



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 Policy and Guidance

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

Related JSP	Title
JSP 456	Defence Catering Manual: Volume 2, Chapter 7 - CILOR
JSP 462	Financial Management and Charging Policy Manual
JSP 751	Joint casualty and Compassionate Policy and Procedures
JSP 752	Tri-Service Regulations for Expenses and Allowances
JSP 765	Armed Forces Compensation Scheme
JSP 800 Volume 5	Road Transport Regulations
JSP 822	Defence Direction for Training and Education
JSP 850 BPS 4.2	Physical Training and Sports Facilities

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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 chair 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 developmental players.

4. **UKAF Sports Colours.** The award of UKAF colours to an individual marks the ultimate achievement of a sports person 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 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 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 Chair 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, only 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 Master's 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 Master's competition between the Services must be agreed by the chair of all three single Service Sports Associations before the competition takes place.

Participation of Medically Downgraded Service Personnel

14. Sport plays an important role in the recovery of Personnel in Recovery Duty (PRD) personnel. The opportunity to use adaptive sports (AS) in the recovery process is well established and primarily funded and managed through the charitable sector. For many PRD, the recovery process is part of transition to civilian life. The participation of downgraded personnel in sport is as important in terms of mental and physical well-being and development as it is for any Service person but for some their Joint Medical Employment Standard (JMES) will affect their ability to participate in Service sports.

15. Downgraded personnel may participate in Service sport alongside other personnel if their JMES permits and the challenge is within their abilities. Medical advice is to be sought to ensure the sporting activity is appropriate for the individual and not likely to cause harm to the individual or others in the normal conduct of the sport. In addition, individuals must self certify their fitness to participate in any Service sporting activity. While efforts to accommodate down-graded personnel in sport are to be made, these must be equitable for all. Both aspects are likely to limit the number of Service sports available to downgraded personnel.

16. AS can still be available for downgraded personnel but AS is primarily a recovery activity and not conducted collectively within Service sport structures. All collective AS activity is conducted within or supported by charitable organisations¹ rather than Service sports associations. Commanding officers are permitted to authorise downgraded personnel to participate in AS within these charitable structures on an individual basis if they consider the activity of direct benefit to their personal development. Typical activities would include training for and participation in the Warrior and Invictus Games.

Personnel in Charity Sporting Events

17. 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.

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

Participation in Training

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

20. **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.

¹ Help for Heroes and the Royal British Legion are the principal leaders in AS activity for Service personnel.

21. **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 session² in UK per season for the UK Armed Forces team and teams representing their respective Service. Numbers permitted to travel at public expense are specified at Annex A to Chapter 2 but when circumstances merit, an increase of up to 33% above the numbers may be authorised by Service Sports Boards for such training camps. 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

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

23. 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\(4\)](#) Chapter 10.
- b. **Army.** [AGAI Volume 1 Chapter 5](#).
- c. **RAF.** [AP 3415](#) Leaflet 24.

Professional Athletes

24. Approval to compete as a professional sportsperson (athlete) or official requires a professional contract to include a release clause and abatement of salary, approved in accordance with sS policy. Any additional leave granted will normally be unpaid and abatement of pay will be applied to the serviceperson's salary dependent upon the period away from the duty unit. Service procedures for considering the authorisation of professional Service sports personnel are:

- a. **RN.** [BRd51\(4\)](#) Chapter 9.
- b. **Army.** [AGAI Volume 3 Chapter 111](#).

² The term session includes training camp.

- c. **RAF.** [AP 3415](#) Leaflet 24.

Participation of Transgender Personnel in Sport

25. 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

26. 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. Single sex Service teams may have officials such as team managers, coaches and medical staff, from either sex as part of their team squads.

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 850 Building Performance Standard (BPS) 4.2.** [BPS 4.2 - Physical Training and Sports Facilities](#) 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\(4\)](#) Chapter 4.

(2) Army - Sports Equipment Public Fund (SEPF). The SEPF exists to improve the provision of sports equipment and facilities for Service personnel (AGAI Volume 3 Chapter 82 will be issued when available).

(3) RAF - [AP 3342](#) 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 Volume 5 Part 2 Group 2 Section 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) heads of establishment 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 Trained 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 Volume 9](#).

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. See [JSP 456, Part 2, Volume 2, Chapter 7](#).

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 (including HMRC liabilities, eg Corporation Tax and VAT). 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.armysportlottery.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 Army Sport for representative sport.

(3) **RAF Central Fund.** Charitable funding is available to support RAF personnel taking part in sport and physical activities via their individual, station and Sports Association programmes. For more information, visit www.rafcf.org.uk.

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 – [AGAI Vol 3 Chapter 81 - Army Welfare Policy](#) and [ACSO 3206 - Welfare Funds](#).
- (3) RAF – [AP 3223](#) Chapter 1 Leaflet 119.

Sponsorship

10. [JSP 462](#) provides policy for sponsorship for the MOD. Noting that sport is considered as non-core activity for sponsorship, single-Services are required to follow the same general principles and policy as for core activity but may adopt a lighter touch to its scrutiny and approval. The MOD defines sponsorship as the payment of a sum of money or the giving of a benefit in kind by an organisation for the rights to be associated with an activity, team or item. In a sponsorship arrangement, MOD regulation requires a contract between a business organisation and the relevant sport (or sports) wherein there is mutual benefit to all parties involved; crucially, it is a value-exchange process. There must be no privileged access or overt advantage in the arrangement. The benefits to sponsors can be summarised as:

- a. raising profile and brand awareness to enhance public awareness of the sponsor, enhance relations with MOD and provide wider business benefits.
- b. without endorsement, or any commercial advantage, in association with a trusted, respected and highly valued institution with a strong ethos and values.
- c. supporting the UKAF and thus delivery of an element of the Armed Forces Covenant.
- d. the fostering of relationships to support and enable the Whole Force concept (for those in Defence Industry who form the majority of current sponsors).

11. **Principles.** The purpose of sponsorship must be made clear, for example what will it achieve, what will be the benefits and to whom, what obligations will need to be undertaken and so on. Thus, all sponsorship arrangements for all UKAF Sport and single Service associations are to be articulated in a written arrangement (a template is at Annex B). Guidance for the establishment and approval of sponsorship is based upon the following key points:

- a. The MOD must at all times deal with external organisations in a fair, equitable, open and transparent way, allowing no opportunity for, or perception of, undue influence to be exerted by the external organisation in the decision-making process of the MOD. Inappropriate sponsorship arrangements could leave the association or MOD open to accusations of being influenced by a particular organisation, for example through access to officials and Service personnel which might not be available to competitors. The underlying theme is that any sponsorship arrangement must be able to withstand public scrutiny and have clear, deliverable benefits for the association. No matter how great the commercial advantage to the sponsor, or the financial advantage to the sports association, the need to safeguard the Services' and the MOD's reputation must be paramount.
- b. A sponsored activity must not use MOD resources without prior consultation with single Service or UKAF sports boards. Publicly funded resources must not be used to generate income or profit for external organisations or private individuals without equal, or greater benefit to the MOD.
- c. Where MOD resources are used on a repayment basis, when undertaking non-core sponsorship activity, sponsorship organisations must purchase insurance to cover all the risks which will be incurred, at their own cost. All liabilities attaching to a non-core activity must be covered by the non-public organisation responsible for the

activity. It is important that the organiser of the sponsorship understands that their sports association, and maybe themselves personally, will be legally liable for all commitments undertaken and the associated risk.

d. Sponsorship agreements are to include a statement on the responsibilities and liabilities of each party arising as a consequence of the activity being sponsored. The non-public body (sports association) which is legally and financially liable must be identified in all communications and it must be made clear in all dealings that it is that body, and not the MOD, that is engaging in the activity.

e. The sports association and sponsor should only fulfil the obligations within the boundaries of the arrangement.

f. Sponsors must not use MOD activity as a direct sales channel for their products or services.

g. Conflicts of interest must be avoided³.

h. Sponsorship may only be accepted from reputable organisations. Sports associations are to seek advice from their sports boards/directorates to ensure there are no wider commercial or conflict of interest factors to be considered. In general, providing the company is trustworthy and has a UK business footprint, a sponsorship agreement can be discussed. Where sponsorship is considered from organisations not of UK origin, consideration must be given to the wider national interest before it can be accepted. Sponsorship is strictly not permitted from companies associated with tobacco and alcohol; association with an unacceptable campaign such as the legalisation of illegal drugs; a poor financial record; violent or unsocial behaviour; known political connections; gambling or payday loan companies or a company/organisation that may potentially cause damage to the UK government or MOD's reputation or is in dispute with the MOD⁴.

i. All sponsorship agreements must be reviewed annually by those sports officials who have been involved in either the instigation of the agreement or involved in its subsequent management by virtue of their official capacity in the sport. Cognisant of the regular changes in association chairmanship and commensurate differences in personal risk appetites, arrangements are to include appropriate break clauses in order to protect both parties.

12. Forms of Sponsorship. Sponsorship is a value-exchange process. The range of the benefits exchanged between all parties involved is to be outlined in a written sponsorship agreement. In simple terms, the sponsor provides a cash sum (or cash sum equivalent⁵) and the sport(s) provides a medium for advertising, affiliation or accreditation and socialising with members of the sport and Service personnel who have an official appointment associated with the delivery/management of the sport. It is not an opportunity for free product endorsement by the Services, nor is it to gain privileged access to the military community in areas not relating to the sport. All sponsorship is classified as non-public and must be reported as such in association accounts. UKAF sports associations can use 2 sponsorship

³ JSP 462, Chap 14 Annex 3 - Conflict of interest.

⁴ JSP 462 Chapter 7 Sponsorship Para 7.27.

⁵ Where a Product or Service is provided, the Cash Sum Equivalent is the amount the sport would have had to pay for that item. For example, if equipment is given, then the Cash Sum Equivalent is the net purchase cost of that equipment.

models: direct sponsorship between a sponsor and a sport and indirect sponsorship where a third party is involved in the negotiation and management.

a. **Direct Sponsorship.** Each sport organisation, at any level, can elect to find a sponsor and set up a direct sponsorship agreement and maintain that direct link with their sponsor. In this model, all sponsorship funds generated are distributed directly to the sport.

b. **Indirect Sponsorship.** This is where a third party has the role to secure financial support from the sponsor and recommend grants to be paid to suitable sport associations. Adopting this model offers associations and unions the advantage of removing much of the work and some of the responsibility for sponsorship from their committees, although fostering the relationship with sponsors remains a key association task.

c. **Benefit-in-kind.** Although organisations may provide a pure cash sum as the sponsorship agreement, some agreements may also offer a benefit-in-kind sponsorship for products or services. When accepting these benefits-in-kind arrangements consideration must be given to the Cash Sum Equivalent and the maintenance, possible replacement and associated costs of consumables in managing these benefits. Benefits-in-kind can include sponsored civilian vehicles, sports equipment and clothing. These benefits are part of the sponsorship agreement and must be included in the contract between the parties. It is also important to consider whether the acceptance of a benefits-in-kind understanding would compromise any other agreements in place either for sport or for the wider MOD. Any conflict of interests must be avoided.

d. **Subsidy.** Similar to benefit-in-kind, the subsidising of a good or service by an organisation will be classed as sponsorship if there is a value-exchange from the Association in return. As such, it forms part of the sponsorship arrangement and must be included in the contract between the parties. It is also important to consider whether the acceptance of a subsidy would compromise any other agreements in place for sport or for the wider MOD. Any conflicts of interest are to be avoided.

13. **Endorsements.** Service sports associations, teams or individuals must not endorse, or be seen to endorse explicitly, the sponsoring organisation or its products. Names insignia and logos must not be used to imply that MOD particularly favours a sponsor's products or services or certifies their quality. A factual statement can be made that the sport is being sponsored by the company and that this sponsorship adds support to the sport, but no direct reference can be made to promote the products or equipment of the sponsor.

14. **Donations.** A donation is usually a sum of money given voluntarily for the use of the organisation receiving it without any value-exchange process being agreed. A donor may be thanked and appropriately acknowledged for their donation. Anything more than an acknowledgement is likely to be considered as a payment for services or goods, a value-exchange activity, and therefore classified as a form of sponsorship. An acknowledgement can include a public expression of gratitude for the financial support, a discrete company logo in the event programme and an invitation to the event. There may be scope for more in the form of an acknowledgement, but legal advice would be necessary to ensure both the donor and sports association operate within the rules of HMRC. Donations may be received in addition to sponsorship from the same body, provided there is a clear delineation between the 2 elements, expressed at the outset of any arrangement, and the sponsorship element

being a fair proportion of the value exchange. Such arrangements must be included in the contract between the parties. The practise of accepting year on year donations from the same organisation is acceptable. To record and formalise any transfer of monies, a grant agreement should be established.

15. **Sponsorship in the Single Services.** The single Services hold the responsibility for the governance and assurance of sponsorship for their own sports associations and have separate sponsorship directives which describe the policy for arranging and maintaining them. All sport sponsorship is to be reported in the quarterly return through sS sponsorship focal points for inclusion in the Annual Report and Accounts (ARAc).

16. **Assurance of Sponsorship at UKAF level.** The UKAF SB is a charity in its own right and as such is responsible for the governance and assurance of the non-public funding of UKAF sports associations. This includes sponsorship. On behalf of the Board, Sec UKAF SB will hold a directory of the sponsorship agreements entered into by UKAF sports associations in order to ensure the contracts are assured and compliant. Agreements are to be collated annually and new contracts are to be reviewed by Sec UKAF SB. Where necessary, Sec UKAF SB will refer contracts to the appropriate Commercial/Legal Branch to ensure policy compliance.

17. **Sponsorship for UKAF Sports Associations.** Associations are to abide by the principles of MOD regulation on sponsorship much of which has been extracted into the direction in this instruction. When entering into a sponsorship arrangement, associations must take into account the principles outlined above. Associations can choose between the indirect and direct forms of sponsorship. Key points to note are:

a. **Sponsors.** Only reputable companies should be engaged for sponsorship of military sport. Note para 11.h of this instruction.

b. **Understanding the Value-Exchange in Sponsorship.** Sponsorship is a value exchange; it is not a 'free good'. Key to the successful management of sponsorship agreements is to nurture the relationship with the sponsor through regular and proactive communication in order to fulfil the obligations under the agreement. Thus, sports associations should:

(1) in addition to the Chair of the Association, have a designated POC who is responsible for sponsor relationship management.

(2) foster the sponsorship through proactive updates on the sport, the inclusion of sponsors in Forecast of Events (as guests or participants) and their hosting at major events including prize giving ceremonies etc, and that they are thanked.

(3) allow sponsors the opportunity to socialise with the personnel who have an official appointment associated with the delivery/management of the sport or participate in it and are included in publicity events in relation to the sport.

(4) ensure that appropriate recognition is given to sponsors on magazines, clothing and/or equipment and in magazines, programmes and websites

c. **Contracts.** All sponsorship agreements must be underpinned by a contract. To help sports associations, a template contract for a direct sponsorship is at Annex B. Sponsors will have their own requirements for contracts so this template is a guide to

help the process but it does include the key elements to be covered. Any areas of concern should be referred to Sec UKAF SB who can provide more detailed formats.

d. **Non-Public Transaction.** When dealing with sponsorship agreements, sports associations are acting as a non-public body and all correspondence and contractual business must be conducted under the auspices of the non-public body of the association. MOD letter headings are not to be used, nor are documents to be signed in an official MOD capacity or on behalf of the Secretary of State. The agreement is between the association trustees/officials and the sponsor.

18. **Tax Liability.** In certain circumstances, sponsorship may attract a tax liability, such as VAT⁶ and/or Income Tax/Corporation Tax⁷. This is a potentially complex area and therefore further information can be found on the HMRC website or advice sought from Sec UKAF SB.

19. **Hospitality at Sporting Events.** Sponsorship of Service sport by Defence industry is welcomed and gratefully received by the Department. MOD support of these events is often through official representation by Defence personnel (in proportionate numbers to the size of the event) as guests of either the Service sport associations or official event sponsors, both of which may offer hospitality. Where the guidance below permits acceptance of such invitations, hospitality from the official event organiser or an official event sponsor is also permitted, providing it does not contravene Defence policy⁸ nor could be reasonably seen to compromise personal judgement or integrity.

a. **Official Military Sporting Events.** Most official military sporting events are authorised by Service Sports Boards and organised and conducted by the Service sports associations. Many events (eg Army vs Navy Rugby, the UK Armed Forces Rugby Remembrance Match, Inter Services T20 and the Rundle Cup) attract funding from sponsors.

(1) Invitations from the Service sport associations to these events may be accepted. Travel at public expense is not normally admissible for these fixtures and invitees will be deemed off duty for the event unless they are attending as a player, team official, match official, in a sports governance role or in a command/line management function.

(2) Invitations from sponsors to official military events may only be accepted if the invitation is from an official sponsor of the event, noting some events have multiple sponsors. Travel at public expense is not normally admissible for these fixture and invitees will be deemed off duty for the event. Hospitality from companies who are not official sponsors are to be declined.

b. **Non-Official Military Sporting Events.** Some military sporting events are not officially authorised but have a Defence context (eg the Grand Military Race). Invitations may be accepted from the organising committee. Travel at public expense is inadmissible and invitees are deemed to be off duty.

⁶ Sponsorship VAT Notice 701/41: <https://www.gov.uk/guidance/sponsorship-and-vat-notice-70141>.

⁷ Trading and business activities: <https://www.gov.uk/government/publications/charities-detailed-guidance-notes/annex-iv-trading-and-business-activities-basic-principles#direct-tax-business-sponsorship>.

⁸ See [Defence gifts and hospitality policy](#); additional guidance available in [DE&S gifts and hospitality policy](#) and Single Service instructions.

c. **Civilian or Social Sporting Events.** Invitations from sponsors to civilian or purely social sporting events with no Defence dimension and the associated hospitality are to be declined.

d. **Charity Sporting Events.** Invitations to sporting events sponsored by Service charities or private/defence companies with the sole aim of raising funds for non-publicly funded organisations can be accepted but travel at public expense is inadmissible and invitees are deemed to be off duty.

e. Service and Civilian Personnel should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties; and they must not use their official position or information acquired in the course of their official duties to further their private interests or those of other. This includes not only avoiding actual or potential conflicts of interest but also any suspicion that conflicts may exist.

f. All offers of hospitality, accepted and declined must be reported in the Electronic Hospitality Register.

20. **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).

Annexes

- A. Maximum Numbers Eligible to Claim Travel at Public Expense.
- B. Direct Sponsorship Agreement Template.

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 Match	15	2
b. Carp	18	2
c. Game	14	2
d. Sea (boat/shore)	15	2
Aquatics:		
a. Swimming	19	3
b. Diving	6	2
c. Water Polo	14	2
d. Open Water	6	2
Archery:		
a. Field	27	3
b. Target	27	3
Athletics:		
a. Track and Field	36	3
b. Cross-Country	12	2
c. Tug of War	12	2
d. Half & Full 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. Time Trial	10	2
c. Mountain Bike (XC, DH and Enduro)	10	2
d. Cyclocross	10	2
e. BMX	10	2
f. Track	10	2

Sport/Activity	Max Numbers in Sports Teams (See Notes)	Max number of sports association committee members attending matches
(a)	(b)	(c)
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
Martial Arts		
a. BJJ	7	2
b. WTF 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. Side Car	20	2
g. Rally	30	2
h. Karting (see Note 5)	100	2
Netball	14	2
Orienteering	10	2
Paragliding	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

Sport/Activity	Max Numbers in Sports Teams (See Notes)	Max number of sports association committee members attending matches
(a)	(b)	(c)
Rugby Union ⁹		
a. 15s	40	3
b. 7s	23	3
Sailing:		
a. Offshore	11	2
b. Dinghy	11	2
c. Windsurfing	10	2
Sport Climbing	15	2
Sport Parachuting	20	2
Squash Rackets	6	2
Surfing	18	2
Table Tennis	6	2
Target Shooting:		
a. Target Rifle	20	2
b. Small Bore	20	2
c. Clay Target	24	2
d. Target Pistol	12	2
Tennis	9	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. Tobogganing (Cresta)	12	2
g. Biathlon/Cross Country	8	2
h. 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.

⁹ The increase in numbers has been driven by RFU safety requirements for Service teams only (this increase affects those who can travel at public expense and is not for all representative teams).

DIRECT SPONSORSHIP AGREEMENT TEMPLATE

The following headings can be used in a direct sponsorship agreement; they provide the bare essentials for an agreement but are not comprehensive and sponsors may wish additional requirements.

1. **Participants.** This Sponsorship Agreement is between:
 - a. _____, the Sponsor; and
 - b. 'UKAF _____ Association', the receiver.
2. **Agreement Time Frame.** Is there a set period for the agreement?
3. **Sponsor's Obligations.**
 - a. to pay £_____ (insert sum & regularity of payments).
 - b. to provide (whatever is agreed, clothing, equipment data stating quantities and value, confirming if it is cost, wholesale or retail etc).
4. **Receiver's Obligations.**
 - a. brand promotion (space for sponsors mark on clothing and equipment).
 - b. PR opportunities (linkage to VIPs and events not normally available to the public).
 - c. ticketing (access to international, national and Service events for exclusive use of Sponsor).
 - d. networking (opportunity to meet senior officers associated with the sport being sponsored, other sports events such as award ceremonies).
5. **Mutual Obligations.**
 - a. appoint a main point of contact.
 - b. operate in good faith and fair working practice.
 - c. to comply with all legislation, regulations and applicable law relating to this Agreement.
 - d. not to do anything to bring any of the names, logos, trademarks or reputations of the other into disrepute in any way.
6. **Renewals & Reviews.** What to do when the agreement is due to cease. How the Annual review is to be carried out.
7. **Termination of Agreement.** The return of documents and material to the other party.

8. **General Matters.** Any additional matters that need to be clarified.
9. **Exclusions.** What is not covered?
10. **Signatures.** The document forms a contract between the sports association/union and sponsor with the named signatory being contractually and financially responsible.

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. Germany Enabling Office (GEO) 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 Volume 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 Liaison & Transit Cell, J7 Ops & Trg, Germany Enabling Office (GEO), Building 213, Antwerp Barracks, Sennelager, BFPO 16; Tel Mil: 94879 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: [2020DIN03-015](#).

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.

Duty Status and Armed Forces Compensation Scheme (JSP 765)

22. Personnel are representing the UKAF and their Single Services when conducting an authorised overseas visit. Authority for overseas visits is based on their official programme; the authorised activities, predominantly the fixtures, training and competitions, are the main purpose of the visit and are considered on duty. Other elements such as travel, essential administrative activities and official social events directly associated with the sporting competitions (official receptions for example) can also attract duty status. Non-authorised activities are those where Service personnel can exercise personal choice in their activity, participate in events which are not part of the purpose of the visit or just enjoy down time. These will be considered off duty, conducted at the individual's own risk and are subject to the visit commander's consent.

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 overseas visit are to have a supporting medical plan developed as part of the administration of the visit, iaw with the visit lead Service direction. This is to be approved by a Competent Medical Authority (CMA). It is to include preparatory activity, including inoculations etc. 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 and define actions in the event of an incident. 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 – [BRd 51\(4\)](#) Chapter 6.
- b. Army – [2019DIN10-001](#).
- c. RAF – [AP 3415](#).

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.	Aquatics	Diving Swimming Water Polo Open Water	6 19 16 6
3.	Archery	Field Target	27 27
4.	Athletics	Track and Field Cross-Country Tug of War (per weight) Marathon/Road	36 14 14 10
5.	Association Football	Full side 5 a side	22 11
6.	Badminton		12
7.	Basketball		21
8.	Boxing		17
9.	Canoeing	Sprint and Marathon Slalom Polo Freestyle	14 14 10 14
10.	Cricket		20
11.	Cycling	Road Time Trial MTB (XC, DH and Enduro) Cyclocross BMX Track	10 10 10 10 10 10
12.	Equestrian	Dressage Show Jumping Cross Country Eventing/Combined Disciplines	10 10 10 10
13.	Fencing	Foil Epee Sabre	7 7 7
14.	Gliding		10
15.	Golf		13

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
16.	Hockey		22
17.	Ice Hockey		22
18.	Judo		12
19.	Kitesurfing		16
20.	Martial Arts		8
21.	Microlight Flying		10
22.	Modern Pentathlon		6
23.	Motor Sports	2 Wheel Road 2 Wheel Trial. 2 Wheel Enduro / Motocross 4 Wheel Car Racing (Sprint & Circuit) 4 Wheel Navigation Side Car Rally Karting	20 20 30 12 20 20 30 20
24.	Netball		16
25.	Orienteering		10
26.	Para Gliding		20
27.	Polo		8
28.	Power Lifting		16
29.	Rowing	On Water Combined 8s, 4s and Pairs Indoor	20 12
30.	Rugby League	Thirteens Nines Sevens	28 19 15
31.	Rugby Union	Fifteens Tens Sevens	40 20 23
32.	Sailing	Offshore Dinghy Windsurfing	12 12 12
33.	Sport Climbing	Indoor Climbing and Bouldering	15
34.	Sport Parachuting		20
35.	Squash Rackets		8
36.	Surfing		18
37.	Table Tennis		10
38.	Target Shooting	Target Rifle Small Bore Clay Target Target Pistol	20 20 24 12
39.	Tennis		10
40.	Triathlon		15

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
41.	Volleyball		16
42.	Waterskiing/Wakeboarding		10
43.	Winter Sports	Alpine Skiing	12
		Snowboarding	12
		Bobsleigh	10
		Skeleton Bobsleigh	8
		Luge	8
		Tobogganing (Cresta)	12
		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.