- j. **Administer and account for** public and non-public funds under its control which are for the benefit of sport in the Army.
- k. **Advise and supervise** on the provision and control of civilian sponsorship including the monitoring of Team Army sponsorship through an MoU.

THE OBJECTS OF THE ASCB CHARITABLE FUND

8. The ASCB administers a separate Charitable Fund (Charity No: 1123854) which is governed by an independent Board of Trustees. The Charitable Fund holds its own assets (investments and some land) and generates an income. The Charitable Fund allocates grants in support of sport in the Army with the following objects:

- a. The promotion of the efficiency of the armed forces of the Crown, and in particular the British Army (including its auxiliary and reserve forces), by such charitable means as the trustees shall think fit including but not limited to raising physical fitness, fostering esprit de corps and enhancing morale through participation in sports and adventurous training.
- b. The advancement of any charitable purpose benefiting serving and former serving personnel of the British Army (including its auxiliary and reserve forces), and the dependants of such persons.
- c. The support and encouragement of the Army Cadet Force and Army contingents of the Combined Cadet Force by such charitable means as the trustees think fit, including but not limited to the promotion of the physical fitness, development and training of its members.

Intentionally Blank

ANNEX D TO CHAPTER 5 ASSURANCE RESPONSIBILITIES

1. As introduced at [para 5.022](#), assurance processes provide a mechanism to ensure that activity is being conducted appropriately. To provide a handrail for those engaged in authorising, organising or assuring sport activity, the table below provides a list of requirements which will help to assure sport in the Army.

| 1st Line of Defence – assurance provided internally by those responsible for delivering the output. | | | |
|---|--|--|------------|
| Ser | Activity | Refer to | ✓ ✖ |
| 1 | Completion of the Sports Appointment Course (as required) | 5.037 | |
| 2 | Completion of a Risk Assessment for all activity | 5.149 | |
| 3 | Compliance with the Safe System of Training <i>(Safe People, Safe Practice, Safe Equipment, Safe Place)</i> | 5.147 | |
| 4 | Compliance with NGB Rules & Regulations (specific to sport) <i>(Unless the MOD or single Service requires a higher standard)</i> | 5.023a(1) | |
| 5 | Production and compliance with a Sports Directive or Management Plan | 5.021h | |
| 6 | Production of a detailed Administration Instruction (for specified events) | 5.144c & 5.145e | |
| 7 | Ensuring activity is correctly authorised and recorded | 5.054 | |
| 8 | For Risk to Life (RtL) sports – ensure Delivery Duty Holder authorisation | 5.056 | |
| 9 | Utilising SQEP individuals (Coaches and Officials) to supervise activity | 5.101 | |
| 10 | Provision of adequate first aid and medical arrangements | 5.154 | |
| 11 | Authorised use of Service travel entitlements | 5.123c | |
| 12 | Discourage Substance Misuse and report offenders | 5.085 | |
| 13 | Adherence with Army Sponsorship regulations (where applicable) | 5.126 | |
| 14 | Adherence with Army Hospitality and Gifting regulations | 5.129 | |
| 15 | Completion and submission of accident reports - Army Form 510 (as reqd) | 5.164 | |
| 16 | Completion and submission of near miss reports - Army Form 510 (as reqd) | 5.164 | |
| 17 | Report fatalities and listed injuries (VSI, SI) and complete a Learning Acct | 5.164 | |
| 18 | Submit activity reports (when requested) | 5.163c | |
| 2nd Line of Defence – Oversight (of first line) provided from within the chain of command in order to ensure policy compliance. | | | |
| 19 | A chain of command management check of those delivering the respective sport activity against the criteria listed at serials 1-18 above. | 5.023b | |
| 3rd Line of Defence - An assessment, achieved through internal audit, of the effectiveness of control, risk and performance frameworks. | | | |
| 20 | Assurance conducted more centrally within the Army by organisations such as the Army Inspectorate or Army Training Branch. In addition, the Physical Development Audit (PDA) and Formation Sports Reports (see Part 8) are processes that help to inform this level of assurance. | | |
| 4th Line of Defence - Assurance conducted by external auditors and regulators. | | | |
| 21 | Assurance activity conducted by an organisation external to the MOD. An example might be a NGB conducting an audit or assessment of an Army Sport Association's/Union's practices or procedures. | | |

Intentionally Blank

ANNEX E TO CHAPTER 5 SUGGESTED CONSTITUTION AND CHARTER OF A SPORT BOARD

References:

- A. JSP 660 – Sport in the UK Armed Forces.
- B. AGAI Vol 1 Ch 5 – Sport.

Constitution

1. The Sport Board is formed by:
 - a. President.
 - b. Chairman.
 - c. Secretary.
 - d. Assistant Secretary (Optional).
 - e. Treasurer (Finance).
 - f. Female Focus (if applicable).
 - g. Army Reserve Focus (if applicable).
 - h. Membership.

Aims

2. The aims of the Sport Board are:
 - a. To promote sport for the benefit of all personnel within the organisation and to encourage sport at UKAF, Army, Corps, Unit and sub-unit levels.
 - b. To ensure that all sport is organised in accordance with the rules and regulations of the NGB and the direction laid down in References A and B.
 - c. To ensure all sports in which the organisation participates have nominated sports officers and appropriately qualified coaches and officials.
 - d. Where necessary, ensure that a Female Focus is appointed to encourage greater participation in female sport.
 - e. To administer Public and Non-Public funds placed under the Sport Board's control for the benefit of sport in the organisation.

Sport Board Meetings

3. The Sport Board will normally meet biannually (at least annually for Reserve units) to consider the seasonal differences of some sports (ie Summer and Winter sports) and discuss the following agenda items:
 - a. Chairman's Opening Brief and Intent.
 - b. Sequencing and Participation in fixtures and competitions.
 - c. Funding for equipment, entry fees, overseas sports visits, trophies, etc.

- d. Reviewing sporting accidents, incidents, near misses and lessons learnt.
- e. Notable Sporting Successes.
- f. Approval of Awards/Colours.
- g. Sports updates from Sports Officers.

Additional Responsibilities of Sports Boards

- 4. **Formation Level Sports Boards.** Formation PD Branches are to:
 - a. Assist the Chairman of the Sport Board to appoint Presidents, Chairpersons, Secretaries, Female Focus and a Reserve Focus for all sports co-ordinated.
 - b. Produce a Formation Sports Directive, promulgated to all units within the Formation.
 - c. Provide assistance and advice to Formation Commanders on Sport Policy issues.
 - d. Ensure that:
 - (1) The duties and responsibilities of Sports Presidents, Chairpersons and Secretaries are documented in Formation Sports Directives.
 - (2) Secretaries maintain a database of known and reliable officials in their AOR, encouraging individuals to pursue qualifications in order to maintain levels of qualified personnel.
 - (3) If requested, submit a Formation sport report to HQ ASCB.
- 5. **Unit Sports Boards.** COs and OCs are to:
 - a. Produce a Unit Sports Directive (to be reviewed annually).
 - b. Subject to Operational commitments, field at least two summer and two winter teams (major units) or at least one winter and one summer team (minor and Reserve units) across the Army's key team sports.
 - c. Appoint a Sports Coordinator to promote sport throughout the unit, where applicable this would normally be the RAPTC Instructor.
 - d. When not on operations or field training, Regular units are to programme a minimum of two hours of sport each week. For unit teams, this should routinely be on Wednesday afternoons, when most Army league and Army qualifying competitions are held. Army Reserve units are to actively participate in sport.
 - e. Record sporting achievements for submission towards the Army Sports Trophies Competition collated by the PD Branch at HQ Regional Command.
 - f. Talent-spot players and identify sports coaches and officials for the future.
 - g. Collate the sports information required for the Physical Development Audit (PDA) Self-Assessment Report held on the Army Reporting Management Suite (ARMS), see [Part 8](#) for further details.

ANNEX F TO CHAPTER 5

GUIDANCE ON THE CAREER MANAGEMENT OF ELITE ATHLETES

References:

- A. [ACIN 46/15](#) - Maximising Talent.
- B. [JSP 760](#) - Regulations for Leave and Other Types of Absence.
- C. [AGAI Vol 2 Ch 39](#) - The Resilience Margin (ReM).
- D. [ABN 117/16](#) - Regular Flexible Duties (FD) – Army Trial Update 3.
- E. [AGAI Vol 3 Ch 111](#) - Professional Sportsmen and Women in the Army.
- F. [JSP 757](#) - Tri-Service Appraisal Reporting Instructions.

Background

1. The Army categorises its elite athletes as part of the Army Elite Sport Programme (AESP) which was established in Oct 14. The AESP is the Army's (Regular and Reserve) strategic partnership with UK Sport (UKS), the English Institute of Sport (EIS) and sporting National Governing Bodies (NGBs). The aim of the AESP is to identify new sporting potential for Tokyo 2020 and beyond and the Great Britain World Class Development (WCD) sporting programmes.
2. Successes enjoyed by Army athletes will deliver outstanding opportunities to promote the Army's reputation which supports the Army's moral component of developing a soldier's pride. It will also support the Army communication theme 'Soldiers are our core strength'. The promotion of successes enjoyed by Army athletes also reinforces CGS' Maximising Talent initiative, outlined in [Reference A](#), by demonstrating how the Army enables talent to thrive, regardless of gender, ethnicity or sexuality.

Aim

3. To provide clear guidance on the career management of 'Elite' Athletes.

Policy

4. In general, the Army will continue to support most of its elite athletes by employing them in accordance with [Reference B](#) and [Reference C](#). Whilst the Army encourages personnel to engage in sports as officials (including coaches) it is less appropriate for them to do so full-time for extended periods whilst in the paid employment of the Army. The Army will in such circumstances consider sympathetically applications for a Career Intermission (CI); remuneration during such breaks is the responsibility of the individual to negotiate with the prospective employing organisation. Where both athletes and officials aspire to shorter periods of full-time engagement in sport, the provisions of Unpaid Leave (UPL) or Special Paid Leave (SPL), which can be granted by an individual's CO, are considered entirely appropriate for such a purpose, further details are available on both types of leave in [Reference B](#). In addition, [Reference D](#) provides details on a trial opportunity to use Flexible Duties (FD) as an alternative to a Career Intermission.

Scope

5. The guidance in this Annex is for any member of the Army⁵⁴, officer or soldier⁵⁵, who aims to compete, officiate or manage, in a sporting capacity, at national or international level. It does not include professional athletes who are managed in accordance with [Reference E](#).

⁵⁴ Army Reserve personnel competing at national level may be considered on a case by case basis (alternative manning mechanisms may be required to facilitate this).

⁵⁵ Duty status should be confirmed for compensation reasons in accordance with [JSP 765](#).

Definition of Elite Athletes

6. Elite athletes are categorised according to the level at which they are participating and the method for their management:

a. **Tier 1 (Elite - Podium).** These are athletes who have been identified by their sport's NGB as having the ability to achieve podium status at the Olympic Games, Commonwealth Games, World Championships or other major competition whilst representing GB, or Home Country (HC) equivalent, at full international level. As such, they are officially part of NGB Podium Programmes.

b. **Tier 2 (Elite - Podium Potential).** These are national level athletes who have been identified by their NGB and selected to represent their HC as having potential to achieve podium status in their sport but require further time to develop. If not already sponsored by their HC, Tier 2 athletes would normally therefore be considered for the Talented Athlete Scholarship Scheme (TASS):

(1) TASS is an initiative that is receiving significant funding from Sport England (£6m 2014 - 2017) with the following mission: *'A world leading partnership between education and sport to help talented athletes in England fulfil their potential and balance their sporting development with their education and training'*. TASS supports athletes who are currently unfunded by UK Sport and sit somewhere close to the standard required for entry into Podium/World Class Development programmes – although entry criteria can be agreed/set in consultation with stakeholders.

(2) The Army Elite Sport Programme (AESP) Talented Athlete Scholarship Scheme (TASS)⁵⁶ Selection Board receives funding⁵⁷ and direction from the AESP Project Board. Whenever possible, TASS support will be provided at a location near to the individual athlete's own unit by a TASS Accredited Centre (TAC)⁵⁸.

(3) To be considered for TASS placement individuals must have a current recommendation from their CO and the Secretary of the respective Army sport. Selection will be assessed against at least one of the following baseline criteria:

(a) Great Britain athlete who is not part of UK Sport Podium/Podium Potential funded programme.

(b) Home Country (HC)/Foreign and Commonwealth (F&C) representative athlete⁵⁹.

(c) An athlete who is recommended for a HC/F&C programme with sufficient evidence from the National Governing Body (NGB) of future potential/headroom to reach HC/F&C representative standard⁶⁰.

(d) Exceptional potential identified via an AESP and/or UK Sport national recruiting campaign⁶¹.

c. **Tier 3 (Elite - Development).** Tier 3 incorporates those athletes who are developing and with potential to enter TASS. Tier 3 also includes those athletes on the BAe Scholarship Scheme; scholarships are awarded annually by DASC. The priority for scholarships will be

⁵⁶ TASS provides athlete support in the areas of Strength and Conditioning (S&C), Nutrition, Sport Psychology, Physiotherapy and Lifestyle Coaching.

⁵⁷ FY 16/17 for 33 athletes receiving 1:2:1 support and an additional 20 boxers/shooters supported by TASS Workshops as part of a bespoke 'TASS LITE' programme.

⁵⁸ There are currently 25 TACs in England but also approved delivery sites in Scotland, Wales and NI.

⁵⁹ GB England, Scotland, Wales, NI and F&C countries.

⁶⁰ This information derived from athlete training history questionnaire and recent competition results.

⁶¹ This could be as part of Talent Identification (TID), Talent Transfer (TT) or Talent Confirmation (TC) programmes.

those who are our most promising young athletes who aspire to great things. Individual scholarships are not normally awarded to Veterans or Masters. Essentially the sponsorship should cover some 30-35 athletes in all disciplines to a sum of £500 - £1500 each depending on need.

Current Manning Mechanisms

7. There are six manning mechanisms which can be used to facilitate individuals taking part in elite level sport outside of the Service environment:
- a. **Resilience Margin (ReM).** In accordance with [Reference C](#), the discretionary element of the ReM allows for 'Elite' Athletes to train and compete at national level without creating a gap at the providing unit. Athletes from Tier 1 – 3 above can be considered and, if selected by the AESP ReM Board, could be assigned by the APC to the ReM for a period of up to 2 years. In exceptional circumstances, the duration of assignment to the ReM can be extended. If not selected for assignment to the ReM, then individuals will have the opportunity to apply to use the remaining manning mechanisms.
 - b. **A Career Intermission (CI).** Ch 18 of [Reference B](#) introduces the opportunity for individuals to apply for a Career Intermission (CI). A CI can be granted if it is in the best interest of the individual and the Army that the individual remains as a member of the Army, but is remunerated by the organisation they represent.
 - c. **Special Paid Leave (SPL).** Ch 2, Sect 14 of [Reference B](#) states that when a Service person has been selected to represent their country at competitive games and sports, team manage or officiate at competitions involving National Teams, then the governing body of the sport should initiate the application for SPL. When utilising this manning mechanism, the principle will be that a Service person granted leave in this way will suffer no loss of official emoluments but, equally, they will not be placed in a position to make a financial profit from the period of leave. An individual on SPL will not be replaced.
 - d. **Unpaid Leave (UPL).** In accordance with Ch 17 of [Reference B](#), Unpaid Leave is a period of absence up to a maximum of 93 days at any one time which does not merit the grant of SPL or compassionate leave. This type of leave may be appropriate for individuals voluntarily involved in national/international events. An individual on UPL will not be replaced.
 - e. **Annual Leave Allowance (ALA).** Individuals may use their ALA in order to participate in recognised events. However, ALA is more likely to be used by those involved in officiating or coaching.
 - f. **Flexible Duties (FD).** Currently, for a trial period, individuals may consider the use of FD as an alternative to a CI. FD allows the individual to work part-time for the Army on a weekly basis and then take unpaid leave for the remaining parts of the week. FD is currently on an extended trial. Preliminary details on the FD trial can be obtained from [Reference D](#).

Application Process

8. The existing manning mechanisms remain the most appropriate method for managing personnel involved in elite level sport. However, it is deemed appropriate to reiterate the procedure and define the qualification criteria:
- a. **Process.** The process for applying to compete, officiate or manage in whatever capacity depends on the manning mechanism selected. The list below highlights the authority for each mechanism:
 - b. **Qualification Criteria and Authority.** The following should be used as a guide:

(1) **ReM.** Only 'Elite Athletes' who have been selected by a sporting National Governing Body (NGB) as part of a UK Sport approved Podium, World Class Development (WCD) or Home Country (HC) programme will be considered for a position on the ReM. Initial applications are to be sent to the Army Elite Sport Performance Manager (AESPM) at HQ ASCB, contact details are available on the ASCB website at <http://armysportcontrolboard.org/>.

(2) **CI.** Individuals may be offered the opportunity to apply for a CI. A CI should be applied for using Annex C of Ch 18 to [Reference B](#) and staffed through the CoC, then forwarded to the individual's Career Manager at APC.

(3) **SPL.** SPL is appropriate for competitors, event officials and team officials that do not require a significant time away from the Army to participate. SPL of less than 3 months can be authorised by the CO in accordance with the criteria in Ch 2, Sect 14 of [Reference B](#).

(4) **UPL.** UPL may be appropriate for circumstances not covered by the other mechanisms. UPL (up to a maximum of 93 days) can be agreed by the CoC in accordance with the criteria in Ch 17 of [Reference B](#).

(5) **ALA.** ALA can be used by any member of the Service that aspires to participate for short periods in civilian sport. ALA must be authorised by the CoC.

(6) **FD.** FD may be appropriate for individuals that do not require significant time away from the Army. FD should be applied for through the CoC and forwarded to APC.

Reporting

9. **Annual Reports.** Any officer or soldier likely to be away from normal duties for a prolonged period is to be briefed by their CoC on the potential career implications of their absence. ROs should seek written advice from the relevant APC Career Manager, and formally discuss this with the individual concerned. Reports on participants are to be raised as follows:

a. **Officer/Soldier transferred to ReM.** A full annual AR is required. [Reference F](#) provides guidance to the Reporting Officers of elite athletes assigned to the ReM; specifically:

(1) **Officers** – [JSP 757](#), Pt 2, Vol 2, Ch 1, Para 23.

(2) **Soldiers** – [JSP 757](#), Pt 2, Vol 2, Ch 2, Para 26.

b. **Officer/Soldier on CI.** No AR to be raised.

c. **Officer/Soldier on SPL, UPL, ALA or FD.** Full annual AR.

10. **Formal Career Review (FCR).** Individuals taking a CI or being assigned to the ReM should be offered a FCR to ensure that there is a shared and recorded understanding of the potential impact to the military career of individuals undertaking elite athlete activities. FCRs should be undertaken by the most appropriate organisation (Unit RCMO or APC CM) and a record should be kept on the soldier's/officer's Personal File. FCR should be repeated when individuals are extended on the ReM or CI.

Public Relations (PR)

11. In collaboration with HQ ASCB, the CoC that possesses Elite Athletes should seek to utilise PR opportunities in order to expose the recruitment and retention benefits that can be gained from Elite Athletes in the Army. However, careful management of the athletes must be considered and

a balance must be struck between training, competition and PR commitments. Initial advice on PR should be sought from Unit Press Officers or Formation Media & Comms staff.

Considerations

12. When deciding upon an application the following should be considered:
 - a. What return of service is the Army likely to get from the individual?
 - b. When is the individual due to run out?
 - c. What transferable skills will the individual bring back to the Army?
 - d. If an individual is offered a CI, is the appointment sufficiently important to the NGB for them to remunerate the individual?
 - e. What Media opportunities are available?
 - f. What effect will non-reckonable service have on the individual's career and future pension?

Point of Contact

13. The initial point of contact for further enquiries is:
 - a. SO2 AT/Sport, Army Training Branch:
 - (1) Tel – 94391 7917.
 - (2) Email – ArmyTrg-StratPol-PD-ATSport-SO2@mod.uk

Intentionally blank

Intentionally blank

ANNEX H TO CHAPTER 5 UNIT GUIDE TO THE CONDUCT AND SUPERVISION OF SPORT AND THE PREVENTION OF SPORT INJURIES

Scope

1. This Guide is not to be used as an authority to conduct sport.
2. COs have a Duty of Care to provide sports coaches and officials for the supervision and conduct of sport training and competitions. This guide provides guidance to those who hold no sport coaching/officiating qualification but are considered to be competent and responsible enough to conduct and supervise training safely. It will provide advice to assist in the supervision and conduct of Sport and reduce the likelihood of injury.
3. This guide does not replace the requirement for qualified coaches and officials, but should be used as an interim measure prior to sending a competent and interested individual on a recognised and official sport coaching course.

Aim

4. The Unit Guide to the Conduct and Supervision of Unit Sport and the Prevention of Sport Injuries is to complement and not replace existing guidelines from Unit Sports Boards and documents that sport coaches and officials currently use when conducting Sport in the unit.

Conduct and Supervision

5. **Plan a Training Programme for Individuals and Teams.** A well planned training programme that has been Risk Assessed will contribute to success on the field of play and reduce the likelihood of injuries. Consider the following when planning a programme:
 - a. What are the short and long-term goals? Are they realistic and achievable?
 - b. Each sport has different physical requirements and should be treated differently with goals and expectations reflected accordingly.
 - c. Avoid consolidated blocks of training as the intensity could overload the body and cause injury⁶³.
 - d. The programme must be progressive and reflect the time and commitment of the individual/team.
6. **Frequency and Intensity of Training.** The appointed individual should aim to get their team fit to play competitive sport. Although playing sport will assist in developing fitness, it will not maintain or enhance fitness levels further. When planning and conducting a training session you should consider the following:
 - a. Seek appropriate guidance from qualified coaches or PT staff.
 - b. Only conduct three quality training sessions per week with sufficient rest and recovery between each session.
 - c. Ensure that the correct muscle groups are exercised for the required sport. A general all-round fitness build-up should be initiated at the beginning of the season, followed by a specific schedule of training for the competitive part of the year.

⁶³ Units are to ensure that any sports training programmes complement, not replace, the unit's Physical Training (PT) programme.

- d. Temper training with gender, age, fitness and experience of the individual. Do not expect all personnel to be at the same fitness levels. Stream individuals into ability groups to ensure appropriate levels of intensity.
- e. Only compete and play matches once or twice a week. Intensive training sessions should not be conducted the day prior to a match/competition.
- f. Only a light intensity session should be conducted the day prior to a competition.
- g. Try to train the same time each day with the same recovery between sessions.
- h. Coach correct techniques and progressions.
- i. Individuals who are injured or unwell should seek advice from a doctor or physiotherapist. Exercise only those muscle groups that are not affected by the injury.

7. **Know Your Players.** It is important that whoever is supervising the training session knows the capability and ability of the individuals being coached. Both the safety and development of the individual are equally important. To be effective you must:

- a. Ensure currency regarding knowledge of the sport. This will give the supervisor credibility and assist with bonding the team together.
- b. Know the capability, strengths and weaknesses of your team and individuals.
- c. Do not treat individuals like mini professionals. The physical condition and ability of the individual will determine the amount and intensity of training they are capable of undertaking.
- d. Know the limits of the individual and team. Only progress in training when the individual/team is ready.
- e. Ensure younger players are not exposed to playing against older more senior and experienced players unless they are of the similar standard.

8. **Do Not Train.** Individuals are not to undergo intensive training for sport if:

- a. They are injured and training is likely to aggravate the injury.
- b. They are feeling unwell or are under medication.
- c. They have just eaten a substantial meal (less than two hours before).
- d. They are tired, hungry or dehydrated.
- e. Their concentrations are low and they are not focussed on training.
- f. They are not sufficiently warmed up.
- g. Extreme climatic conditions are likely to affect training (ie hot/humid conditions will increase perspiration leading to dehydration or muscle cramp; cold conditions could increase the potential for muscle tears). [JSP 539 - Climatic Injuries in the Armed Forces Prevention and Treatment](#) provides further direction.
- h. There are slippery or uneven pitch/court/track surfaces that are likely to make running and stability difficult resulting in ankle inversion and muscle tears.
- i. There is poor visibility from fog, bright sunshine or darkness. Individuals must wear reflective clothing when running at night on roads. Running alone whilst using iPods etc, especially at night, is not recommended.

- j. A RA has not been conducted and you are unsure as to the safety requirement for the activity.

9. **Warm Up and Cool Down.** To improve performance and reduce the likelihood of injury, a warm up and cool down must be included in every training session.

- a. A Warm Up should include:

- (1) Activities to gradually and sensibly increase body temperature and general circulation (steady state running 10 mins).
- (2) Mobility of all joints, but predominately those utilised within the sport.
- (3) Flexibility of specific muscle groups predominantly utilised within the sport.

- b. An effective Cool Down will aid recovery and reduce the potential for stiffness. It should include:

- (1) Light running to allow the heart rate to gradually return to its normal rate.
- (2) The inclusion of mobility and flexibility exercises to help retain a good range of movement.

10. **Nutrition and Dehydration.** The body needs fuel in order for it to perform. If the right nutrients are not getting to the muscles they will not perform to their maximum. Whilst training ensure that the following are adhered to:

- a. Drink at least 2.4 litres of fluid a day and an extra litre during hard exercise and hot conditions.
- b. Eat a balanced diet that includes plenty of fresh fruit and vegetables.
- c. Replace energy sources after exercise with carbohydrates, eg bread, pasta, bananas (within 20 mins after training).
- d. Avoid alcohol the night before any training session.

11. **Safe System of Training for Sport.** An appointed competent person should be aware of the safe systems of training⁶⁴, they are as follows:

- a. **Safe Person.** An individual who has received the appropriate information, instruction and supervision to carry out specific tasks.
- b. **Safe Equipment.** Supervisors of sport must ensure that the appropriate equipment is used and is safe and maintained.
- c. **Safe Practice.** Practices are conducted in accordance with Service regulations and in accordance with the laws laid down by the sport's National Governing Body (NGB).
- d. **Safe Place.** A safe place is one where safety controls have been put in place and have been identified by a site-specific RA.

12. **RA.** RAs are a safety measure conducted by the coach or competent supervisor prior to the commencement and during the activity. The following guidelines should be assessed prior to training/competition commencing:

⁶⁴ [JSP 375, Pt 2, Vol 1, Ch 40](#)

- a. Check that the whole team is medically fit and capable of training to the levels expected.
- b. Know the opposition and their strengths.
- c. Check that all playing surfaces and equipment are safe to use.
- d. Check on weather conditions, especially in extreme heat or cold. Check the Wet Bulb Globe Temperature (WBGT) reading within one hour of training or competition.
- e. Ensure an appointed/competent person is present.
- f. Ensure your team has and wears the correct clothing, footwear and protective equipment, etc.
- g. Ensure there is a first aid facility and emergency procedures are in place.
- h. Ensure drinking water is available and close to the training/competition facility.
- i. Ensure that all RAs are kept secure in case an injury occurs.

13. **Facilities.** The appointed individual must consider the following points when planning a training programme:

- a. Adequate playing surfaces, lighting, heating and environmental conditions will have an impact over where and when it is best to train.
- b. The location and time when facilities are available to use.
- c. The safety and serviceability of the equipment and floor surfaces. Are they suitable for the sport being played?
- d. Avoid using advanced equipment for inexperienced players.
- e. The supervisor must be familiar with the equipment, facilities and surroundings.

14. **Correct Clothing and Equipment for the Sport.** It is essential to ensure those participating in sport are equipped correctly and safely. Wearing inadequate or inappropriate clothing can increase the likelihood of injury. You should consider the following requirements prior to the session commencing:

- a. Is the protective equipment used by the individual and team safe, fitted correctly, adequate and recognised by the Service and or NGB?
- b. Ensure where applicable mouth guards and protective equipment are worn.
- c. Does the team clothing (strip) meet the requirement of the unit, is it practical and does it afford the necessary protection?
- d. Is the footwear suitable for the sport being played?
- e. All jewellery should be removed or taped to avoid injury to both the player and opponent.

If you are using unfamiliar equipment/facilities read the safety notices beforehand.

ANNEX I TO CHAPTER 5 FIRST AID AND MEDICAL COVER FOR COMPETITIVE SPORT FIXTURES AND COMPETITIONS

1. **General.** As introduced at [para 5.154](#), the MOD has a Duty of Care to its employees that includes ensuring appropriate levels of first aid or medical cover are available during participation in sport.
2. **Principles.** When considering the provision of first aid or medical cover for sports fixtures and competitions, the following principles should apply:
 - a. Where a sport’s NGB mandates a specific level of first aid or medical cover, then the Army requirement must at least be the same, or of an equivalent standard. Organisers of sports fixtures and competitions are to be conversant with the NGB requirement for first aid or medical cover in their respective sport.
 - b. The Army’s Sports Associations and Unions are to liaise annually with their respective NGB to ascertain any changes to the first aid or medical cover required for their respective sport. Any changes are to be communicated through the CoC.
 - c. If a NGB has not provided clear guidance on the level of first aid or medical cover required for their respective sport, then organisers are to use the Risk Assessment process to help determine the requirement. The tables below help to provide a framework that organisers can use to risk assess the requirement for first aid or medical cover.

(1) **Injury Risk Assessment Chart.** The chart below can be used to help determine the level of injury risk involved in a specific sport. By multiplying the likelihood of injury with the impact of the injury, an overall injury risk score can be determined:

| | | Likelihood (L) | | | | |
|--------------|-----------------------|-------------------|------------------------------|------------------|-----------------|-------------|
| | | 5 (Certain) | 4 (Likely) | 3 (Possible) | 2 (Unlikely) | 1 (Rare) |
| Impact (I) | 5 (Catastrophic) | 25 | 20 | 15 | 10 | 5 |
| | 4 (Major) | 20 | 16 | 12 | 8 | 4 |
| | 3 (Moderate) | 15 | 12 | 9 | 6 | 3 |
| | 2 (Minor) | 10 | 8 | 6 | 4 | 2 |
| | 1 (Insignificant) | 5 | 4 | 3 | 2 | 1 |
| Key | | | | | | |
| Likelihood | % chance of happening | Impact | | Impact on Person | | |
| 5 (Certain) | 100% | 5 (Catastrophic) | Death / loss of body part | | | |
| 4 (Likely) | 80% | 4 (Major) | Extensive Injuries | | | |
| 3 (Possible) | 60% | 3 (Moderate) | Medical treatment required | | | |
| 2 (Unlikely) | 20% | 2 (Minor) | First aid required | | | |
| 1 (Rare) | < 1% | 1 (Insignificant) | Minimal / no action required | | | |

(2) **Overall Injury Risk Score.** Based on the Injury Risk Assessment Chart above, an overall Injury Risk Score will be generated and graded as follows:

| Risk Score (I x L) | | |
|--------------------|-----------------|--|
| Risk Rating | Action Required | |
| 1 - 4 | Low | Action only if inexpensive / easy to implement |
| 5 - 8 | Moderate | Action if cost effective in reducing risk |
| 9 - 15 | Significant | Urgent action to reduce / remove risk |

| | | |
|---------|------|--|
| 16 - 25 | High | Immediate action to reduce / remove risk |
|---------|------|--|

(3) Having conducted an injury risk assessment using the framework outlined above, organisers will be better able to determine the requirement for first aid or medical cover.

d. **Injury Treatment Principles.** Organisers are to put in place an appropriate level of resources to be able to implement the following treatment principles:

(1) **At Point of Injury.** Subject to the requirements of the NGB or having completed an injury risk assessment (as outlined above) to assess the likely level of first aid or medical cover required, at the time and point of injury, immediate measures are to be readily available from one of the following:

- (a) Buddy-buddy first aid.
- (b) MATT 3 trained individual.
- (c) Combat Medical Technician (CMT) 1.
- (d) St John Ambulance or equivalent.

(2) **Within 1-Hour of Injury.** Within 1-hour of injury, there must be the resources to get a casualty to skilled treatment or resuscitation via:

- (a) CMT 1 (or higher).
- (b) St John Ambulance.
- (c) Civilian emergency service or local Hospital A&E Department.

e. **Casualty Transportation.** The following casualty transportation options are to be available:

(1) **Unit or Personal Transport:**

- (a) To provide casualty transport to unit lines or home location for injuries that can wait up to 48-hrs before being treated.
- (b) To provide casualty transport to the emergency department of the local medical treatment facility for injuries requiring moderate medical treatment / assessment on the day of injury.

(2) **Emergency Services.** The emergency services should be summoned for serious or life threatening injuries (ie suspected heart attacks). Where a military casualty is moved to a civilian facility by the emergency services they should be escorted. The escort needs to have a means of communication with the activity organiser (and vice versa) to enable updates on their final destination and casualty treatment plan/condition (non-clinical-in-confidence info) to feed back to parent unit.

ANNEX J TO CHAPTER 5

FORMATION SPORT BOARD REPORT TEMPLATE

1. **Introduction.** *Details of reporting Formation.*
2. **Participation and Attendance Levels.** *General overview.*
3. **Competitions/Fixtures Held.** *Summary of competitions/fixtures conducted, including reasons for any cancellations (where applicable).*
4. **Forthcoming Events.** *Brief summary of forthcoming events in the next period.*
5. **Facilities/Infrastructure.** *Availability, standard, maintenance/contractual issues.*
6. **Coaches and Officials.** *General observations on quantity, availability, shortfalls.*
7. **Finance.** *Funding issues, shortfalls, requests for additional support.*
8. **Continuous Improvement.** *Details of any lessons learnt, examples of good/best practice.*
9. **Reportable Incidents.** *Significant injuries, injury trends, near misses (where known).*
10. **Recommendations.** *Any recommendations not covered elsewhere.*
11. **Summary.**