



**Ministry
of Defence**

**JSP 660
Sport in the UK Armed Forces**

Part 2: Guidance

Foreword

This Part 2 JSP provides guidance in accordance with the policy set out in Part 1 of this JSP; the guidance is sponsored by the Defence Authority for People and provides advice for those overseeing, scrutinising and reviewing activity including the use of public and non-public funding.

Preface

How to use this JSP

1. JSP 660 is intended as practical guidance for the organisation, administration and conduct of sporting activity in the UK Armed Forces (UKAF). It is designed to be a single source document that can be used by staff responsible for the proper conduct of sport within the Services. This JSP contains guidance for sports association officials and unit commanders as well as those staff involved in the oversight, supervision and authorisation of sporting activity.
2. The JSP is structured in two parts:
 - a. Part 1 - Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. Part 2 - Guidance, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related JSPs	Title
JSP 315	Building Performance Standards (BPS) - Scale 48
JSP 456	Defence Catering Manual: Volume 2, Chapter 7 - CILOR
JSP 462	Financial Management and Charging Policy Manual
JSP 752	Tri-Service Regulations for Expenses and Allowances
JSP 765	Armed Forces Compensation Scheme
JSP 800 Volume 5	Road Transport Regulations
JSP 822 Part 1	Chapter 3 - Defence Direction for Training and Education

Further Advice and Feedback – Contacts

4. The owner of this JSP is ACDS(Pers Cap). For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

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1 Participation

Representing the UK Armed Forces

1. **UK Armed Forces Sports Identity.** The UK Armed Forces Sports Identity should be adopted forthwith for all sports teams and associations registered with the UK AFSB or with any other sports title referring to the combination of the three Services. The UKAF Sports Identity comprises:

a. **The Title.** The title is UK Armed Forces (UKAF). The title must be suffixed by the appropriate sports team, association or board (ie UK Armed Forces Football). If a more generic use is required, the term is UK Armed Forces Sport.

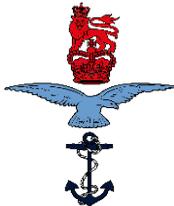
b. **The Logo.** There are two versions of the logo; one for formal use and one for routine. Although the term UK Armed Forces can be used in conjunction with the logo and associations are expected to do so, wording is not to be integrated into the logo. It is a standalone design. As an example, a hockey track suit top could have the logo on the left breast and UK Armed Forces Hockey across the back. Associations requiring electronic copies of the logo should request formats from the Sec UK AFSB. Both formats of the logo are illustrated below.

(1) **Formal.**



This format can be used in colour or black and white and would be used for more formal applications in stationery, such as VIP letterheads and invitations, publicity, advertising and embroidered badges for blazers.

(2) **Routine.**



This format would be used primarily for playing strips, track suits, and sports equipment. It is also available for stationery, web applications and advertising. It would be available in colour, or in black and white (if required) on suitable backgrounds. This format should be used in the majority of applications.

c. **Protection of the Title and Logo.** The identity is owned by the Secretary of State and protected on his behalf by Defence Intellectual Property Rights (DIPR). As a general rule, sports associations are permitted to use the identity for MOD purposes without charge or licensing and this includes the provision of branded sports equipment. Any commercial purpose, in particular external merchandising with an equipment provider, is likely to require licensing and the approval of DIPR. [2017DIN05-009](#) - MOD Names, Insignia and Logos, refers.

2. **Criteria for a UKAF Sports Team.** To form a UKAF team, the following criteria apply:

a. A properly constituted UKAF sports association comprising a minimum of a chairman but ideally including a secretary must have the responsibility for the UKAF team.

- b. The UKAF sports association must abide by the NGB regulations for the sport.
- c. The UKAF sports association reports to the UKAF SB via the Secretary.
- d. The status of the sport must be Cat 1, Cat 2 or Cat 3.
- e. The sport must be structured with single Service and Inter Service Championships from which the UKAF team is selected. Exceptions to this structure can only be approved by UKAF SB.

3. **Selection for UKAF Sports Teams.** The composition of a UKAF sports team for a particular sport should be the selection of the most capable players in the best combination to make the strongest representational team. Ideally the team should have a balanced representation from each Service but this should not be to the detriment of the standard of the team. Wherever possible, players should already have represented their senior single Service teams but if availability of players is limited, selection may include second string or developmental players.

4. **UKAF Sports Colours.** The award of UKAF colours to an individual marks the ultimate achievement of a sportsman or woman in sport within the UKAF. It is therefore a highly prized and prestigious award and is only awarded once for a particular sport. The following criteria apply to the award of colours:

- a. UKAF sports colours can be awarded to individuals who have represented as a player a properly constituted AF sports association in a 'bona fide' fixture authorised by Sec UK AFSB in UK or during an authorised tour overseas. Each UKAF association can exercise discretion over what constitutes a bona fide representative fixture but trials fixtures are insufficient to merit consideration.
- b. UKAF sports colours can only be awarded for Cat 1 and Cat 2 sports. Cat 3 and Cat 4 sports do not qualify.
- c. UKAF sports colours can comprise all or one of the following:
 - (1) embroidered blazer badges – can be mounted on a frame or worn on a blazer.
 - (2) a tie with the miniature logo in multiple and regular pattern.
 - (3) a lady's brooch.
- d. UKAF sports colours are only awarded for participation in the senior representative teams. UKAF colours are not awarded for participation in Masters/Veterans fixtures.
- e. UKAF sports associations may consider a separate award for participation in AF developmental sports teams usually at under 23 or under 25 years old. If a tie, brooch or badge is considered, its design must be obviously different from the full UKAF Colours. UKAF sports associations are responsible for the production of these awards but designs should be endorsed by Sec UKAF SB.

f. An official's tie (single logo on the tie) or lady's brooch can be worn by those who have officiated at UKAF events and by UKAF Sports Committee members.

g. Ties, other than the representative tie, produced for overseas visits, special commemorative matches, etc, should not replace the established UKAF sports colours tie and any such ties should respect the principle that ties with the 'all-over' miniature logo should be awarded only to players. Other ties for officials should include the single logo only.

h. UKAF sports ties, brooches and badges can be obtained from the Sec UKAF SB.

5. **Playing Strips for UKAF Sports Teams.** The corporate image of UKAF sports teams is important and the following guidance on the design and colour of playing strips for UKAF sports teams applies:

a. The preferred colour for a UKAF sports team playing strip is purple – pantone number is 5115C and colour breakdown is C 75% (Cyan), M 100% (Magenta), Y 70% (Yellow) and K 20% (Black).

b. An alternative colour for a UKAF playing strip is white.

c. The logo must be present on the strip, usually on the left breast.

d. The three single Service colours can be used in conjunction with both purple and white playing strips (ie an athletics vest in white with the primary device and three hoops in dark blue, red and light blue, three hoops on purple socks).

e. UKAF sports associations should abide by NGB guidelines in the design of playing strips.

f. Outfits in Disruptive Pattern Materials are not to be used.

g. UKAF playing strips are for the sole use of representative AF sports teams and should not be sold on a commercial basis without authorised licensing. There are property rights associated with the UKAF Sports Identity and any association seeking to raise funds through selling playing strips will need to involve DIPR to ensure proper licensing.

6. **UKAF Sports Awards.** Each year, Defence recognises the outstanding achievements of the Service athletes at a Sports Awards Ceremony. Single Services are invited to nominate personnel who they believe have achieved the highest standards of sporting excellence in the year. Nominations are requested for Sportsman, Sportswoman and Sports Official and also for a Sports Team of the Year. UKAF sports associations are also invited to submit nominations for the team award. The UKAF SB conducts a screening of the nominations from which the winners are selected. A high-profile guest of honour, frequently a member of the Royal Household, is invited to present the awards. Exceptionally, a Life Time Award can be presented to an individual judged by the UKAF SB to have given outstanding service of the highest order to UKAF and national sport.

Participation in Single Service Sports Competitions by Joint Service Units

7. The rules for Joint Services units to participate in single Service sports competitions are:
- a. personnel of all three Services on the strength of any joint establishment may represent those establishments.
 - b. in single-Service cup competitions, teams may comprise up to 50% of players from other than the host Service.
 - c. 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.

Priority of Claims on Players

8. The order of priority of claims on players in the UKAF is:
- a. country or trial matches for country.
 - b. UKAF sports fixtures.
 - c. Service representative matches.
 - d. below this level, single-Service Commands have discretion but priority will normally be:
 - (1) County.
 - (2) Command/Corps (when a Command/Corps is competing against a county, the Command/Corps has prior claim).
 - (3) A Club side given official recognition as a representative side in the Command/Garrison/Region.
 - (4) Ship/Unit/Base.
 - (5) United Services Club.
 - (6) Civilian Club.

9. When a County claim for the services of a player clashes with that of the Service for a representative side, the decision as to priority rests with the appropriate Service Association Chairman who should assess the importance of the two fixtures both to the Service and the player.

Service Personnel playing for Civilian Teams, including National Teams

10. Service personnel participating in civilian sport at all levels, including national representation, have no duty status and do so at their own risk and in their own time. The MOD accepts no liability either for personal or third party accident. It is therefore essential

that Service personnel involved in civilian sport take out the necessary insurance cover. At national level, athletes should make insurance arrangements with their appropriate NGB.

Participation within Senior, Development and Masters Sport

11. The terminology used in aged related categories needs definition to avoid confusion as NGB use different expressions. For Service sport, the following terms apply:

- a. **Senior.** The senior level is the highest level and represents the best of UKAF, single Service and Command participation. It has no age restriction.
- b. **Development.** This level applies to teams that have yet to achieve the senior standard. More often than not, the level will refer to age groups which are under 23 or 25 years old. Some development teams can span all ages but they still represent a level where development to the senior level is the expectation.
- c. **Masters.** Masters level is participation within older age groups. The age groups are specified by the sporting NGBs and in general are over 35, 40 and 50 years old. Some sports have different age groups.
- d. **Veteran Personnel.** Veteran personnel are those who have served in the UKAF but have now retired or have left the Service. The term veteran to define an aged related sporting activity is not to be used in Service sport.

12. **Senior and Development Sports Teams.** The eligibility of Service Personnel to participate in Senior and Development representational sports teams is defined in Part 1 Chapter 2. Veterans are ineligible.

13. **Masters.** For the Masters level (age threshold normally follows NGB guidelines), the following direction applies:

- a. Veteran personnel cannot participate in bona fide Inter Service competitions. Inter Service titles can only be competed for by serving personnel.
- b. Serving personnel have priority for selection in Masters teams and competitions.
- c. Masters competitions involving only serving personnel can be conducted as Inter Service events and can be included in the overall results.
- d. Masters competitions involving veteran personnel may be conducted alongside bona fide Inter Service events but the results of such competitions cannot be included in an aggregated score to determine an overall Service winner.
- e. Masters competitions and fixtures involving both serving and veteran personnel can be authorised by Single Service and UKAF Sports Boards but public funding and duty status only apply to serving personnel.
- f. All veteran participants must have appropriate third party and personal liability insurance.

- g. The inclusion of veteran personnel in a Masters competition between the Services must be agreed by the chairman of all three single Service Sports Associations before the competition takes place.

Participation in Charity Sporting Events

14. It is MOD policy not to support charities or charitable events without recovering costs (see [JSP 462](#) - Financial Management and Charging Policy Manual). In principle therefore, Service sporting events are not authorised for the purpose of charitable fund raising and the use of public funding to support participation in such events is inadmissible. Where an event is authorised for sound Service reasons (such as an Inter Services Championship, an Armed Forces or single Service fixture), public funding is admissible within the relevant regulation and charitable fund raising can be conducted as a secondary function.

15. JSP 462 does allow abatement of charges for certain charitable events but a business case proving the tangible benefit to Defence will require endorsement by the appropriate Top Level Budget (TLB).

Participation in Training

16. Training is a fundamental part of preparing for unit and representative fixtures.

17. **Unit Level.** COs can authorise training of unit teams within unit locations as they see fit. Where facilities are not available at unit locations, COs can authorise travel at public expense to the nearest and appropriate facility (JSP 752, Chapter 6, Section 1 refers). COs can also authorise training camps in their home theatre away from unit locations but travel and subsistence at public expense is inadmissible.

18. **Representative Level.** Training of representative teams has two primary forms:

a. **Training Camps and Sessions.** Representative teams can conduct training camps in UK or overseas. Chapter 3 covers overseas training camps. Public funding of travel is limited to one authorised training session¹ per season for the UK Armed Forces team and teams representing their respective Service. Further training sessions can be authorised by Sports Boards but the use of public funding is inadmissible.

b. **Pre-Fixture Training.** Most representative teams require some pre-fixture training. If directly linked to and in the immediate vicinity of the fixture, the authority for travel at public expense can include the pre-fixture training. If the pre-fixture training is a separate event, not directly linked in time and location, then travel at public expense is inadmissible. Separate pre-fixture training may still be authorised but travel must be self or non-publicly funded.

International and Elite Sports Personnel

19. Service personnel are encouraged to compete, officiate or coach at the highest level; the best may have opportunities to represent national teams in international events. The training and representation at international level must be managed by the appropriate NGB. Competing, officiating or coaching for a NGB is not part of Service, so Service

¹ The term session includes training camp.

personnel do so at their own risk and are not covered by the Armed Forces Compensation Scheme (JSP 765).

20. International athletes, officials and coaches participate in IGB/NGB activities in their own time and at their own expense. Some international athletes can be given 'Elite' status which allows the individual to train full time with their respective NGB. The management of Elite athletes varies between the Services. Details can be found at:

- a. **RN.** [BRd51\(4\) Ch 10](#).
- b. **Army.** [AGAI Vol 1 Ch 5](#).
- c. **RAF.** [AP 3415 Leaflet 24](#).

Professional Athletes

21. Service personnel may have the opportunity to compete as professional athletes or officials within civilian clubs. Where payment of an individual is involved, any leave granted will normally be unpaid or an abatement of pay will be applied to the Service person's salary to ensure that neither a profit nor loss of earnings is made while the special leave is granted. Service procedures for considering the authorisation of professional Service sports personnel are:

- a. **RN.** [BRd51\(4\) Ch 9](#).
- b. **Army.** [AGAI Vol 3 Ch 111](#).
- c. **RAF.** [AP 3415 Leaflet 24](#).

Participation of Transgender Personnel in Sport

22. The policy for the management of Transgender Service personnel is contained in JSP 889. NGBs set the rules for the safe and fair conduct of sporting activity in their respective sports. Transgender personnel are eligible to participate in Service sport in their affirmed gender provided they meet the rules set by the NGBs or International Governing Bodies for that sport.

Administrators, Coaches and Officials

23. As well as participating in sport as players, Service personnel are to be encouraged to qualify as officials and coaches and volunteer as association administrators. Organising sport offers the opportunity for personal development. At unit level this may be as Officer in Charge of a sport or, at all levels, as a member of a sport association committee. Officials, coaches, managers and administrators of representative teams have the same status as those participating as competitors.

2 Funding

General

1. Service sport receives funding support from both public and non-public sources. The level of public funding depends on the categorisation of the sport as defined in Part 1 of this JSP. Notwithstanding the provision of public money, playing of all sports within the Services depends very heavily on non-public funding.

Public Funding

2. Public funding is only available for Cat 1 and Cat 2 sports and then only within the following specific criteria.

3. Infrastructure and Equipment.

a. **JSP 315 Scale 48.** [Scale 48](#) defines the provision of facilities at public expense for Physical Training and Sport for unit/base/stations establishments and Centres of Excellence, Super Garrisons and Homes for Sport.

b. **Single Service Sports Equipment Grants.** Grants are available to sports associations and units under single Service arrangements for the provision of sporting equipment. Details are found at:

(1) RN – [BRd51\(4\) Ch 4](#).

(2) Army – [AGAI Vol 3 Ch 82 Paras 82.091-82.099](#).

(3) RAF – [AP3342](#) and [AP 3415](#) for units and [AP 3415](#) for representative associations.

4. **Travel.** The regulations for travel at public expense for sporting activity are detailed in [JSP 752, Chapter 6, Section 1](#).

a. **Sports Fixtures.** The maximum numbers in teams and of sports association committee members authorised to travel at public expense are at Annex A. Cat 3 and Cat 4 sports are ineligible for any public funding for travel. Additionally, officials required for the physical conduct of the activity, such as referees and umpires, are eligible to claim travel at public expense but the number is to be kept to the minimum necessary in accordance with NGB rules.

b. Travel to Winter Sports Championships.

(1) Service personnel may travel at public expense to single Service and Inter-Service Winter Sports Championships and the British Snow Sports Championships which are eligible for public funding, are taking place in Europe and have been specifically authorised by the appropriate single Service or UKAF SB. Except in exceptional circumstances previously agreed by the appropriate Sports Board Director, authorisation may only be given for competitors and those essential officials approved by the appropriate Services Sports Board, to claim a maximum per capita sum towards the cost of travel

between their unit in the UK, or the unit of those based in Europe, and the stated venues for the single Service and Inter Service Championships. Personnel selected to represent their Service as competitors or officials in Inter-Services Winter Sports Championships, and not returning to the UK between their single Service Championships and the Inter-Services Championship, may claim for travel between the venues of the two Championship competitions up to the same maximum per capita cost, as if travelling from UK points of departure (or units of those based in Europe). Travel is subject to budget holders' approval and is to be undertaken at the most economical available means making best use of special offers where possible. Claims are to be supported by appropriate receipts. Travel using White Fleet vehicles is subject to the maximum per capita sums not being exceeded. For RN and Army personnel, the funding of travel at public expense is available through centralised representational travel budgets. The RN policy is detailed in [BRd51\(4\) Chapter 4](#) and Army policy is in [2019DIN10-025](#) or its successor. For RAF personnel, travel is chargeable to unit travel budgets.

(2) For the single Service and Inter Service Winter Sports Championships, the maximum per capita sum for travel to each event is:

(a) those based in the UK:

(1) return travel between the unit and the point of departure from the UK - £50.

(2) return travel between the UK point of departure to the Championship venues - £125.

(b) those based in Europe, return travel from the unit to the Championship venues - £125.

c. **Sports Association Meetings.** Each sports association at both single Service and UKAF level can be authorised by their respective Sports Boards to conduct one Annual General Meeting and up to 3 Executive Committee Meetings each year.

d. **The Carriage of Personnel and Equipment for Sporting Activity.** [JSP 800 Volume 5 Part 2](#) contains sections which cover the use of military mechanical transport (MT) for personnel and equipment involved in sporting events. Event organisers and Service personnel participating in sporting events are to note the following sections in JSP 800 Vol 5 Part 2 Gp 2 Sect 1:

(1) Sport and AT activity – para 21 (page 2-2-1-6).

(2) Leaflet 10 (page 2-2-1-10-1) for:

(a) Driving to and from Sporting Events.

(b) Sports Journeys for Combined Military and Civilian Clubs.

(c) Head of Establishments and COs Attendance at Sporting Events.

(d) Transport of Spectators to Sporting Events.

(e) Conveyance of Sports Equipment.

(3) Leaflet 13 (page 2-2-1-13-4) – Driving to and from Investitures and Awards Ceremonies.

(4) Leaflet 15 (page 2-2-1-15-1) – Use of MT for Sports Board personnel.

5. **Subsistence.** As a general rule, Service personnel participating in sport are ineligible to claim subsistence at public expense. There are exceptions and these are defined in [JSP 752 Chapter 5 Section 1](#), in particular para 05.0115h. Of note, the exceptions include:

- a. Service personnel appointed to an established post in which they are required to organise official Service sport.
- b. Members of sports committees summoned to attend a meeting of a single Service or UKAF sports association called or authorised by the appropriate Sports Board.
- c. Service representatives attending General Meetings of a sport's NGB.
- d. Key safety officials in major canoeing and winter sports competitions specifically authorised in each case by the single Service or UKAF Sports Boards.

6. **Coaching Courses.** Coaches and officials are an essential requirement for the successful and safe conduct of sporting activity. Public funding for coaching and officials' courses can be authorised by single Service authorities either through the formal Statement of Training Requirement (SOTR) or through courses conducted by NGBs approved by the single Service Sports Boards. The use of Standard Learning Credits is defined in [JSP 822 Part 1, Section 6.4](#).

7. **Cash In Lieu Of Rations (CILOR).** CILOR may be authorised for feeding entitled competitors and officials during official championships authorised by Service Sports Boards that are held away from Service establishments. CILOR is available for single Service and Inter Service Winter Sports Championships and the UKAF teams in the British Snow Sports National Championships but is inadmissible for Overseas Visits and overseas training camps. [JSP 456, Part 2, Volume 2, Chapter 7](#) applies.

8. **Single Service Budgets.** For RN and Army personnel, the funding of travel at public expense for representative sports is available through centralised representational travel budgets. The RN policy is detailed in [BRd51\(4\) Chapter 4](#) and Army policy is in [2019DIN10-025](#) or its successor. For RAF personnel, travel is chargeable to unit travel budgets.

Non-Public Funding

9. Non-public funding is available for all sports. Cat 3 and Cat 4 sports rely entirely on non-public funding. Non-public funds are to be administered in accordance with Service Fund regulations and where appropriate in accordance with Company and/or Charity Law. The primary sources of non-public funding are:

a. **Single Service Sports Lotteries.** Each Service has a sports lottery that is defined and licensed by the Gambling Commission as a Society Lottery. Grants from Sports Lotteries are awarded to eligible individuals, units and sports associations for a range of activities, equipment and sporting requirements. Each Service manages their Lottery on similar lines although there are variations in their regulations. Single Service Sports Lotteries maintain comprehensive websites which can be found at:

- (1) RN & RM Sports Lottery – www.rnsportslottery.co.uk.
- (2) Army Sports Lottery – www.armysportslottery.com.
- (3) RAF Sports Lottery – www.rafcf.org.uk.

b. **Single Service Charities.** Each Service provides significant non-public funding from their central Service charities to support sport.

(1) **Naval Service Sports Charity (NSSC).** A subsidiary of the Royal Navy Royal Marines Charity (RNRMC), the NSSC provides annual grants that cover the operating costs of Sports Associations, external coaching provision, regional sports development and support to those Elite and Tier 2 athletes. In addition, the Royal Marines Charity (TRMC) provides support to Royal Marines Sports Associations and RM Units.

(2) **Army Central Fund.** Funding is managed through the chain of command for unit and regional activities and the Army Sport Control Board for representative sport.

(3) **RAF Central Fund.** Funding is managed directly for individuals and units by the RAF Central Fund and administered on their behalf by the RAF Sports Federation for Association level sports.

c. **UKAF Sports Fund.** Controlled by Sec UKAF SB, the UKAF Sports Fund is used to support teams representing the UKAF, thus supporting sport at the highest level in the Services.

d. **Nuffield Trust (NT).** 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. Grants are only available for the purchase of equipment and for sports building projects but are not available for overseas visits, equipment maintenance costs or running costs of buildings. Bids for NT funding to support sport activity are managed under single Service protocols and processes. References are:

- (1) RN – [RN & RM Charity Grants](#).
- (2) Army – [ASCO 3206 - Welfare Funds](#) and [ABN 49/13 - Grants for Welfare, Recreational and Sporting Projects](#).
- (3) RAF – [AP 3223 Chapter 1 Leaflet 119](#).

e. **Sponsorship.** The UKAF SB and its Sports associations can seek additional non-public funding through sponsorship but care must be taken to ensure the

regulations of [JSP 462 Part 2 Chapter 7](#) are applied. Sponsorship arrangements are to be supported by a contract between the sponsor organisation and the association or if not a legal entity, through single Service Sports Boards/Federations. Of particular note:

(1) **Branding.** There are strict rules about the use of logos and names. The commercial use of any military branding or trademarks requires the endorsement of Directorate of Defence Communication (DDC) and the written approval of Defence Intellectual Property Rights (DIPR).

(2) **Gifts and Hospitality.** As a general rule, all staff (military and civilian) are permitted to accept invitations for sponsored events provided they apply the test set out in the Civil Service Code (which has statutory force for civil servants):

‘you must not accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity.’

JSP 462 Part 2, Chapter 7, paras 9 and 68-70 provide the detailed guidance.

Annex

A. Maximum Numbers Eligible to Claim Travel at Public Expense

**MAXIMUM NUMBERS ELIGIBLE TO CLAIM TRAVEL AT PUBLIC
EXPENSE**

Sport/Activity	Max Numbers in Sports Teams (See Notes)	Max number of sports association committee members attending matches
(a)	(b)	(c)
Angling Competitive:		
a. Coarse	15	2
b. Carp	18	2
c. Game	14	2
d. Sea (Boat/shore)	15	2
Athletics:		
a. Track and Field	36	3
b. Cross-Country	12	2
c. Tug of War	12	2
d. Marathon/Road	8	2
Association Football	22	3
Badminton	12	2
Basketball	21	2
Boxing	17	3
Canoeing & Kayaking:		
a. Sprint and Marathon	14	2
b. Slalom	14	2
c. Polo	10	2
d. Freestyle	14	2
Cricket	18	3
Cycling:		
a. Road	10	2
b. Track Racing	10	2
c. Dirt	10	2
Equestrian;		
a. Dressage	10	2
b. Show Jumping	10	2
c. Cross Country	10	2
d. Eventing/Combined Disciplines	10	2
Fencing	20	2
Gliding	20	2
Golf	11	2
Hockey	19	3
Ice Hockey	22	2
Judo	12	2
Kitesurfing	16	2

Sport/Activity	Max Numbers in Sports Teams (See Notes)	Max number of sports association committee members attending matches
(a)	(b)	(c)
Lawn Tennis	9	2
Martial Arts		
a. BJJ	7	2
b. WTK and ITF Taekwondo	7	2
c. Karate	7	2
d. Kendo	7	2
Microlight Flying	6	2
Modern Pentathlon	5	2
Motor Sports:		
a. 2 Wheel Road	20	2
b. 2 Wheel Trial	20	2
c. 2 Wheel Enduro / Motocross	30	2
d. 4 Wheel Car Racing (Sprint & Circuit)	12	2
e. 4 Wheel Navigation	20	2
f. Rally	30	2
g. Karting (see Note 5)	100	2
Netball	14	2
Orienteering	10	2
Para Gliding	20	2
Polo	6	2
Powerlifting	16	2
Rowing		
a. On water rowing disciplines	18	2
b. Indoor rowing	10	2
Rugby League	24	3
Rugby Union	30	3
Sailing:		
a. Offshore	11	2
b. Dinghy	11	2
c. Windsurfing	10	2
Sport Climbing	15	2
Sport Parachuting	10	2
Squash Rackets	6	2
Surfing	18	2
Swimming:		
a. Swimming	19	3
b. Diving	6	2
c. Water Polo	14	2
d. Open Water	6	2
Table Tennis	6	2

Sport/Activity	Max Numbers in Sports Teams (See Notes)	Max number of sports association committee members attending matches
(a)	(b)	(c)
Target Shooting:		
a. Target Rifle	20	2
b. Small Bore	20	2
c. Clay Target	24	2
d. Target Pistol	12	2
Triathlon	15	2
Volleyball	16	2
Waterskiing/Wakeboarding	10	2
Winter Sports		
a. Alpine Skiing	12	2
b. Snowboarding	10	2
c. Bobsleigh	10	2
d. Skeleton Bobsleigh	8	2
e. Luge	8	2
f. Biathlon/Cross Country	8	2
g. Telemarking	6	2

Notes:

1. Numbers include supporting staff such as Team Manager, Coach etc.
2. Max numbers are for single sex teams. Mixed teams are to share team managers and support staff.
3. The number of event officials is to be kept to the minimum necessary to conduct the event in accordance with NGB rules.
4. The maximum number for fixtures involving smaller than standard teams, e.g. 5-a-side football, will be proportional to the 'on the field' numbers of a full-size team, i.e. 5-a-side football – maximum number is 10.
5. The three Services will collectively aim to fill a grid of 40 with 3 racers per kart at each event. Max numbers racing 120 plus supporting crew. Allowing each Service a maximum of 100 ensures the grid can be filled and compensates for fluctuations of availability in the individual Services.

3 Overseas Visits

General

1. The opportunity to participate in a sports team on an overseas visit is considerably attractive to many Service personnel and offers a positive and compensating effect to the many current operational and domestic commitments. Overseas sports visits for Service representative teams generally take one of the following forms:

- a. An overseas programme involving a competition/championship, or series of fixtures and training, or combination of both.
- b. An overseas training camp which may be undertaken with or without fixtures or competitions.

2. Overseas visits provide the chance to travel to destinations not often visited by the UKAF and consequently can be of diplomatic and PR value. From a sporting perspective these visits offer the scope to play against opposition with different national cultures and in an environment distinct from that experienced in the UK. They can be used to develop team spirit and teamwork for a season or competition ahead. Training camps allow athletes to improve their performances by training in climates and facilities not available in UK.

Policy

3. The policy of UKAF and single Service Sports Boards is to encourage participation in overseas visits by Service representative sports teams at all levels. Funding and the release of personnel will influence the single Service policy for the frequency and duration of visits but, as a general rule, visits should have a frequency of no more than once a year per team for a duration of no longer than 2 weeks. Overseas Training Camps are permissible on an annual basis. The maximum number of participants for a visit for each sport is detailed at Annex A.

4. At the discretion of UKAF and single Service Sports Boards, multiple overseas visits by sports associations in a year may be considered but the following principles will be applied to the submissions:

- a. the purpose of the visit should be a specific team competition (not individual), the standard of which is not available in UK.
- b. the duration is the shortest practical period.
- c. the authority would be granted for travel and duty but funding is subject to separate negotiation.
- d. Defence Engagement opportunities would enhance the submission.

5. Exceptionally, and where it can be justified, single Service Sport Boards may vary the above policy to suit particular circumstances.

Authorisation to Travel Overseas

6. For all overseas sports visits, authority is required from the appropriate single Service Sports Board or, for UKAF sports teams, from the UKAF SB. Application should be made at least 8 weeks in advance or within timescales set by single Service and/or clearance authorities. As a minimum, applications are to include:

- a. aim of the overseas visit.
- b. dates including outward and return travel.
- c. visit programme.
- d. list of participants.
- e. budget forecast, including an analysis of income and expenditure.
- f. confirmation that proposed hosts and the relevant UK Defence Attaché/Adviser have agreed in principle to the visit.

7. Expenditure should not be committed until authorisation has been given.

8. Authorisation will not normally be given for teams at different representative levels to participate in the same overseas competition, e.g. a single Service representative team competing in the same competition as a UKAF representative team.

Staff Clearance (SC)

9. SC is required to inform the chain of command about teams who propose to undertake an overseas visit. Application is made by the organiser to the appropriate higher formation headquarters and is to include the information at paragraph 6a-d.

Diplomatic Clearance (DIPCLEAR)

10. **Definition.** DIPCLEAR is the political authority to transit through or undertake an overseas visit in countries outside UK. Transiting is travelling through a country to where the overseas visit is taking place. DIPCLEAR is granted by:

- a. the appropriate British Embassy Defence Section.
- b. United Kingdom Movements Liaison Staff (Europe) (UKMLS(E)) for Belgium, Luxembourg and The Netherlands.
- c. HQ British Forces Cyprus (HQ BFC) for Cyprus.
- d. HQ British Forces Germany (HQ BFG) for Germany.
- e. HQ British Forces Gibraltar (HQ BF Gib) for Gibraltar.

11. **Procedure.** Organisers apply as follows:

a. To the appropriate Defence Section, British Embassy/British High Commission as listed in the International Policy and Planning (IPP) Overseas Directory (the IPP Yellow Book). This can be accessed electronically on the Defence Intranet under 'Library'. There are specific instructions for travel to USA, Australia and New Zealand and Defence Sections can provide the appropriate advice.

b. The only exceptions are for:

(1) **Belgium, Luxembourg and The Netherlands.** In accordance with [JSP 800 Vol 3 Part 2 Leaflet 29](#) and no later than 30 days prior to movement, application for transit clearance is made to Fd Army Operate (Mov), Fd Army HQ, Blenheim Bldg, Andover. Tel Mil: 94393 6892, Civ: 01264 886892 Email: FdArmy-Sp-LogMov-TCG-Mailbox@mod.gov.uk

(2) **Cyprus.** Application is made to SO2 J7 PD, J7 Branch, HQ BFC BFPO 53; Tel: 94120 3092 or +35725963092.

(3) **Germany.** Application is made to the Liason & Transit Cell, J7 Ops &Trg, Germany Enabling Office (GEO), Building 213, Antwerp Barracks, Sennelager, BFPO 16: Tel, Mil 948 79 2681 or Civ +49(0) 5254 982 2681; Email bengu.lenhardt55@mod.gov.uk.

(4) **Gibraltar.** Application is made to SA J7 PD, J7 Branch, HQ BF Gibraltar, BFPO 52; Tel: 9231 98531 5060; Email: Gib-HQBF-SAJ3PAT@mod.uk.

12. **Defence Engagement.** Defence Engagement is a consideration and travel to destinations not often visited by the Services can have considerable diplomatic and public relations value. In some exceptional cases, public funding may be available.

Specific Instructions

13. Specific instructions are issued for overseas visits to Australia, New Zealand and the United States. These are issued as DINs but will be subject to regular updating. The current DINs are:

- a. Australia: [2015DIN02-007](#).
- b. New Zealand: [2011DIN03-034](#).
- c. United States of America: [2015DIN03](#).

Funding

14. A fundamental feature in any overseas sports visit at any level is that public expense is not involved. All financial expenditure (including travel within UK and CILOR) for Services overseas sports visits must come from non-public sources.

15. Sources of non-public funds and grants to assist in the funding of overseas sports visits are:

- a. Single Service Sports Lotteries (per capita grant for lottery members).

- b. UKAF Special Fund (UKAF teams only).
- c. Unit Welfare Funds.
- d. Sponsorship.
- e. Personal contributions.
- f. Other single Service Non-Public Funds such as the Berlin Infantry Brigade Memorial Trust Fund.

16. Grants from these funds may have conditions that require a set level of personal contribution.

17. Grants will normally only be made for eligible participants as specified in Part 1 Ch 2 to this JSP. In exceptional circumstances and where their attendance is essential to the viability of the visit, bids may be made on behalf of retired personnel.

18. Any surplus of funds remaining on completion of an overseas visit should not be distributed to individual participants but is to be taken into the account of the Sports Association/Club concerned. Any surplus is to be reported to the Sports Board that authorised the visit.

Training Camps

19. Training camps for Service representative squads are to be structured to enhance the team building, fitness and skills of the squad members. They will, therefore, be limited to those who have the proven ability, or potential to benefit from high quality training and coaching in an environment not available in the UK. In order that a common rationale can be applied to training camp applications, the following criteria will be used:

- a. Applications must be properly scrutinised by the relevant UKAF or single Service Association/Union before submission.
- b. Participants must be members of the Association/Union's representative squad with the potential to compete as part of the representative team.
- c. Training camps must have a clearly identified objective and be designed around a properly structured training and conditioning programme supported by a suitably qualified coach/trainer.
- d. The training camp must have a direct bearing on a Championship or programme of fixtures at least at Command/Corps or Inter Services standard.

20. When circumstances merit, an increase of up to 33% above the numbers laid down at Annex A to this chapter may be authorised by Service Sports Boards for such training camps.

Security

21. Security advice must be obtained from the appropriate Sy Branch and, if advised to do so, from the appropriate Defence Section. Depending on the destination, guidance on

travel arrangements may also be required. Clearly, security issues can cause the cancellation of a visit.

Armed Forces Compensation Scheme (JSP 765)

22. Personnel are representing the UKAF and their Single Services when conducting an authorised overseas visit.

23. Authorised Service sport is covered by [JSP 765 – The Armed Forces Compensation Scheme \(AFCS\)](#). Service personnel, both regular and reserve, participating in authorised sporting activity are covered by the Scheme which provides compensation for illness, injury or death where caused (wholly or partly) by an individual's service in the Armed Forces. A payment is made from the Scheme where the claimant shows that on the balance of probabilities, their injury is more likely than not to have been caused by service. Each case is decided on its individual merits taking account of all relevant evidence. Compensation is only paid for injuries which are sustained during sporting activity where the activity was authorised on behalf of the Defence Council and prior to it taking place by the UKAF SB, single Service Sports Boards or unit commanders. Activities include personnel participating in, officiating at or organising official sporting events. Thus it is important for all participants that overseas visits are properly authorised by the appropriate Sports Board.

Insurance

24. Purchasing personal accident and/or life insurance cover is voluntary and entirely independent from the compensation provided for under the AFCS. It is for individual Service personnel to decide whether or not they wish to purchase separate insurance cover and if so which insurance policy to adopt. As AFCS cases are open to interpretation and judgement by DBS, individuals are to be strongly encouraged by the chain of command to ensure that they have personal and third party liability insurance when participating in any Service sport including an overseas visit.

25. Individuals should also consider having personal travel insurance which will provide cover against flight cancellations, deployment on operations and other expenses (such as medical and repatriation costs). Organisers should consider group insurance as appropriate.

Medical

26. All individuals going on an overseas visit are to check with their appropriate Medical Centres if any inoculations are required. The organiser must be aware of where local medical facilities are located, seeking details from the sponsor of the visit and, if necessary, the Defence Section. The compassionate procedure must also be promulgated before departure in accordance with [JSP 751](#). Visit organisers are to be aware of the different casualty procedures within the three single Services.

Visit Report

27. The Sports Boards authorising the overseas visit are to specify the requirement for a post visit report.

Further Advice

28. Further advice can be sought from the Secretaries of the appropriate Sports Boards.
29. Single Service instructions for overseas visits are:
 - a. RN – [BR 51\(4\) Chapter 6](#).
 - b. Army – [2019DIN10-01](#).
 - c. RAF – [AP3415](#).

Annex

- A. Maximum Numbers for Overseas Visits by Service Sports Teams.

**MAXIMUM NUMBERS FOR OVERSEAS VISITS BY SERVICE SPORTS
TEAMS**

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
1	Angling Competitive	Coarse Carp Game Sea (Boat/shore)	15 18 14 15
2.	Athletics	Track and Field Cross-Country Tug of War (per weight) Marathon/Road	36 14 14 10
3.	Association Football	Full side 5 a side	22 11
4.	Badminton		12
5.	Basketball		21
6.	Boxing		17
7.	Canoeing	Sprint and Marathon Slalom Polo Freestyle	14 14 10 14
8.	Cricket		20
9.	Cycling	Road Track Racing Dirt	10 10 10
10.	Equestrian	Dressage Show Jumping Cross Country Eventing/Combined Disciplines	10 10 10 10
11.	Fencing	Foil Epee Sabre	7 7 7
12.	Gliding		10
13.	Golf		13
14.	Hockey		22
15.	Ice Hockey		22
16.	Judo		12
17.	Kitesurfing		16
18.	Lawn Tennis		10

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
19.	Martial Arts		8
20.	Microlight Flying		10
21.	Modern Pentathlon		6
22.	Motor Sports	2 Wheel Road 2 Wheel Trial. 2 Wheel Enduro / Motocross 4 Wheel Car Racing (Sprint & Circuit) 4 Wheel Navigation Rally Karting	20 20 30 12 20 30 20
23.	Netball		16
24.	Orienteering		10
25.	Para Gliding		20
26.	Polo		8
27.	Power Lifting		16
28.	Rowing	On Water Combined 8s, 4s and Pairs Indoor	20 12
29.	Rugby League	Thirteens Nines Sevens	28 19 15
30.	Rugby Union	Fifteens Tens Sevens	32 20 15
31.	Sailing	Offshore Dinghy Windsurfing	12 12 12
32.	Sport Climbing	Indoor Climbing and Bouldering	15
33.	Sport Parachuting		10
34.	Squash Rackets		8
35.	Surfing		18
36.	Swimming	Diving Swimming Water Polo Open Water	6 19 16 6
37.	Table Tennis		10
38.	Target Shooting	Target Rifle Small Bore Clay Target Target Pistol	20 20 24 12
39.	Triathlon		15

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
40.	Volleyball		16
41.	Waterskiing/Wakeboarding		10
42.	Winter Sports	Alpine Skiing	12
		Snowboarding	12
		Bobsleigh	10
		Skeleton Bobsleigh	8
		Luge	8
		Biathlon/Cross Country	8
		Telemark	6

Notes:

1. Numbers include supporting staff such as Team Manager, Coach etc.
2. Maximum numbers are for single gender teams.
3. The maximum number for mixed gender or other combinations of representative teams (e.g. senior and masters) will be subject to approval by the appropriate Services Sports Board in each case. It will normally be significantly less than twice that of a single gender team.
4. The maximum number for visits by smaller than standard teams, e.g. 5-a-side football, will be proportional to the 'on the field' numbers of a full-size team, i.e. 5-a-side football – maximum number is 11.
5. When circumstances merit, Service Sports Boards may authorise an increase of up to 33% of the above numbers for training camps.