



# Ministry of Defence

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

### **Part 1: Directive**

# **Foreword**

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that, not only will they be treated fairly, but also that their families will be treated properly and that Service veterans and their dependants will be respected and appropriately supported.

Sport makes a significant contribution to the delivery of operational capability; indeed it is a core activity in the UK Armed Forces. I am therefore most eager to encourage the active participation of all ranks at all levels of sport. I am aware that the majority of sport is organised by Service personnel on a voluntary basis; knowledge of, and access to, the necessary regulation of activities can be difficult. This important document brings together the policies for, and detailed guidance on, the conduct of sport in the UK Armed Forces.

I commend it to all your staff involved in sporting activity and in particular to your sports association officials who deliver sport at and above unit level.

**Lt Gen James Swift  
Chief of Defence People  
People Functional Owner**

# Preface

## How to use this JSP

1. JSP 660 is intended as a statement of policy on the conduct of sport in the UK Armed Forces. It is designed to be used by all personnel responsible for the conduct of sport at unit level and above. This JSP provides a single source document on the policy, governance and status of Service sport and at Part 2 gives guidance on the processes involved and best practice to conduct the sporting activity. This JSP will be reviewed at least annually.
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 Policy and Guidance

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

Related Publication	Title
JSP 375	Management of Health & Safety in Defence
JSP 765	Armed Forces Compensation Scheme
DSA 01.1	Defence Policy for Health, Safety and Environmental Protection

## 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 to ask questions not answered within the subsequent sections, or to provide feedback on the content, contact:

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# 1 Sport Policy

## Rationale

1. Competitive sport plays a key role in the development of UK Armed Forces (UKAF) operational capability. One of the three pillars of Physical Development alongside Physical Training/Education and Adventurous Training, sport makes a significant contribution to operational effectiveness, fighting spirit and personal and collective development. It is recognised as a feature of the Armed Forces Covenant, contributes to the 'Offer' for Service personnel, plays an important part in Service life including recruiting and retention and can provide excellent public visibility of the Services. Thus, it has a wide role, but specifically within the envelope of personal development, it contributes to both mental and physical 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 sport<sup>1</sup> is a Condition of Service with duty status and is a core activity that cannot be considered discretionary. Sport also provides a balance in the lives of Service personnel from the pressures of military commitments and during periods of high tempo operations, an invaluable opportunity for decompression. It is to engender all these qualities that public funding and time is made available for Service sport under the conditions outlined in this JSP and related single Service policies. This Policy applies to regular and reserve Service personnel.
2. The principles underlying sport policy are to:
  - a. create an environment which encourages Service personnel, both regular and reserve, to participate in a full range of competitive sporting activity to put them in a place of challenge and stretch at all levels, to facilitate personal and collective development.
  - b. provide all Service personnel with time for sport and access to a clearly defined standard of sports facilities and equipment, in order to achieve and maintain mental and physical fitness, overall health and promote well-being.
  - c. encourage sporting success at individual, unit and representational level and provide a framework for Service, Inter Service and Armed Forces sports competitions and representational sporting opportunities.

## Governance

3. **Chief of Defence People (CDP)** is responsible for Armed Forces Physical Development Policy and is accountable to the Defence Board through VCDS.
4. **Assistant Chief of Defence Staff (Personnel Capability) (ACDS(Pers Cap))** is accountable to CDP for:
  - a. Defence policy for sport. ACDS (Pers Cap) owns the policy for sport in the Armed Forces and champions sport within the MOD to ensure its value to operational effectiveness is recognised and it receives appropriate support. Hd TESRR on behalf

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<sup>1</sup> That which is authorised by the UKAF SB, single Service Sports Boards, formation/regional commanders and unit COs. Chapter 2 para 6 refers.

of ACDS (Pers Cap) is the 1\*star responsible for sports policy currency and development.

b. Acting as the 2\* Head of UKAF representative sport and being responsible for the delivery of sport at that level. ACDS (Pers Cap) exercises that authority through the UKAF Sports Board.

c. ensuring the continued recognition of the provision of sport as a Condition of Service.

5. **UK Armed Forces Sports Board (UKAF SB).** The terms of reference for the UKAF SB are at Annex A to this section. On behalf of ACDS (Pers Cap), the UKAF SB is:

a. accountable for promoting, developing and providing policy direction on the conduct of representative sport within and between the single Services and at UK Armed Forces representative level.

b. the authority for UKAF sports associations.

c. responsible for standardising where feasible and appropriate, sports' policy across the Services.

d. responsible for maintaining a liaison with national sports' bodies.

6. **Service Sports Boards.** The Royal Navy, Army and Royal Air Force have each established structures within their Services responsible for the policy, governance, development and delivery of sport. Each has constituted Sports Boards chaired at 2-star level. The single Service Directors of Sport, Head Navy Sport, Director Army Sport Control Board and Director RAF Sport respectively, are responsible within their Services for delivery of representational sport. For the three Services, the delivery of unit sport is supported by the Sports Boards, the chain of command and Physical Training staff. Each director represents their Service on the UKAF SB as a Board member.

7. **National Governing Bodies (NGBs).** The majority of sports have well established NGBs which have comprehensive rules for the conduct of their sporting activities. NGBs are registered with the Sports Councils (UK/GB or England, Wales, Scotland and Northern Ireland). For a particular sport to exist within the UKAF, its NGB must be recognised by one of these Sports Councils; the register in Sport England is normally used for this purpose but to avoid confusion, the alignment of Service sports to NGBs is defined at Annex B.

8. **Service Sports Associations.** Sports Associations (the term includes Sports Unions and Clubs) are constituted under the authority of the Sports Boards. Managed by serving personnel, Sports Associations are the enablers for sport delivery supported by public and non-public Service funds. As such they are MOD bodies acting on behalf of their Service Sports Boards and are accountable to the Chair of that Service Sports Board for the delivery of specific sports within their Service. The sports associations are to administer their sport in accordance with the directives of their sport's NGBs and Defence, Joint Service and single Service publications and instructions. As sports associations have charitable status, they are to abide by Charity Commission rules and regulations. UKAF Sports Associations are accountable to the UKAF SB and their structure and governance are defined at Annex C.

**9. Commanding Officers (COs).** COs' responsibilities for sport are detailed in Queen's Regulations, Training Directives and as directed by objectives in Command Management Plans, all of which encourage participation in sport, along with the provision of time, facilities and sports travel. COs may exercise this responsibility through Unit Sports' Boards, other similar committees or through Physical Training staff. Whilst recognising the benefits that sport brings to operational effectiveness, physical fitness, team building and the well-being of Service personnel, COs should also be aware of the potential impact of sports-related injury on operational capability. MOD's policy is clear both to encourage sport and require COs to take sensible steps to reduce the risk of injury by following the appropriate NGB and MOD regulation, monitoring injury trends, evaluating risks and providing the appropriate supervision when necessary.

**10. Adaptive Sports.** Adaptive Sport (AS) plays an important role in the recovery of Wounded, Injured and Sick (WIS) personnel.

a. Battle Back Sports (BB-S)<sup>2</sup>, working with the Defence Recovery Capability (DRC), is Defence's focus for AS. The Terms of Reference for BB-S are at Annex D to this chapter. BB-S is responsible for:

- (1) the identification and development of appropriate AS programmes.
- (2) the governance of AS and the promotion of AS across Defence.
- (3) effective liaison with the British Paralympic Association (BPA) and appropriate NGBs, National/International Paralympic Committee (NIPC), National/International Disability Sports Organisation (N/IDSO) or other appropriate bodies recognised by UK Sport / Sport England as being the national lead.

b. There are significant parallels between Able Bodied Sport (ABS) and AS. Although AS was introduced primarily to support the DRC to support the recovery and rehabilitation of WIS personnel and their return to an active lifestyle and whilst this remains its focus, the delivery of AS alongside ABS is important, in particular for WIS personnel who return to active duty.

c. The core AS programme is promulgated by the Defence Adaptive Sport and Adventure Training Centre, Lilleshall (DASATC).

## Categorisation

**11. Basis for Categorisation of Sports.** Sports are categorised by their eligibility for public funding, and to qualify for such funding a sport must:

- a. be affiliated to a NGB as approved by the Sports Council. The Service Sport Association concerned must have a constitution approved by the relevant Sport Board and acceptable accounting procedures and committee structure.
- b. have known and established grass roots support. It is to be open (and, if it can be determined, with popular appeal) to all ranks.

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<sup>2</sup> Formerly known as the Combined Services' Adaptive Sport Association (CSASA).

- c. have guaranteed financial support from non-public funds.
- d. if a new sport, have low projected per-capita costs.
- e. if a new sport, be subject to a trial/monitoring/review period of 3 years before it can be considered for full recognition. At the end of this period, it is to be assessed by the UKAF SB against the MOD's capacity both to fund and support it. Automatic 'recognition' after 3 years should not be assumed.
- f. encourage or develop the following:
  - (1) good health, personal fitness and physical development.
  - (2) beneficial physical activity, especially for personnel in 'sedentary occupations'.
  - (3) physical fitness for performing operational tasks under stress.
  - (4) self-discipline.
  - (5) high morale and esprit de corps.
  - (6) co-ordination, determination, confidence and motivation.
  - (7) courage and character-building.
  - (8) leadership qualities.
  - (9) competitiveness (i.e. the sport should not be primarily a social or recreational activity).
  - (10) recruiting and retention.

**12. Categorisation.** Sports are to be categorised as follows:

- a. **Category 1 (Cat 1).** 'Cat 1 sports' are those which, by virtue of the large numbers of participants both in training units and in the Services at large, have facilities provided at public expense. Facilities are provided, as a maximum, to a 'scale' as laid down in JSP 315 Scale 48. Sports facilities at the specified scale may also be provided through PPP/ PFI. Public funding may also be used, within laid down criteria, for equipment, travel, grants for coaching courses and Cash In Lieu Of Rations (CILOR). Cat 1 sports are common to all 3 Services and currently are: Athletics, Football, Rugby Union and League, Hockey, Cricket, Tennis, Squash and Netball. Participation in Cat 1 sports must be formally authorised<sup>3</sup>.
- b. **Category 2 (Cat 2).** 'Cat 2 sports' are those sports which do not justify Cat 1 status but nevertheless fully meet the criteria for public funding and are recognised as doing so by the UK AFSB. Because of the differing operating environments of the 3 Services, Cat 2 sports need not necessarily be common to all. Nevertheless,

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<sup>3</sup> See Chapter 2 para 6. Authority ensures conformity with the provisions and guidance of JSP 765 (Armed Forces Compensation Scheme).

differences are to be minimised to avoid inconsistency of funding and duty status of personnel doing the same activity. Public funding may be used, within laid down criteria, for equipment, travel, grants for coaching courses and CILOR. Although dedicated facilities are not provided, those built for other primary purposes may be used by ‘Cat 2 sports’, e.g. basketball in a gymnasium. In exceptional circumstances and where budgets allow, single Services may, with the agreement of their D Res, authorise the use of public funds to pay for the hire and/or temporary construction of a facility when the requirement is to meet the safe and legitimate running of a winter sports event. Participation in Cat 2 sports must be formally authorised<sup>4</sup>.

c. **Category 3 (Cat 3).** ‘Cat 3 sports’ are those which do not meet, or have not yet met, fully the criteria for public funding but which are considered by single Service Sports’ Boards with the endorsement of the UKAF SB, to merit support from non-public funds. Cat 3 sports are not eligible for any public funding. Authority for participation may only be granted for Single Service and Inter Service Championships where the provisions of JSP 765 can be applied. Activity outside these championships is conducted in a service person’s own time and at their own risk.

d. **Category 4 (Cat 4).** ‘Cat 4 sports’ are those which do not fall into any of the above categories. The activity is conducted in a service person’s own time and at their own risk without any eligibility for the provisions of JSP 765. Cat 4 sports may, on occasions, merit support from non-public funds.

**13. Current Status of Sports.** The current status of individual sports, including the sub disciplines of sports, is at Annex E to this section. This status is reviewed routinely by the UKAF SB. Certain sports have significant overlaps with Adventurous Training (AT) which is governed by JSP 419. To avoid confusion on what can be conducted as Service sporting activity, the table at Annex F provides:

- a. clarity on what can be considered as Service sporting activity within each sport or sub discipline of sport.
- b. where overlaps exist with AT, definition of the competitive activity that can be considered as Service sport.

**14. Change of Status.** To upgrade the status of a sport, the chair of the single Service sport/activity must apply to the appropriate Service’s Sports Board whose Director will make recommendations to the UKAF SB. The chair of a UKAF sport/activity should apply directly to the UKAF SB. The UKAF SB is the sole authority for the recognition of sports. Ideally the status of sports should be the same across the three Services but exceptionally and where participation levels vary significantly, different status levels can be granted. Before downgrading the status of a sport, the UKAF SB will seek the views of the Sports Associations concerned.

**15. Definition of Representation.** The following definitions are used to classify representation:

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<sup>4</sup> See Chapter 2 para 6. Authority ensures conformity with the provisions and guidance of JSP 765 (Armed Forces Compensation Scheme).

a. **Representative Sport.** The term ‘representative sport’ describes sporting activity conducted by individuals and teams representing single Services or UKAF; within the single Services, the following additional levels of representation are applicable:

- (1) **RN.** Region and Corps (for Royal Marines).
- (2) **Army.** Corps.
- (3) **RAF.** Region and Branch.

b. **Unit Sport.** The term ‘unit sport’ describes sporting activity conducted by individuals or teams at ship, base, unit and station level or independent sub units below that level.

## The Development Pathway

16. Service Chiefs recognise that Sport enhances the ‘will to win’ and contributes to the fighting spirit of Physical Development and therefore operational capability. Within the Armed Forces, each Service supports, resources and develops a broad range of sporting activity to increase participation further. The majority of sport should take place within units and bases where sporting opportunity is not only available for all but commanders strongly encourage full participation.

17. Although the main effort remains participation for all Service personnel, those with particular aptitude are strongly encouraged to develop their skills and fitness through to perform at higher levels. These levels will vary in each of the Services but they come together when competing in Inter Service competitions or at the very top of Service sport, when representing the UKAF.

18. The Development Pathway provides a structure for the development of players and officials from unit level sporting activity to national representation. The level of attainment will depend on the aptitude, inspiration and determination of the individuals. The Pathway is described at Annex G to this chapter.

## Single Service Regulations

19. Each Service has its own regulations governing sport:

- a. **RN** – [BRd51\(4\) - Sport in the Naval Service.](#)
- b. **Army** – [AGAI Volume 1 Chapter 5 - Sport.](#)
- c. **RAF** – [AP 3415 - Sport in the Royal Air Force.](#)

## Single Service Sports Websites

20. Details of the single Service Sports Boards, their Sports Associations and sporting activity can be found at their websites as follows:

- a. **RN** – [www.royalnavy.mod.uk/NAVYfit.](#)

- b. **Army** – [www.armysportcontrolboard.org](http://www.armysportcontrolboard.org).
- c. **RAF** – [Directorate RAF Sports / RAF Sports Federation](http://Directorate RAF Sports / RAF Sports Federation).

## Annexes

- A. UK Armed Forces Sports Board (UKAF SB).
- B. National Governing Bodies for Service Sport.
- C. UK Armed Forces Sports Associations.
- D. Terms of Reference for Battle Back Sports (BB-S).
- E. Status of Sports within the Services.
- F. Definition of Sports within Categories.
- G. The Development Pathway.

## UK ARMED FORCES SPORTS BOARD (UKAF SB)

### GENERAL

1. The UKAF SB is formally constituted as an MOD Body under the authority of the Defence Personnel Leadership Team (DPLT) through the ACDS (Pers Cap)). The lead MOD branch through which UKAF SB reports is Training, Education, Skills, Recruiting and Resettlement (TESRR). In addition to being an MOD body, the UKAF SB is also accountable to the Charity Commission as an Excepted Charity.

### PURPOSE OF THE UKAF SB

2. The UKAF SB is responsible for promoting, developing and providing policy direction on the conduct of representative sport within and between the three Services and at UKAF level. It is also responsible for standardising, where feasible and appropriate, sports policy across the three Services and maintaining a liaison with national sports bodies.

### COMPOSITION

3. The members of the UKAF SB are the 3 Single Services' Directors of Sport with the office of Chair rotating biennially between the 3 Services. The Secretary is part of the staff of CDP in MOD Main Building but his work place is collocated with the ASCB. The Secretary is the focal point for all UKAF SB matters. The UKAF SB has a subordinate group, the Sports Board Deputies Group<sup>5</sup>, which provides the staff support for development of tri-Service sports policy and coherence in the delivery across the three single Services.

### ROLE OF THE UKAF SB

#### 4. Policy.

- a. promote and develop policy on the conduct of sport within the UKAF (including Reserves).
- b. maintain the currency of existing regulation, guidance and policy direction for sport within the UKAF, largely through DINs and JSPs.
- c. advise the CDP through ACDS (Pers Cap) on matters of common interest affecting sport in the Services.
- d. where feasible and appropriate, standardise sports policy across all 3 Services, including AS.

#### 5. Governance.

- a. act on behalf of ACDS (Pers Cap) as the authority for the UKAF Sports Associations and in particular:

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<sup>5</sup> Comprises Sec UKAF SB, SO1 NS HMS Temeraire, COS ASCB and DDRS.

- (1) advise and assist UKAF sports associations in the conduct of their sports.
- (2) appoint chairs of UKAF sports associations with terms of reference for the management of their associations.
- (3) examine and approve the constitution or articles of association (as appropriate) of all UKAF sports associations and approve, or in the case of articles endorse, amendments.
- (4) appoint the chair and approve the trustees of UKAF sports associations registered as separate charities.
- (5) scrutinise the annual accounts of all UKAF sports associations and unions.
- (6) authorise all fixtures and committee meetings of UKAF sports associations and unions.
- (7) adjudicate on matters referred to it by any UKAF sports association.
- (8) monitor assurance and compliance of the conduct of sporting activity in UKAF sports associations.

- b. authorise the official recognition of a new sport across all three Services and conduct a continuous rolling review of all Cat 2 and Cat 3 sports to ensure they meet established criteria.
- c. maintain a liaison where necessary with appropriate sports NGBs, councils and the Sports & Recreational Alliance.
- d. determine eligibility of players for Inter Service and UKAF sports fixtures.
- e. control through the appropriate UKAF sports association, the award and wearing of 'Colours'.

**6. Assurance.** Ensure compliance with JSP 660:

- a. examine and approve the constitution or articles of association (as appropriate) of all UKAF sports associations and approve, or in the case of articles endorse, amendments.
- b. scrutinise the annual accounts of all UKAF sports associations and unions and review their sponsorship contracts on a routine basis.
- c. monitor 1st party assurance of the conduct of sporting activity in UKAF sports associations.
- d. ensure the conduct of 2nd party assurance of UKAF sports associations activity.

**7. Administration.**

- a. administer such non-public funds as are placed under its control and allocate non-public grants to UKAF sports associations as required.

- b. seek additional non-public funding through sponsorship of UKAF sports and assure compliance of sponsorship arrangements within UKAF sports associations.
- c. conduct an annual UKAF Sports Awards ceremony.
- d. conduct quarterly board meetings with a record of decisions.
- e. direct the programme of work for the Sports Board Deputies' meetings.
- g. co-ordinate responses to Parliamentary Questions, Ministerial Correspondence and Defence Internal Audit reports involving sport within the UKAF.

## **ENGAGEMENT**

8. Key departments in the MOD with whom the UKAF SB interacts are:
  - a. MOD – CDP, ACDS(Pers Cap), TESRR, SPS Welfare, DDC, Sec, DIPR.
  - b. Navy Command – ACNS Pers & NavSec, CN Pers D Res, RN Infra.
  - c. Army HQ – D Pers, Hd Trg, D Res, Hd Infra.
  - d. Air Command – ACOS Pers, HQ 22 Gp, D Res (FPP & CG).
  - e. DIO – Strat Pol.
  - f. Single Service Sports Boards – HMS Temeraire, ASCB, Directorate of RAF Sport.

## **CONSTITUTION OF THE UKAF SB AS AN EXCEPTED CHARITY**

9. With the majority of sporting activity in the UKAF non-publicly funded (see para 9 below), the UKAF SB has Excepted Charity<sup>6</sup> status for these funding arrangements.
  - a. **Purpose.** The (charitable) Purpose of the UKAF SB is to promote the efficiency of Her Majesty's Armed Forces.
  - b. **Trustees.** The 3 trustees of the UKAF SB are the 3 single-Service Directors of Sport.
  - c. **Responsibilities.** The trustees of the UKAF SB are responsible and accountable to the Charity Commission for:
    - (1) ensuring the board's purpose is for public benefit and fulfils the role in this Constitution.
    - (2) acting in the charity's best interests.

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<sup>6</sup> Excepted charities do not have to register with the Charity Commission or submit annual returns. In all other respects however they are bound by Charity Law and the Charity Commission who exercise regulatory authority. An Excepted Charity must have an income of under £100k and in the case of UKAF SB, is a charitable Service Fund of the Armed Forces.

- (3) managing the charities resources responsibly.
- (4) acting with reasonable care and skill.
- (5) ensuring the charity is accountable.

## FUNDING

10. The UKAF SB is a MOD body and is primarily publicly funded. Sporting activity in the Armed Forces does attract some public funding but the majority is non-public funded. The UKAF SB manages the UKAF Sports Fund which has two parts:

- a. The **Current Account** which is managed within the ASCB Central Bank. The current account is maintained within an upper threshold of £60k and a lower threshold of £20k to allow for seasonal variations of income and expenditure. The current annual operating budget is £25k.
- b. The **Investment Account** is managed within the Blackrock Armed Forces Charities Growth & Income Fund (AF CG&IF). The Board accepts the return on investment and the level of risk management associated with the AF CG&IF. The Investment represents a reserve fund which ensures the operating costs for UKAF sports are sustainable for 2 to 3 years should income to the fund reduce significantly. The investment should be allowed to grow within inflation figures.

11. The UKAF SB approves the annual grants to sports associations. The Chair and Secretary are authorised to approve payments from the fund in line with a Delegated Authority that is agreed by the UKAF SB and reviewed annually. These payments can include minor grants, stock purchases, sports awards expenses, grants for overseas visits and general operating costs.

12. An excepted charity is not required by law to produce an annual report but recognising good practice, annually, the Secretary will invite an independent inspection of accounts and the Chair will produce a report to trustees.

**NATIONAL GOVERNING BODIES FOR SERVICE SPORT**

<b>Sport/Activity</b>	<b>NGB</b>
(a)	(b)
Angling (Competitive): a. Coarse b. Carp c. Game d. Sea (Boat/Shore)	The Angling Trust
Athletics: a. Track and Field b. Cross-Country c. Tug of War d. Marathon/Road	UK Athletics UK Athletics Tug of War Association UK Athletics
Archery	Archery GB
Association Football	The Football Association
Badminton	Badminton England
Basketball	Basketball England
Boxing	England Boxing
Canoeing: a. Sprint and Marathon b. Slalom c. Surf d. Wild Water Racing e. Polo f. Freestyle	British Canoe Union
Cricket	England and Wales Cricket Board
Cycling: a. Road, MTB, Cyclocross, BMX and Track b. Time Trial	British Cycling Cycling Time Trials (CTT)
Equestrian: a. Eventing Disciplines b. (Horse) Racing c. Tentpegging	British Equestrian Federation British Dressage, British Show Jumping and British Eventing. British Horse Racing Authority
Fencing	British Fencing Association
Gliding	British Gliding Association
Golf	Royal and Ancient Golf Club of St Andrews
Hang Gliding	British Hang Gliding and Paragliding Association
Hockey	England Hockey
Ice Hockey	English Ice Hockey Association
Judo	British Judo Association

<b>Sport/Activity</b>	<b>NGB</b>
(a)	(b)
Lacrosse	English Lacrosse Association
Kitesurfing	British Kitesports
Martial Arts:	
a. Brazilian Jiu Jitsu	Brazilian Jiu Jitsu Federation (UK BJJ yet to register)
b. WTF and ITF Taekwondo	British Taekwondo and British Taekwondo Council
c. Karate	World Karate Federation
d. Weapons Kata	Not known
e. Kendo	British Kendo Association
Microlight Flying	British Microlight Aircraft Association
Modern Pentathlon	Pentathlon GB
Motor Sports:	
a. 2 Wheel Road	Auto-Cycle Union
b. 2 Wheel Trial	Auto-Cycle Union
c. 2 Wheel Enduro	Auto-Cycle Union
d. 2 Wheel Motocross	Amateur Motorcycle Association <sup>7</sup> /Auto Cycle Union
e. 4 Wheel Car Racing (Sprint & Circuit)	Motorsports UK
f. 4 Wheel Navigation	Motorsports UK
g. Rally	Motorsports UK
h. Karting	Motorsports UK
Netball	England Netball
Orienteering (Competitive)	British Orienteering Federation
Paragliding	British Hang Gliding and Paragliding Association
Polo	Hurlingham Polo Association
Power Lifting	British Drug Free Powerlifting Association
Rackets	Tennis and Rackets Association
Real Tennis	Tennis and Rackets Association
Rowing	British Rowing
Rugby League	Rugby Football League
Rugby Union	Rugby Football Union
Sailing:	Royal Yachting Association
a. Offshore	
b. Dinghy	
c. Windsurfing	
Sport Climbing	British Mountaineering Council
Sport Parachuting	British Skydiving
Squash Rackets:	England Squash and Racketball Association
a. Squash	
b. Racketball	
Surfing	Surfing England

<sup>7</sup> The Amateur Motorcycle Association (AMCA) is not a NGB but is recognised by Statutory Instrument, in the Motor Vehicles (Off Road Events) Regulations of 1995, in which it is specifically recognised as an authorising body. As such its events are covered by government legislation under section 13A of the Road Traffic Act 1988.

<b>Sport/Activity</b>	<b>NGB</b>
(a)	(b)
Swimming: a. Swimming b. Diving c. Water Polo d. Open Water	Swim England
Table Tennis	Table Tennis England
Target Shooting: a. Target Rifle b. Small Bore c. Clay Target d. Target Pistol e. Service Weapon	National Rifle Association NRA National Small-bore Rifle Association Clay Pigeon Shooting Association National Small-bore Rifle Association Small Arms School Corps
Ten Pin Bowling	British Tenpin Bowling Association
Tennis	LTA
Triathlon	British Triathlon Federation
Volleyball	Volleyball England
Water Skiing / Wakeboarding	British Water Ski & Wakeboard
Winter Sports: a. Alpine Skiing b. Snowboarding c. Bobsleigh d. Skeleton Bobsleigh e. Luge f. Tobogganing (Cresta) g. Biathlon/Cross Country h. Telemarking	GB Snowsport GB Snowsport British Bobsleigh & Skelton British Bobsleigh & Skeleton International Luge Federation St Moritz Tobogganing Club <sup>8</sup> British Biathlon Union/ GB Snowsport GB Snowsport

<sup>8</sup> SMTC is not a NGB, it is a club with private rules.

## UK ARMED FORCES SPORTS ASSOCIATIONS

### STRUCTURE AND GOVERNANCE

1. Managed by serving personnel, UKAF Sports Associations are the enablers for sport delivery supported by public and non-public Service funds. As such they are MOD bodies acting on behalf of ACDS (Pers Cap) through the UKAF SB for the delivery of their specific sports. UKAF Sports Associations are accountable to the UKAF SB. The sports associations are to administer their sport in accordance with the directives of their sport's NGBs and Defence, Joint Service and single Service publications and instructions.
2. As sports associations have charitable status, they also abide by Charity Commission rules and regulations. The Charity Commission will regard as trustees either those personnel listed as such in their Constitution, or in the absence thereof, they would deem the Executive Committee of that Excepted Charity to be the de facto trustees<sup>9</sup>.
3. The organisation of UKAF sports associations vary considerably. Some are very small and comprise a single managerial post. Others such as Winter Sports and Cricket have significant management structures. Each Sports Association is to have a chair appointed and a constitution approved by the UKAF SB. Their organisation generally fits into one of three models.
  - a. **Permanent / Non-Rotating.** The management is a separate and independent structure where positions are filled by selected individuals whose roles are specific to the association. Members of single Service sports associations can be included in the management committees but the chair and other key appointments are separate.
  - b. **Rotational.** A separate UKAF association is not constituted and the single Services take it in turn to manage the Inter Service competition and UKAF sporting activity within their own single Service structure. The frequency of the rotation can vary but is usually on an annual basis.
  - c. **Hybrid.** Hybrid organisations have one or more permanent appointments such as secretary and treasurer but the responsibility for the overall leadership and management of the UKAF sports association rotates between the single Services. The frequency of rotation varies between one and three years.
4. The chair of the sports association is responsible for the leadership, management and conduct of the association. The generic terms of reference for the chair are set out in Appendix 1.
5. Each UKAF sports association is to operate within a constitution as an excepted charity (or Articles of Association if a registered charity) approved by the UKAF SB. A generic template for a constitution is at Appendix 2. This template is not prescriptive and should be used as a guide to drafting a constitution to suit the association.

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<sup>9</sup> Charity Commission Publication 3 (CC3) issued Jul 15.

6. The UKAF SB authorises UKAF Sports Association fixtures and overseas visits. UKAF sports associations submit their proposed fixture lists bi-annually to Sec UKAF SB for the summer and winter seasons. Sec UKAF SB reviews the submissions and authorises as appropriate. Contentious events are referred to the main Board.

## RISK MANAGEMENT AND ASSURANCE

7. UKAF sports association chairs are appointed by UKAF SB on behalf of ACDS (Pers Cap) and they are to ensure that their associations conduct their sporting activity in an appropriately safe manner in accordance with NGB rules, in compliance with JSP 660 and using best practice within single Services sports boards, noting this may be more stringent than NGB rules. Where NGB rules fail to mitigate the risk to life adequately or to the standard required by MOD regulation, they are to establish risk management systems that ensure any risk is as low as reasonably practicable.

8. As a general rule, UKAF sports association chairs are not responsible for the conduct of Inter Service tournaments and championships. These are normally hosted by each single Service in turn on an annual rotation and the hosting Service is responsible for the safety and risk management of the event. There are a few exceptions, notably Winter Sports, where the UKAF association will be responsible for the Inter Service Championships and are obliged to provide appropriate safety management plans for the conduct of the sporting activity. In all Inter Service events, single Service Sports Boards authorise the participation of their personnel and single Service sports associations must assure themselves that the safety management plans are appropriate.

9. The risk owners for Service personnel participating in UKAF representational sport are the respective single Service 2 Star heads of sport. They manage the risk through the of their single Service sports associations. Thus the Chair of the single Service sports association must satisfy himself/herself on behalf of their head of sport that the UKAF sport association activity is appropriately managed from a safety and risk perspective before their association personnel participate.

10. Assurance of UKAF representative sporting activity is conducted at 3 levels:

- a. Self-assurance (1st party audit) is conducted within the UKAF sports association.
- b. Internal assurance (2nd party audit) is to be managed by the appropriate single Service where the responsibility for managing/chairing the UKAF sports association rotates between the Services or the secretary position is permanent within a single Service.
- c. External assurance may be directed on a risk based approach or by NGBs.

## APPENDICES

1. Terms of Reference – Chair of UKAF Sports Association.
2. UKAF Sports Association Constitution – Template.

**TERMS OF REFERENCE – CHAIR OF UK ARMED FORCES (UKAF)  
SPORTS ASSOCIATION**

**APPOINTMENT**

1. Under the authority of Assistant Chief of Defence Staff (Personnel Capability) and as Chair of the UK Armed Forces Sports Board (UKAF SB), I formally appoint you as Chair of the UKAF XXX Association with effect from 'date'.

**ROLE OF UKAF SPORTS ASSOCIATION**

2. The role of a UKAF sports association is to:

- a. promote its sport at UKAF level by:
  - (1) managing UKAF representative sports teams.
  - (2) delivering UKAF representative sport fixtures and overseas visits.
  - (3) where appropriate, delivering Inter-Services competitions.
  - (4) hosting when appropriate the visiting sports teams of other nations.

- b. act as a central body within the Armed Forces to coordinate matters associated with its sport including liaison with the National Governing Body (NGB).
- c. advise the UKAF and single Service Sports Board on matters concerning its sport.

**RESPONSIBILITIES**

3. You are responsible for the promotion of 'name of sport' at the UKAF level and for the efficient administration and organisation of the sport for the benefit of Service personnel in accordance with an approved constitution. You are to act with reasonable care and diligence and in good faith in the best interests of the Association. If your duty to act in the best interests of the Association is in conflict with (or may conflict with) your personal interests, you must disclose this responsibly. You should abide by the following:

- a. policy direction and guidance given in JSP 660, Sport in the UK Armed Forces.
- b. policy, directives and guidance given for the conduct of the sport by its NGB.
- c. as a de facto trustee of the Association in its guise as an Excepted Charity – Guidelines for Trustees of Charitable Organisations.

**4. Association Management.** As Chair, you are to:

- a. form and maintain a structure for management of the Association, constituting committees as necessary for long term development of the association, the proper and safe conduct of sporting activity within it and appropriate financial management of Association business. You are to ensure the effective and efficient management of the Association and the delivery of sporting activity within it, suitable officers are appointed for the management of the Association and a formal constitution is established.
- b. chair a committee to govern and provide executive direction for the on-going business and best interests of the Association. You are to convene an annual general meeting (AGM). Proper records are to be kept of all proceedings at AGMs and executive committee meetings; these records are to be copied to Sec UKAF SB.
- c. maintain a succession plan to ensure continuity of effective leadership and management.

**5. Financial Management.** You are responsible for the proper financial management of the Association and are to:

- a. ensure that Association funds are managed in accordance with MOD regulation and Charity Commission rules. The Association is to have a five-year plan and activity is to be managed within budget. Any bids for funding support from the UKAF Sports Fund or BFBS sponsorship will require financial statements of income and expenditure for current and future years.
- b. ensure that the accounts are audited annually and a copy of the audit report is sent to Sec UKAF SB.
- c. develop and maintain sponsorship in accordance with current MOD regulation to support sporting activity within the Association.

**6. Safety Management.** As Chair, you manage the risk with the appropriate safety management plan for your Association's activities. You are to:

- a. ensure that the Association conducts its sport in an appropriately safe manner in accordance with NGB rules and compliance with MOD regulations. Where NGB rules fail to mitigate the risk to life adequately or to the standard required by MOD regulation, you are to establish risk management systems to ensure any risk is as low as reasonably practicable, using best practice within single Service sports boards. Single Service Heads of Sport hold the risk for the participation of their Service personnel and they manage that risk through the chairs of their respective sports associations. Where necessary, you are to assure the single Service sports association chairs that the risk management of UKAF sporting activity is appropriately safe for the participation of their Service personnel.
- b. establish assurance procedures for your sport, conducting self-assurance (1st party audit) within the Association. Internal assurance (2nd party audit) is to be managed by the appropriate single Service where the responsibility for managing/chairing the Association rotates between the Services or the secretary

position is permanent within a single Service. External assurance may be directed on a risk based approach.

c. ensure your association has adequate and effective safeguarding procedures in place to ensure Service personnel take part in sport in a safe, positive and enjoyable environment. This includes setting an environment in which behaviours are appropriate, not threatening, bullying, harassing nor coercive and encourage reporting both by the vulnerable and any witnesses of improper activity, including face to face, social media, phone or other electronic communications. Safeguarding should be part of your association safety management plans.

d. ensure all fixtures and overseas visits are authorised by the Secretary UKAF SB and organised in accordance with JSP 660.

7. **Promotion.** You are to:

- a. encourage and develop opportunities for the sport to flourish across the three Services.
- b. promote the sport through an active media and PR campaign.
- c. maintain and foster links with the NGB and the single-Service Associations.

## UKAF ARMED FORCES SPORTS ASSOCIATION CONSTITUTION – TEMPLATE

This template is for associations to adapt to suit their specific needs; not every bullet will require action. It is a guide and provides topics to be considered in the drafting of a constitution.

### MISSION

To promote excellence of, and participation in, UK Armed Forces (UKAF) representative ‘name of sport’.

### AIM

The aim of the Association is to encourage, promote, develop and co-ordinate ‘name of sport’ at UKAF level.

### OBJECTIVES/ROLE

The objectives of UKAF ‘Name of Sport’ Association are to:

- a. provide the high-performance players within Services ‘name of sport’ with an opportunity to play together against quality opposition.
- b. provide direction and management to ensure the organisation and successful delivery of the annual Inter-Services Competition.
- c. organise an overseas visit once every X years as appropriate.
- d. maintain appropriate links with the NGB.
- e. provide alternatives as appropriate.

Collectively, these objectives support the charitable purpose of the Association – to promote the efficiency of Her Majesty’s Armed Forces.

### GOVERNANCE

- a. **Chair.** Permanent/ Rotational?
- b. **Dedicated Officials.** Secretary, Treasurer, Team Manager, etc – as required. Duties can be described or attached as annexes.
- c. **Committee Structure and Role.**
  - (1) Council, General Committee Executive Committee, AGM – as required.

- (2) Composition for each – president, chair, secretary, treasurer, representatives from each Service, Sec UKAF SB in attendance.
- (3) Voting – majority or unanimous vote? Veto? Single vote for each Service?
- (4) Frequency – max of AGM annually, ECM 3 times a year.

## **UKAF SQUAD**

- a. Selection Policy – merit first, single Service proportions secondary – JSP 660 Part 2.
- b. Fixtures and Championships – level (likely opposition), frequency, number.
- c. Overseas Visits – frequency, management (separate or by association officials).

## **INTER-SERVICES COMPETITION**

Format – single discipline, multi-discipline, time in the year. Who hosts etc.

## **ADMINISTRATION AND MANAGEMENT**

- a. **Authorisation.** Process to UK AFSB approval.
- b. **Risk Management and Safety.** Chair holds the risk. Duty of care arrangements for the Association, structure for event organisation and management. Self-Assurance (1st party) and Internal Assurance (2nd party audit).
- c. **Finance.**
  - (1) Supervisor and treasurer.
  - (2) Accounting year, authorised signatories, counter-signing, delegations.
  - (3) 5-year plan, forecasts of income and expenditure, audit.
  - (4) Audit report to Sec UK AFSB.
  - (5) Sponsorship.
- d. **UKAF Colours Policy.** Application of policy in JSP 660 for the sport – qualifying events.

## **REFERENCES**

- a. JSP 660.
- b. RN - BRd51(4).
- c. Army - AGAI Vol 1 Ch 5.
- d. RAF - AP 3415.

## **SEPARATE ANNEX**

TORs for secretary, treasurer and other association officials as required.

## **TERMS OF REFERENCE FOR BATTLE BACK SPORTS (BB-S)**

1. BB-S is pivotal to the successful management of representative AS. At its heart is a small team<sup>10</sup> with close links with the The British Paralympic Association (BPA), appropriate National Governing Bodies (NGBs), the DRC, the DASATC and 3rd sector partners (in particular RBL and H4H) and the ability to identify and enable the delivery of appropriate, effective and proportionate AS programmes to ensure a resource effective approach and generate, where possible, economies of scale.
2. BB-S promotes AS by:
  - a. supporting work to raise awareness of AS and the benefits and opportunities it offers.
  - b. working to embed, where appropriate, AS within ABS:
    - (1) exploiting, wherever possible, existing military facilities, training expertise and resources.
    - (2) promoting the education and training of military staff involved in, and where possible, supporting, able-bodied sports Associations/Unions/Clubs/Teams so they can gradually integrate AS within existing programmes.
    - (3) developing and maintaining relationships with BPA, NGBs or disability/Paralympic sports equivalents, National Disability Sports' Organisations (NDSOs) and Service Sports' Associations/Unions.
    - (5) identifying talented disabled personnel and facilitating access to elite level sporting opportunities using established pathways.
    - (6) developing and maintaining relationships with relevant Civilian and Service charities, disabled Service personnel and their families, covering all BB-S activities.
    - (7) advertising the role of BB-S to internal and external audiences.
  - c. acting as a central body for AS to:
    - (1) deliver a common administrative infrastructure to support individual athletes and individual AS associations.
    - (2) coordinate all matters associated with AS.
    - (3) gain support and identify resources to facilitate AS.

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<sup>10</sup> Secretary is Martin Colclough working with Help for Heroes.

(4) provide assurance to ACDS (Pers Cap) as chair of the Defence Recovery Group that, where possible, AS activities complement physical, cognitive, social and psychological rehabilitation/recovery programmes.

(5) provide advice to the Defence Adaptive Sports and Adventurous Training Board on AS to support work to develop policy.

**STATUS OF SPORTS WITHIN THE SERVICES**

<b>Sport/Activity</b>	<b>RN</b>	<b>Army</b>	<b>RAF</b>
(a)	(b)	(c)	(d)
Angling (Competitive):			
a. Coarse Match	See Note 1	See Note 1	See Note 1
b. Carp	See Note 1	See Note 1	See Note 1
c. Game	See Note 1	See Note 1	See Note 1
d. Sea (Boat/Shore)	See Note 1	See Note 1	See Note 1
Athletics:			
a. Track and Field	Cat 1	Cat 1	Cat 1
b. Cross-Country	Cat 2	Cat 2	Cat 2
c. Tug of War	Cat 2	Cat 2	Cat 2
d. Marathon/Road	Cat 2	Cat 2	Cat 2
Archery	Cat 3	Cat 3	Cat 3
Association Football	Cat 1	Cat 1	Cat 1
Badminton	Cat 2	Cat 2	Cat 2
Basketball	Cat 2	Cat 2	Cat 2
Boxing	Cat 2	Cat 2	Cat 2
Canoeing:			
a. Sprint and Marathon	Cat 2	Cat 2	Cat 2
b. Slalom	Cat 2	Cat 2	Cat 2
c. Surf	Cat 2	Cat 2	Cat 2
d. Wild Water Racing	Cat 3	Cat 3	Cat 3
e. Polo	Cat 2	Cat 2	Cat 2
f. Freestyle	Cat 2	Cat 2	Cat 2
g. Boater X	Cat 3	Cat 3	Cat 3
Cricket	Cat 1	Cat 1	Cat 1
Cycling:			
a. Road	Cat 2	Cat 2	Cat 2
b. Time Trial	Cat 2	Cat 2	Cat 2
c. MTB (XC, DH and Enduro)	Cat 2	Cat 2	Cat 2
d. Cyclocross	Cat 2	Cat 2	Cat 2
e. BMX	Cat 2	Cat 2	Cat 2
f. Track	Cat 2	Cat 2	Cat 2
g. Virtual Racing (e-racing)	Cat 3	Cat 3	Cat 3
Equestrian:			
a. Dressage / Show Jumping / Cross Country	Cat 2	Cat 2	Cat 2
b. (Horse) Racing	Cat 3	Cat 3	Cat 3
c. Tentpegging	Cat 4	Cat 3	Cat 4
Fencing	Cat 2	Cat 2	Cat 2
Gliding	Cat 2	Cat 2	Cat 2
Golf	Cat 2	Cat 2	Cat 2

<b>Sport/Activity</b>	<b>RN</b>	<b>Army</b>	<b>RAF</b>
(a)	(b)	(c)	(d)
Hang Gliding	Cat 4	Cat 4	Cat 4
Hockey	Cat 1	Cat 1	Cat 1
Ice Hockey	Cat 2	Cat 2	Cat 2
Judo	Cat 2	Cat 2	Cat 2
Lacrosse	Cat 3	Cat 3	Cat 3
Kitesurfing (see Note 2)	Cat 2	Cat 2	Cat 2
Martial Arts:			
a. Brazilian Jiu Jitsu	Cat 2	Cat 2	Cat 2
b. WTF and ITF Taekwondo	Cat 2	Cat 2	Cat 2
c. Karate	Cat 2	Cat 2	Cat 2
d. Weapons Kata	Cat 3	Cat 3	Cat 3
e. Kendo	Cat 2	Cat 2	Cat 2
Microlight Flying	Cat 4	Cat 4	Cat 2
Modern Pentathlon	Cat 4	Cat 2	Cat 4
Motor Sports:			
a. 2 Wheel Road	Cat 2	Cat 2	Cat 2
b. 2 Wheel Trial	Cat 2	Cat 2	Cat 2
c. 2 Wheel Enduro/Motocross	Cat 2	Cat 2	Cat 2
d. 4 Wheel Car Racing (Sprint & Circuit)	Cat 2	Cat 2	Cat 2
e. 4 Wheel Navigation	Cat 2	Cat 2	Cat 2
f. Rally	Cat 2	Cat 2	Cat 2
g. Karting	Cat 2	Cat 2	Cat 2
Netball	Cat 1	Cat 1	Cat 1
Orienteering (Competitive)	Cat 2	Individual Military Training (see Note 3)	Cat 2
Paragliding	Cat 2	Cat 2	Cat 2
Polo	Cat 2	Cat 2	Cat 2
Power Lifting	Cat 2	Cat 2	Cat 2
Rackets	Cat 4	Cat 4	Cat 4
Real Tennis	Cat 4	Cat 4	Cat 4
Rowing	Cat 2	Cat 2	Cat 2
Rugby (League and Union)	Cat 1	Cat 1	Cat 1
Sailing:			
a. Offshore	Cat 2	Cat 2	Cat 2
b. Dinghy	Cat 2	Cat 2	Cat 2
c. Windsurfing	Cat 2	Cat 2	Cat 2
Sport Climbing	Cat 2	Cat 2	Cat 2
Sport Parachuting	Cat 2	Cat 2	Cat 2
Squash Rackets			
a. Squash	Cat 1	Cat 1	Cat 1
b. Racketball	Cat 3	Cat 3	Cat 3
Surfing	Cat 2	Cat 2	Cat 2

<b>Sport/Activity</b>	<b>RN</b>	<b>Army</b>	<b>RAF</b>
(a)	(b)	(c)	(d)
Swimming:			
a. Swimming	Cat 2	Cat 2	Cat 2
b. Diving	Cat 2	Cat 2	Cat 2
c. Water Polo	Cat 2	Cat 2	Cat 2
d. Open Water	Cat 2	Cat 2	Cat 2
Table Tennis	Cat 2	Cat 2	Cat 2
Target Shooting (see note 4):			
a. Target Rifle	Cat 2	Ind Mil Trg	Cat 2
b. Small Bore Target Rifle	Cat 2	Ind Mil Trg	Cat 2
c. Clay Target	Cat 2	Cat 2	Cat 2
d. Target Pistol	Cat 2	Ind Mil Trg	Cat 2
e. Service Weapon	Ind Mil Trg	Ind Mil Trg	Ind Mil Trg
Ten Pin Bowling	Cat 4	Cat 4	Cat 3
Tennis	Cat 1	Cat 1	Cat 1
Triathlon	Cat 2	Cat 2	Cat 2
Volleyball	Cat 2	Cat 2	Cat 2
Water Skiing/Wake Boarding	Cat 2	Cat 2	Cat 2
Winter Sports			
a. Alpine Skiing (Note 5)	Cat 2	Cat 2	Cat 2
b. Snowboarding	Cat 2	Cat 2	Cat 2
c. Bobsleigh	Cat 2	Cat 2	Cat 2
d. Skeleton Bobsleigh	Cat 2	Cat 2	Cat 2
e. Luge	Cat 2	Cat 2	Cat 2
f. Tobogganing (Cresta)	Cat 2	Cat 2	Cat 2
g. Biathlon / Cross Country (see Note 6)	Cat 2	Individual Military Training	Cat 2
h. Telemarking	Cat 2	Cat 2	Cat 2

Notes:

- Angling has only 4 disciplines, coarse, carp, game and sea. Travel at public expense to competitive angling fixtures is limited to 2 single Service internal competitions, 6 single Service representative team fixtures, and 2 UKAF team fixtures per discipline per year approved by the appropriate UK AFSB or Single Services Sports Boards. Additionally 4 Inter Services fixtures can be authorised. Such fixtures are designated 'Cat 2 Sport'. All other competitive angling fixtures and angling events are designated 'Cat 3 sport' and travel to them is to be non-publicly funded.
- For the RAF, Kitesurfing includes the wider range of activities embraced by Powerkiting.
- For Overseas Visits, Inter-Service events and UKAF sports teams, Army personnel conduct orienteering as a 'Cat 2' sport.
- Individual Military Training status for Army target shooting (ie Target Rifle, Small Bore Target Rifle and Target Pistol) is only authorised for specific Army Rifle Association activities in accordance with AGAI Vol 1 Ch 5 - Sport. For competitive fixtures at Inter-Service level and above, target shooting will remain a Category 2 Sport.

5. Army participation in alpine competitions up to and including corps and divisional championships is designated 'individual military training' and is authorised by Hd Trg. Competing in the Army and Inter-Services Championships and for UKAF teams is classified as 'Cat 2 sport' under the auspices of the Army Sport Control Board.

6. Participation of the Royal Marines in Biathlon/Cross Country activities can be designated as individual military training.

7. In addition, the RAF treats Model Aircraft Flying and Powered Flying as 'Cat 3' sports.

## **DEFINITION OF SPORTS WITHIN CATEGORIES**

### **CATEGORY 1 SPORTS**

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised<sup>11</sup></b>
(a)	(b)	(c)
Athletics	Track and Field	
Association Football	Full side (11) Small sided (5, 6 and 7 a side)	Beach Football Walking Football
Cricket	Limited Overs: One, Two and Three Day declaration games	Indoor Cricket
Hockey	Indoor Hockey (6 a side) Outdoor Hockey (6 a side and 11 a side)	Unihoc Roller Hockey Street Hockey
Netball	7 a side	High 5 Nets Fast Net
Rugby League	13 a side 9 a side	Touch Rugby
Rugby Union	15 a side 7 a side	Touch Rugby Beach Rugby
Squash Rackets	Squash Singles Squash Doubles	
Tennis	Singles Doubles	Mini Tennis Fast4 Tennis Cardio Tennis Tennis Xpress Beach Tennis

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<sup>11</sup> The list of activities in the Not Recognised column for all categories is not exhaustive but provides a guide.

## CATEGORY 2 SPORTS

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Angling (Competitive)	Coarse Match Carp Game Sea (Boat/Shore)	Kayak fishing Lure fishing Predator fishing
Athletics	Cross-Country (Team & Relay) Tug of War Half & Full Marathon/Road	Ultra Marathon Mountain Running
Badminton	Singles Doubles	
Basketball	Basketball (only one discipline)	
Boxing	AIBA Open Boxing	
Canoeing and Kayaking	The competitive elements of: Freestyle Marathon Polo Slalom Sprint	All other forms of canoeing. Also not recognised as sport: Canoe/Kayak Sailing Sea Kayaking White Water Rafting Kayak Fishing White Water Canoe/Kayaking (river running) Stand-up Paddle Boarding

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Cycling	<p>Road</p> <ul style="list-style-type: none"> <li>a. Road Racing</li> <li>b. Closed circuit criterium</li> </ul> <p>Time Trial</p> <ul style="list-style-type: none"> <li>a. Individual</li> <li>b. Team (max 9 pers)</li> </ul> <p>Mountain Bike (MTB)</p> <ul style="list-style-type: none"> <li>a. Cross Country (XC) <ul style="list-style-type: none"> <li>(1) XCO (Olympic)</li> <li>(2) XCM (Marathon)</li> <li>(3) XCE (Eliminator)</li> <li>(4) XCS (Stage Race)</li> </ul> </li> <li>b. Downhill (DH) - Individual</li> <li>c. Enduro <ul style="list-style-type: none"> <li>(1) Cyclo Cross</li> <li>(2) BMX</li> </ul> </li> </ul> <p>Track Racing</p> <ul style="list-style-type: none"> <li>a. Points Race</li> <li>b. Omnium</li> <li>c. Scratch</li> <li>d. Time Trial</li> <li>e. Pursuit (Indiv/Team)</li> <li>f. Sprint (Indiv/Team)</li> <li>g. Motor Paced</li> </ul>	<p>Road</p> <ul style="list-style-type: none"> <li>a. Sportives</li> <li>b. Commuting</li> <li>c. Touring</li> <li>d. Audax</li> </ul> <p>Time Trial - Ultra-events (greater than 24hrs)</p> <p>MTB</p> <ul style="list-style-type: none"> <li>a. Cross Country <ul style="list-style-type: none"> <li>(1) XCC (Short Circuit)</li> <li>(2) XCU (Urban)</li> <li>(3) Hill climb</li> </ul> </li> <li>b. Downhill <ul style="list-style-type: none"> <li>(1) Mixed</li> <li>(2) DH Urban</li> <li>(3) Four Cross</li> <li>(4) Dual slalom</li> <li>(5) Pump track</li> </ul> </li> </ul> <p>Track Racing</p> <ul style="list-style-type: none"> <li>a. Kieran</li> <li>b. Madison</li> <li>c. Cycle speedway</li> </ul>
Equestrian	Show Jumping Dressage Cross Country (incl hunter trials)	Hunting
Fencing	Foil Epee Sabre	
Gliding	Unpowered cross country racing	All other forms of Gliding.
Golf	Matchplay Strokeplay	

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Ice Hockey	Ice Hockey (full side only)	Bandy Broomball Special Hockey Roller Hockey
Judo	Judo (only one discipline)	
Kitesurfing	Kitesurfing Powerkiting (only for RAF)	Snowkiting Kite Buggy Kite Boat Kite Landboard
Martial Arts	Brazilian Jiu Jitsu WTF and ITF Taekwondo Karate Kendo	All other forms of Martial Arts
Microlight Flying	Cat 2 for RAF (Cat 4 for RN and Army)	
Modern Pentathlon	Army only (Cat 4 for RN and RAF)	
Motor Sports	2 Wheel <ul style="list-style-type: none"> <li>a. Road</li> <li>b. Trial</li> <li>c. Enduro/Motocross</li> </ul> 4 Wheel Car <ul style="list-style-type: none"> <li>a. Racing (Sprint &amp; Circuit)</li> <li>b. Navigation</li> <li>c. Rally</li> <li>d. Karting</li> </ul>	All other Motorsport activity
Orienteering (Competitive)	Foot Orienteering, including: <ul style="list-style-type: none"> <li>a. Long (Classic) distance</li> <li>b. Middle distance</li> <li>c. Sprint / Ultra-sprint distance</li> <li>d. Score</li> <li>e. Relay (including Harris)</li> </ul>	Mountain Bike Orienteering Ski Orienteering Trail Orienteering Ultra long mountain
Paragliding	Competitive cross country Paragliding	All other forms of paragliding.  Also not recognised as sport: Parascending Paramotoring Human Powered Flight
Polo	Polo (Horse only) Arena Polo	Snow Polo Beach Polo Camel Polo Elephant Polo

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Power Lifting	Squat Bench Press Deadlift	All other forms of weightlifting
Rowing	Inland River Rowing (Sculling & Sweep, Fine Boats and training boats) Pilot Gig Racing Coastal Rowing Racing Indoor Rowing Racing	Ocean Rowing Skiff Racing Surf Rowing Touring Rowing
Sailing	Small boat racing Yacht Racing Windsurfing	Power Boat Racing Motor Boating RIBs & Sports Boats Personal Watercraft (Jet skis) Canal & River Cruising Canoe Kayak Sailing
Sports Climbing	Competitive indoor sports climbing including leading and bouldering. Outdoor competitive sports climbing including lead climbing on bolted routes.	All forms other forms of climbing and mountaineering.
Sport Parachuting	Competitive elements of Sport Accuracy Canopy Formation Canopy Piloting Formation Skydiving Freeflying - 2 or 4 way teams Freestyle - Individual Speed Skydiving Wingsuit Flying - Performance and Acrobatics	All other forms of Parachuting.
Surfing	Long Board Surfing Short Board Surfing Bodyboarding	Paddle boarding Sea Kayaking Kneeboarding SUP Surfing Surf Kayaking Bodysurfing
Swimming	Competitive Pool Swimming. Platform & Springboard Diving Water Polo Open Water	Synchro Swimming Free Diving
Table Tennis	Singles Doubles	

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Target Shooting	Target Rifle Small Bore Rifle (incl air) Clay Target Target Pistol (Air and .22 only) Service Weapon	Practical Shotgun Practical Pistol Practical Rifle Field Target Benchrest
Triathlon (Swim/Cycle/Run)	Triathlon <sup>12</sup> (Swim/Cycle <sup>13</sup> /Run) a. Super Sprint (400m / 10km / 2.5km) b. Sprint (750m / 20km / 5km) c. Olympic (1.5km / 40km / 10km) d. Long Course (1.9km / 90km / 21.1km) e. Ironman (3.8km / 180.2km / 42.2km) Duathlon (Run/Cycle/Run) a. Sprint (5km / 20km / 2.5km) b. Standard/Olympic (10km / 40km / 5km)	Any other form of triathlon including Cross Triathlon. Aquathon Aquabike
Volleyball	6 a side Volleyball	Beach Volleyball
Water Skiing & Wakeboarding	Water Skiing a. Slalom b. Trick c. Jump Wakeboarding a. Cable b. Boat	Barefoot Kneeboard

<sup>12</sup> If an element of Triathlon is compromised for safety reasons, event organisers may remove that element and still conduct the competition in a reduced format.

<sup>13</sup> Within the cycle element of these formats and for safety reasons, non public roads may be used for novice events. This is not a dispensation to recognise Cross Triathlon.

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Winter Sports	Alpine Skiing a. Slalom b. Giant Slalom c. Super Giant Slalom d. Downhill  Snowboarding a. Parallel Slalom b. Bordercross c. Slopestyle  Bobsleigh - 2 man Skeleton Bobsleigh Olympic Luge Natural Luge for RAF only Tobogganing (Cresta) Biathlon racing  Nordic a. Cross country racing  Telemarking a. Classic b. Sprint Classic c. Giant Slalom d. Parallel Sprint	Alpine a. Freestyle b. Aerials c. Moguls d. Half-pipe e. Ski Cross f. Speed Skiing g. Grass skiing  Snowboarding a. Big Air b. Freeriding c. Freestyle d. Half-pipe  Nordic a. Ski Jumping b. Nordic Combined  Ski Biking Ski Orienteering Ski Touring Skijoring Speed Skating Bobsleigh - 4 man Natural Luge for Army and RN

## CATEGORY 3 SPORTS

<b>Sport/Activity</b>	<b>Recognised Activity</b>	<b>Not Recognised</b>
(a)	(b)	(c)
Archery	Target Archery Field Archery	Clout Archery Flight Archery Crossbow
Canoeing	Boater X Surf Wild Water Racing	
Cycling	Virtual Cycling (e-Racing) a. Road Race b. Time Trial	
Equestrian	Horse Racing Tentpegging - Army only (Cat 4 for RN and RAF)	Hunting
Lacrosse	Lacrosse	Pop Lacrosse
Martial Arts	Weapons Kata	
Powered flying (for RAF only)	Aerobatics (different levels) Rally flying: <a href="#">RAC</a> and <a href="#">FAI</a> Navigation Precision Flying Record Breaking	
Squash	Racketball Singles & Doubles	
Ten Pin Bowling	RAF only (Cat 4 for RN and Army)	

## THE DEVELOPMENT PATHWAY

1. **Aims and Objectives of the Development Pathway.** The pathway has been designed for individuals to develop their sporting potential through progressively higher levels of sport. Only the exceptionally talented and motivated will reach the top but every stage provides a measure of success and personal achievement for the majority, contributing to team ethos and esprit de corps. The pathway provides opportunities to:

- a. gain skills in line with their level of aptitude and maturity.
- b. move easily from one stage of involvement to another.
- c. be motivated and have fun while developing their skills and interests, specifically at grass roots foundation level.
- d. be exposed to situations that have direct transferability to the workplace.
- e. inspire them to stay involved in Service sport long term.

2. **Sporting Stages.** Although sports have different requirements, they should all have definite stages in taking individuals from their early involvement to being an experienced participant. Success at each level may inspire others to strive for similar attainment. Generally the progression should move through the following stages:

- a. **Grass Roots/Foundation.** Personnel are introduced to basic sports skills in a variety of activities/disciplines with competition and fun physical activity as the focus.
- b. **Ship/Establishment/Unit.** Sports fixtures and Regional sports leagues encourage participation in sport to develop/maintain skills. Progression is achieved when a greater focus is placed on skill development, team ethos, competition and contribution, but fun and enjoyment are still important.
- c. **Command, Corps & Regional Representative Competitions.** Competitions specialise in specific sports and disciplines where individuals can become serious about sport refining their skills and involvement to compete to win or officiate at a higher level of representation.
- e. **Single Service & Inter Service Representation.** Competition provides a formal high level of activity and achievement, with training, coaching clinics, attendance on courses and the development of talent playing a large role in performance at this level. The goal is to compete or officiate at the highest levels.
- f. **UKAF Representation.** This level recognises individuals that have established themselves as high performers; training and coaching or achievement of enhanced qualifications become a significant part of their life with a serious focus. Participants are committed to achieving an elite level of performance in a focussed way.
- g. **International/Full-Time Elite Athletes and Officials.** Single Services provide opportunities for elite athletes and officials to develop their physical, cognitive, social

and emotional skills performance at the highest levels in a specialised and often full time environment.

# 2 Conduct of Services Sport

## General

1. Defence policy encourages Service personnel to participate in the full range of authorised sporting activities at all levels of ability as an individual or as a team member in Section, Unit, Command, Service, Inter-Service and UKAF competitions. Outside the framework of Service sport, Service personnel may compete as members of national, regional or other civilian teams but do so out of Service and in their own time.
2. The Whole Force Concept and Future Reserve 2020 sought greater integration of Regular and Reserve Forces. Sport is recognised as a significant component of operational effectiveness and in an integrated force is as applicable to reserve forces as it is for the regular element.

## Eligibility

3. All Service personnel on a regular Service, Full-time Reserve Service (FTRS) or Additional Duties Commitment (ADC) engagement are eligible to participate in authorised Service sport.
4. Part-time Volunteer Reserve (PTVR)<sup>14</sup> Forces personnel are also eligible to participate in authorised Service sport. As the Terms of Service for personnel in the Reserve Forces differ, reservist participation in representative sport requires additional eligibility criteria to prevent enlistment purely for sport. To be eligible, PTVR personnel:
  - a. **must** have been attested and are actively participating in Phase 1 and 2 training to meet the trade/capbadge Formal Training Standards iaw JSP 822 or have completed Phases 1 and 2.
  - b. **will** be liable for mobilisation.
  - c. **must** meet the annual training requirements in the preceding year (qualified for bounty /Certificate of Efficiency). This is not applicable for those in their first year of Service but para 4a applies.
5. The eligibility of Service personnel both regular and reserve to participate in representative sport is defined in the matrix at Annex A. This matrix draws distinction between the levels of Service sport from unit level to UKAF representation. Exceptionally and for the clear benefit of the Service, sport or championship, dispensation to include an ineligible participant at the Inter Service or UKAF level can be granted by the UK AFSB. At single Service level and below, the dispensation can be granted by single Service Sports Boards.

## Authorisation

6. **Official Sporting Activity.** Participation in Service sporting activities requires authorisation by the appropriate body acting on behalf of the Defence Council. The appropriate body depends on the level of sporting activity.

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<sup>14</sup> Royal Naval Reserve, Royal Marine Reserve, Army Reserve and Royal Auxiliary Air Force.

- a. **Unit Level.** Unit commanding officers (COs) authorise unit level sporting activity within their home theatre or theatre of operations. Such activity need not be confined to the sports categorised in Part 1 of this JSP provided the CO has the necessary resources to fund the activity, is operating within chain of command direction or guidance and has ensured the activity has a direct contribution to the personal development of Service personnel in the unit and thereby to operational capability.
- b. **Formation/Regional Level.** Formation and Regional commanders authorise sporting activity and competitions within their respective commands.
- c. **Single Service Representational Level.** Single Service Sports Boards authorise all representative sporting activity within their respective Services.
- d. **UKAF Level.** The UKAF SB authorises the participation of teams representing the UKAF in sporting events.

## Duty Status of Participants

- 7. When participating in an authorised sport, Service personnel are representing their respective Service and the UKAF and therefore acting in the course of their duty and service.
- 8. For reservists, the conditions for duty status are covered in the [Reserve Forces Act 1996](#) (RFA96).
  - a. Obligatory training – Section 22.
  - b. Commitments to perform additional duties – Section 24 for FTRS and Section 25 for ADC.
  - c. Voluntary Training and Other Duty – Section 27 (covering paid and unpaid duty).
- 9. Ideally PTVRs should participate in representative sports as part of normal training under Category A (on duty, paid and eligible to claim travel costs for authorised events). Participation in representative sport could also be conducted in categories:
  - a. **C1: RFA96 Section 27** – personnel are categorised as on duty, eligible for expenses but unpaid.
  - b. **C2: RFA96 Section 27** – personnel are categorised as on duty, ineligible for expenses and unpaid.
  - c. **H: RFA96 Section 27** – personnel are categorised as on duty, eligible to travel at public expense and are paid.
- 10. Categories C1 and C2 for PTVR personnel should only be used in exceptional circumstances where public funding is either unavailable or extremely limited.
- 11. The majority of sports associations are led and managed by Service personnel acting in a voluntary capacity, undertaking duties that are ancillary to their main function. Those

duties are directed and defined by an appropriate Service authority<sup>15</sup>. Any Service personnel engaged as part of their duties in Service activities, such as Chair, Secretary and Treasurer, in support of Service sports obligations, including those non-publicly funded, would be acting in the course of their employment within the MoD or the UKAF. As such MOD would be vicariously<sup>16</sup> liable for an individual's actions in the pursuance of their duty.

## Armed Forces Compensation Scheme (AFCS) – JSP 765

12. 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 UKAF. 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 UK AFSB, single Service Sports Boards or unit commanders. Activities include personnel participating in, officiating at or organising official sporting events.

13. To minimise the risk of injury, Service personnel have a personal responsibility to ensure they are medically fit to undertake sporting activity.

14. As compensation cases are open to interpretation and judgement by Service Personnel and Veterans Agency (SPVA), all Service personnel are to be strongly encouraged by the chain of command and activity organisers to have their own personal and third party liability insurance when participating in any Service sport.

## Safety in Sport

15. **Attitude to Risk.** Sport along with Adventurous Training, provides excellent opportunities to develop mental and physical robustness within Service personnel, create risks of the unknown, set conditions to inspire a will to win and overcome fear and adversity. Sporting activity will involve risk, some greater than others. In setting the conditions for the safe conduct, sports associations are to adopt an approach that is risk aware, not risk averse, so the benefits of challenging sporting activity can be exploited to the maximum.

16. **Duty of Care.** When sporting activity is authorised by the appropriate body, participants, both players and officials, are placed on duty and the MOD has a duty of care responsibility for that activity. The principles in both [DSA01.1](#) (formerly JSP 815), Defence Policy for Health, Safety and Environmental Protection, and [JSP 375](#), Management of Health & Safety in Defence, apply to authorised Defence activity and it is therefore incumbent on unit COs and the sports associations to demonstrate that the appropriate risk management structures are in place and that safety risk has been reduced to 'as low as reasonably practicable (ALARP)'. Sport differs from the majority of Defence activity

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<sup>15</sup> Appropriate Service authority can be an officer commanding a formation/station/base/unit or a Director of a Sports Board.

<sup>16</sup> In the context of employment, 'vicarious liability' means that the employer is liable to pay compensation to anyone who may suffer injury or property damage as a result of the negligent actions of his employees which they may commit in the course of their normal employment.

because sports are regulated by NGBs. The regulation of sporting activity by the NGBs is the primary source for the safe conduct of that particular sport. The responsibility for safety in a sporting activity is held by those who deliver the activity and for many sports, the safe conduct is controlled by a referee, umpire, technical delegate or equivalent. Where regulations in NGBs fail to mitigate risk to life adequately or to the standard required by MOD regulation, sports associations are to establish their own risk management and assurance systems.

## Accident Reporting

17. In the event of an accident or incident leading to injury of a participant in the activity or a member of the public as a consequence of a Service sports association's activity, the event organiser and the individual (or representative) is to ensure accident reporting is notified to the organisations below using the appropriate single Service report form<sup>17</sup>:

- a. the single Service points of contact (contacts provided at para 19).
- b. the individual's parent unit.
- c. the appropriate single Service Sports Board

18. All accidents/incidents must be recorded by the sports association in an Accident and Near Miss Register. Associations should also provide appropriate post-injury care until the casualty can be managed by its parent unit. For a major accident that requires overnight hospitalisation and/or repatriation to the UK, the Joint Casualty & Compassionate Centre (JCCC) should be notified using the NOTICAS procedure in [JSP 751](#). Where the injury is serious or there is a fatality, the DAIB is also to be notified immediately.

19. Key contact numbers are as follows:

- a. **RN**. Fatalities or serious occurrences are to be reported to Duty Fleet Controller on tel 01923 956367. Non-serious occurrences should be reported through the unit and its chain of command.
- b. **Army**. All reportable accidents, injuries and near misses are to be reported to the Army Incident Notification Cell (AINC):  
Tel: 03067 703661  
Email: [armyif-ceso-ainc-mailbox@mod.gov.uk](mailto:armyif-ceso-ainc-mailbox@mod.gov.uk)
- c. **RAF**. Fatalities or serious occurrences are to be notified immediately to the host unit or parent unit CoC and subsequently reported using the RAF F7548 form. In all cases of fatality or serious injury the DAIB is also to be contacted immediately to facilitate triage of the incident.
- d. **JCCC**. Tel: 01452 519951 (manned 24 hrs) or via JPA.
- e. **DAIB**. Tel: 03067 986587; email: [DSA-DAIB-Land-mailbox@mod.gov.uk](mailto:DSA-DAIB-Land-mailbox@mod.gov.uk).

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<sup>17</sup> Single Service forms are: RN - NSOR Form, Army - AF510 and RAF - RAF F7454.

## Safeguarding

20. **Policy.** The MOD is committed to safeguarding Service personnel who are U18 or are adults at 'risk of harm'. Safeguarding is everyone's responsibility. All Service personnel, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, relationship or gender status have the right to be protected from abuse, neglect or poor practice, whilst playing, officiating or coaching sport. MOD Safeguarding Policy is contained in [JSP 834](#) (Safeguarding).

21. **National Governing Bodies.** Most NGBs provide sport safeguarding policies which are to be followed by respective UKAF and single Service sports associations. Where NGBs do provide safeguarding policy and/or training and they meet the standards required by the MOD, sports associations are to comply with these, as appropriate for participation in their sport. If an NGB doesn't have a suitable policy or provide training, these may be met by other means using an appropriate provider, e.g. UK Coaching. In all authorised Service sporting activity, MOD standards on safeguarding have primacy.

22. **Conduct within Sports Associations.** Chairs of sports associations are to ensure their associations have adequate and effective safeguarding procedures in place to ensure Service personnel take part in sport in a safe, positive and enjoyable environment. Managers/officials/coaches are to fulfil their 'duty of care' responsibilities when U18s and adults at risk of harm are participating in association activity. This includes setting an environment in which behaviours are appropriate, not threatening, bullying, harassing nor coercive and encourage reporting both by the vulnerable and any witnesses of improper activity, including face to face, social media, phone or other electronic communications. Safeguarding should be part of association safety management plans.

23. **Disclosure Checks.** Policy on conducting criminal disclosure checks is contained JSP 893- Procedure for personnel and posts which require a criminal disclosure check [[link](#)].

24. **Single Service Safeguarding Policy.** Each single Service has developed its own policy for safeguarding in the sports environment:

- a. RN - [BRd51\(4\)](#) Chapter 8.
- b. Army - [AGAI Vol 1 Chapter 5](#).
- c. RAF - [AP 3415](#) Leaflet 30.

## Data Protection

25. The General Data Protection Act 2018 (DPA 2018) applies to any personal data that is processed and all UKAF sport associations need to be aware of the legal requirement to abide by these regulations. The Act is not intended to prevent the processing of personal data, but to ensure that it is done fairly and without adversely affecting the rights of the data subject, but requires a diligent approach to its compliance.

26. The principles defined in the Act are:

- a. processed fairly and lawfully.
- b. processed for limited purposes and in an appropriate way.

- c. adequate, relevant and not excessive for the purpose.
  - d. accurate and up-to-date.
  - e. not kept longer than necessary for the purpose.
  - f. processed in line with data subject's right.
  - g. processed and held securely.
27. UKAF sports associations must ensure that:
- a. they have a lawful basis for collecting personal data. In most cases to enable Service sport, the lawful basis for processing personal data will be legitimate interests, such as keeping in touch with members/participants about team selections, fixtures and tournament dates. The legitimate purpose can be the proper conduct and management of sporting activity within the association.
  - b. they have a commitment for keeping that data secure, accurate and kept no longer than is necessary for the purpose.
28. The majority of UKAF sports associations should hold their data on databases within the MOD IT infrastructure; most will be on MODnet. With information held on MOD systems, data protection can be kept secure and will be subject to MOD or single Service data protection policies. Although the principles are the same, each Service may have differences in the implementation of the GDPR regulations. Officials who process the data on behalf of their UKAF associations are to abide by the direction given in their parent single Service or Joint Command data protection policies. This may include input into Information Asset Registers held by your appropriate branches who may wish to register the scope of the data/information assets that you hold. Where data is not held on MOD systems, the same GDPR standards are to be applied.
29. Officials in UKAF sports associations may wish to consider the following guidance alongside the Defence regulations:
- a. Treat all personal data with respect and hold securely.
  - b. Treat all personal data how you would want your own personal data to be treated.
  - c. Take care with all personal data and items containing personal data you handle or come across so that it stays secure and is only available to or accessed by authorised individuals. Never leave any items containing personal data unattended in a public place or unsecure locations, e.g. on a train, in a café, in a car on a drive overnight etc and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.
  - d. Hold the data for only as long as it contributes to the purpose. For example, following an overseas visit, delete the passport and other details of those participating.

- e. Do not pass data on to a third party unless there is a specific requirement and the data subject is aware that their details are being shared with a third party.
- f. Immediately notify the appropriate data protection officer if you become aware of or suspect the loss of any personal data or any item containing personal data.

## **Annex**

### A. Eligibility to Play in Services Sport.

## ELIGIBILITY TO PLAY IN SERVICES SPORT

Category of Personnel	Single Service Events (Unit, Corps & Regional)	Represent Single Service (Non-Inter Service Events)	Represent Single Service (Inter Service Events)	UKAF
(a)	(b)	(c)	(d)	(e)
All personnel on a regular engagement <sup>1</sup>	Yes	Yes	Yes	Yes
Personnel seconded to another Service <sup>2</sup>	Yes	Parent Service only	Parent Service only	Yes
Reserves <sup>3</sup>				
a. FTRS and ADC	Yes	Yes	Yes	Yes
b. Maritime Reserve List 1	Yes	Yes	Yes	Yes
c. Army Reserve Gp A				
d. RAuxAF (serving on a RAux AF Sqn)	Yes Yes	Yes Yes	Yes Yes	Yes Yes
Ex-Regular Reserves <sup>4</sup>	No	No	No	No
Sponsored Reserves	No	No	No	No
DTUS Cadets	Yes	Yes	Yes	Yes
University Cadets at URNU, UOTC and UAS	At discretion of the single Service	At discretion of the single Service	No	No
Foreign and Commonwealth Personnel appointed to UK AF units:				
a. for less than 6 months	Yes	Yes <sup>5</sup>	No	No
b. for over 6 months	Yes	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes
Defence Sixth Form College (teams)	As 'hors concours' participants	No	No	No
Defence Sixth Form College (individuals)	No	No	No	No
MOD Civilians	Clearance for RAF only	No	No	No
Other civilians including contractors	No	No	No	No

Notes:

1. Sporting commitment must have no detriment to Phase 1 training and participation requires College Commander/Training Unit CO's approval.
2. Personnel are only permitted to compete as individuals in their parent single Service and joint/Armed Forces Championships.
3. **Reserves.**
  - a. PTVR trainees conducting Phases 1 and 2 training must be actively committed to the completion of their training in an appropriate timescale.

- b. PTVRs in their second and succeeding training years must have met the training requirement in the preceding training year (ie be awarded the Certificate of Efficiency and Training Bounty).
  - c. The following are excluded: Maritime Reserve Lists 2, 3 and Sponsored Reserve List; Army Reserve Gp B and Gp C; RAF (Civilian Component); and RAF Volunteer Reserve (Training).
4. Ex-Regular Reserves are no longer serving but may have a liability to be recalled into permanent service if they meet the criteria and are required. Ex-Regular Reserves include:
- a. **RN** – Regular Reserve comprising the Royal Fleet Reserve and Recall Reserve.
  - b. **Army** – Regular Reserve.
  - c. **RAF** – Reserve of Officers and Reserve of Airmen.
5. Equivalent Parent Service only, e.g. US Air Force Officer serving in RN Unit eligible to play for RAF not RN. Non-UK personnel serving in HQ ARRC are excluded as HQ ARRC is not a UK AF unit.