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JSP 660: Sport in the UK Armed Forces

1 Introduction

This document sets out the procedures for sports associations, participation in Service Sport, funding for sports and the processes for overseas visits. It should be read in conjunction with JSP 660 Part 1 (Policy) which sets out the principles/rules governing Armed Forces sport.

It is not intended for this document to be read cover to cover – you should only read the section that is relevant to you at the time.

2 UKAF Sports Associations

2.1 UKAF Armed Forces Sports Association Constitution - Template

2.1.1 Constitution Template Outline. 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.

2.1.2 Constitution Mission. To promote excellence of, and participation in, UKAF representative [name of sport].

2.1.3 Constitution Aim. The aim of the association is to encourage, promote, develop and co-ordinate [name of sport] at UKAF level.

2.1.4 Objectives/Role of the Sports Association. The objectives of a UKAF [name of sport] association are to:

- a. select the high-performance players from within Services [name of sport] to play at a level above single Service representative levels against comparable opposition.
- b. where required, provide direction and management to ensure the organisation and successful delivery of the annual Inter Services competition.
- c. organise an overseas visit periodically, as appropriate.
- d. maintain appropriate links with the NGB.

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

2.1.5 Constitution Governance.

- a. **Chair.** Permanent/Rotational?



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- b. **Dedicated Officials.** Secretary, Treasurer, Team Manager etc. as required. Duties can be described or attached as annexes.

2.1.6 Constitution Committee Structure and Role.

- a. Council, General Committee, Executive Committee, AGM – as required.
- b. composition for each – president, chair, secretary, treasurer, representatives from each Service, Sec UKAF SB in attendance.
- c. voting – majority or unanimous vote? Veto? Single vote for each Service?
- d. frequency – max of AGM annually, ECM 3 times a year.

2.1.7 UKAF Squad.

- a. **Selection Policy.** Merit first, single Service proportions secondary.
- b. **Fixtures and Championships.** Level (likely opposition), frequency, number.
- c. **Overseas Visits.** Frequency, management (separate or by association officials).

2.1.8 Inter Services Competition.

- a. as required when not hosted by the single Services.
- b. format – single discipline, multi-discipline, time in the year, who hosts etc.

2.1.9 Constitution 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 Line of Defence) and Internal Assurance (2nd Line of Defence).
- 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.



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(5) sponsorship.

2.1.10 **Constitution UKAF Colours Policy.** Application of policy in JSP 660 for the sport – qualifying events.

2.1.11 **Constitution Data Compliance.** Ensure that data management is GDPR compliant at all times.

2.1.12 **Constitution References.**

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

2.1.13 **Constitution Separate Annex.**

2.2 **Elite and Professional Athletes.**

2.2.1 **Status for Athletes.** The management of elite athletes varies between the Services. Details can be found in:

- a. **RN.** [BRd 51](#) Part 4 Chapter 29.
- b. **Army.** [AGAI Volume 1 Chapter 5](#).
- c. **RAF.** [AP 3415](#) Leaflet 21.

2.2.2 **Professional Athletes.** Service procedures for considering the authorisation of professional Service sports personnel can be found in:

- a. **RN.** [BRd 51](#) Part 4 Chapter 28.
- b. **Army.** [AGAI Volume 3 Chapter 111](#).
- c. **RAF.** [AP 3415](#) Leaflet 21.

2.3 **Public Funding for Sports**

Single Service sports equipment grants are available to sports associations and units under single Service arrangements for the provision of sporting equipment. Details can be found in:



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- a. **RN.** [BRd 51](#) Part 4 Chapter 23.
- b. **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 in due course).
- c. **RAF.** [AP 3342](#) and [AP 3415](#) for units and [AP 3415](#) for representative associations.

2.4 Non-Public Funding for Sports

2.4.1 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:

- a. [RN & RM Sports Lottery](#) (see also [BRd 51](#) Part 4 Chapter 24).
- b. [Army Sport Lottery](#).

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

- a. **Naval Service Sports Charity (NSSC).** A subsidiary of the Royal Navy Royal Marines Charity (RNRMCC), 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 talented athletes. In addition, The Royal Marines Charity (TRMC) provides support to Royal Marines sports associations and RM units.
- b. **Army Central Fund.** Funding is managed through the chain of command for unit and regional activities and Army Sport for representative sport.
- c. **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.

2.4.3 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.

2.4.4 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,



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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:

- a. [RN & RM Charity Grants](#).
- b. [AGAI Vol 3 Chapter 81 - Army Welfare Policy](#) and [ACSO 3206 - Welfare Funds](#).
- c. [AP 3223](#) Chapter 1 Leaflet 119.

2.5 Principles of Sponsorship

2.5.1 Guidance for the establishment and approval of sponsorship is based upon the following key points:

- a. 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 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 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 MOD, that is engaging in the activity.



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- 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 avoided.

2.5.2 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.

- a. **Participants.** This Sponsorship Agreement is between:
 - (1) _____, the Sponsor; and
 - (2) 'UKAF _____ Association', the receiver.
- b. **Agreement Time Frame.** Is there a set period for the agreement?
- c. **Sponsor's Obligations.**
 - (1) To pay £_____ (insert sum & regularity of payments).
 - (2) To provide (whatever is agreed, clothing, equipment data stating quantities and value, confirming if it is cost, wholesale or retail etc).
- d. **Receiver's Obligations.**
 - (1) brand promotion (space for sponsors mark on clothing and equipment).
 - (2) PR opportunities (linkage to VIPs and events not normally available to the public).
 - (3) ticketing (access to international, national and Service events for exclusive use of Sponsor).
 - (4) networking (opportunity to meet senior officers associated with the sport being sponsored, other sports events such as award ceremonies).
- e. **Mutual Obligations.**
 - (1) appoint a main point of contact.
 - (2) operate in good faith and fair working practice.



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(3) comply with all legislation, regulations and applicable law relating to this Agreement.

(4) do not do anything to bring any of the names, logos, trademarks or reputations of the other into disrepute in any way.

f. **Renewals & Reviews.** What to do when the agreement is due to cease. How the annual review is to be carried out.

g. **Termination of Agreement.** The return of documents and material to the other party.

h. **General Matters.** Any additional matters that need to be clarified.

i. **Exclusions.** What is not covered?

j. **Signatures.** The document forms a contract between the sports association/union and sponsor with the named signatory being contractually and financially responsible.

2.6 Overseas Visits

2.6.1 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](#).

2.6.2 The sports board authorising the overseas visit is to specify the requirement for a post visit report.

2.6.3 Further advice can be sought from the secretaries of the appropriate sports board.

2.6.4 The single Service instructions covering overseas visits are:

- a. **RN.** [BRd 51](#) Part 4 Chapter 25.
- b. **Army.** [AGAI Volume 1 Chapter 5](#).
- c. **RAF.** [AP 3415](#).



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3 Support Available

Personal questions not answered within this publication and cases of doubt over eligibility or entitlement are to be directed through the relevant single Service sports organisation or the Secretary to the UKAF Sports Board.

For further information or queries on any aspect of this guide or to provide feedback on the content, contact:

Post Title	Role Title	Contact email address
Sec UKAF SB - UKAF Sport	People-TSLD SportAdvTrg SEO	Ken.Whitfield561@mod.gov.uk
Deputy Head Naval Sport - RN Sport	NAVY PEOPLE-PS SPORT SO1	Coel.Davies161@mod.gov.uk
SO2 AT & Sport - Army Sport	Army Pers-Pol-ProfDev-ATSprt-SO2	Russel.Roberts445@mod.gov.uk
Deputy Dir RAF Sport (DDRS) - RAF Sport	22Gp-DRS-DDir	Claire.Bunten100@mod.gov.uk

Information can also be found on the single Service sports websites:

- a. [Royal Navy Sport](#).
- b. [Army Sport](#).
- c. [RAF Sport](#) and [RAF Central Fund](#).

4 Roles and Responsibilities

MOD expects all those involved to apply this procedure in accordance with the following generic roles and responsibilities:

Role	Key responsibilities in carrying out this procedure
Service Person	Responsible for: <ul style="list-style-type: none"> • ensuring JSP 660 policy and procedure guidance are consulted and followed. • ensuring relevant discussions with single service sports organisations take place prior to submitting applications for changes to sports association policy and procedures.
Chair of Sports Association	Responsible for: <ul style="list-style-type: none"> • ensuring their sports association adheres to the relevant JSP 660 policy and procedures.



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	<ul style="list-style-type: none"> consultation with individual single service sports boards and the UKAF sport board where required. providing amendment recommendations to policy and procedures that ensure continuous improvement of sporting associations is realised. maintaining record keeping requirements.
Mil HR Policy Holder SME	<p>Responsible for:</p> <ul style="list-style-type: none"> engaging stakeholders on proposed policy or procedure changes drafting changes to policy and procedure suites and passing to DBS for publication
CDP or ACDS People Cap	<p>Responsible for:</p> <ul style="list-style-type: none"> the sign-off and fair and consistent application of these procedures. deciding whether a policy exception can be made after consulting the Policy SME. overseeing audit requirements and compliance action plans that arise as a result.

5 Document Information

5.1 Document Coverage

This procedure supersedes all previous MOD procedures on Sport in the UK Armed Forces. The totality of documents included in this policy suite, of which this document is a part, are listed in the Policy and Guidance Portal.

5.2 Document Information

Filename:	JSP 660 - Sport in the UK Armed Forces (Procedure)
Document ID:	JSP 660 V3.0 Part 2: Procedure
Owning Function / Team:	Talent, Skills, Learning and Development (TSLD)
Service Owner (1*):	Head TSLD
Approving Authority:	CDP

5.3 Document Versions

Version	Publication Date	Revision History	Revised Pages
2.6	Nov 2023	Policy Update	N/A
3.0	Nov 2024	Format revision under Policy and Process Optimisation and update and inclusion of Cadwell Park SI recommendations.	N/A



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MOD will review this procedure in two years or when changes to legislation or best practice dictate.

5.4 Linked JSPs

JSP No	JSP Name
JSP 375	Management of Health and Safety in Defence
JSP 456	Defence Catering Manual
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 760	Tri-Service Regulations for Leave and Other Types of Absence
JSP 765	Armed Forces Compensation Scheme
JSP 800	Defence Movements and Transport Policy
JSP 815	Defence Safety Management System
JSP 816	Defence Environmental Management System
JSP 822	Defence Direction and Guidance for Training and Education
JSP 834	Safeguarding
JSP 850	Infrastructure and Estate Policy, Standards and Guidance
JSP 887	The Public Sector Equality Duty in Defence
JSP 889	Policy for the Recruitment and Management of Transgender Personnel in the Armed Forces
JSP 893	Safer Recruitment and Employment
JSP 950	Medical Policy

6 Frequently Asked Questions

Q: Is the assurance periodicity different for ‘High Risk’ sports compared to other sports?

A: The First Line of Defence (1LoFD) using First Party Audit (1PA) is the same regardless of the risk involved with the sport – this is conducted at least annually. However the Second Line of Defence (2LoD) using Second Party Audit (2PA) is completed no more than 24 months for ‘High Risk’ sports compared to 36 months for all other sports.

Q: How important is sponsorship for sports associations?

A: Sponsorship is extremely important in sports association finances and very much has its part to play but it is not a ‘free good’ as it is by its nature a value exchange between the sponsor and the association. It is therefore important that when sports associations enter sponsorship arrangements, they are aware of the need for propriety at all times, in order to protect the MOD’s, their sport’s and their personal reputation and that of the commercial partner too. In order to help and provide support to you, for all future UKAF sponsorship arrangements that are considered novel, contentious (if you are unsure, please ask) or over £50K the sports association Chair is to discuss the arrangement with the Chair of the UKAF sports before formally entering into the arrangement.



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Q: Can a non-availability chit be used to acquire private accommodation if service accommodation is unavailable for a UKAF sports team?

A: Non availability chits are not to be used as the basis for acquiring private accommodation through the public purse. If service accommodation is unavailable then the sports association can only acquire private accommodation through the use of private funds.

7 Glossary

Term	Meaning
1LoD	First Line of Defence assurance (for sport this is satisfied annually using a first party audit (1PA) process).
2LoD	Second Line of Defence assurance (for high risk sports this is satisfied every 2 years or less using a second party audit (2PA) process; for other sports the 2LoD periodicity is 36 months using the 2PA process).
3LoD	Third Line of Defence assurance (this is conducted by the Defence Safety Authority).
ADC	Additional Duties Commitment
AFCS	Armed Forces Compensation Scheme
AGAI	Army General Administrative Instruction
AGM	Annual General Meeting (attendance at which for the sports association is considered to be on duty and travel can be claimed).
AS	Adaptive Sport
AT	Adventurous Training
BFBS	British Forces Broadcasting Service
BRd	Book of Reference digital
Cat	Category (of a sport) (there are 4 categories in military sport - Cat 1 to Cat 4).
CEO	Chief Executive Officer (in relation to military sport this is the senior individual within the sport organisation).
CILOR	Cash In Lieu Of Rations
CMA	Competent Medical Authority
DDC	Directorate of Defence Communications
DIPR	Defence Intellectual Property Rights (protects the UKAF sport title and logo which is owned by the the Secretary of State for Defence).
D Res	Director Resources
DSA	Defence Safety Authority (responsible for third party audit of high risk sport only).
ECM	Executive Committee Meeting (sports associations should have no more than 3 per year).
FTRS	Full-Time Reserve Service
GDPR	General Data Protection Regulation
HMRC	His Majesty's Revenue and Customs
Ind Mil Trg	Individual Military Training



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MySafety	Previously DURALS (Defence Unified Reporting and Lessons System) and used to report accidents, incidents and near misses in sport. Some single Services still use their equivalent system and have yet to adopt MySafety.
NGB	National Governing Body (these bodies regulate sport in MOD).
NT	Nuffield Trust
OSV	Overseas Visit
PME	Public Military Event
PRD	Personnel on Recovery Duty
PTVR	Part-Time Volunteer Reserve (includes Royal Naval Reserve, Royal Marine Reserve, Army Reserve and Royal Auxiliary Air Force).
Sec UK AFSB	Secretary to the UKAF Sports Board (the person responsible for managing both the UKAF SB and the chair of the deputies sports board; this individual works for TSLD and is responsible for JSP 660 policy and procedure.
SMP	Safety Management Plan
TSLD	Talent, Skills, Learning and Development
UKAF	United Kingdom Armed Forces
UKAF SB	United Kingdom Armed Forces Sports Board
VeRRs	Volunteer ex-Regular Reserves
VIP	Very Important Person