May 2025
(Replaces AEL 161 dated Jun 23)

ARMY GENERAL AND ADMINISTRATIVE INSTRUCTION

VOLUME 1

CHAPTER 5

SPORT

This Chapter 5 of AGAI Volume 1 is sponsored by Personnel Policy (Army), Army HQ and contains the regulations for Sport in the Army. These instructions apply to the Regular Army and the Army Reserve and should be read in conjunction with the UK Armed Forces policy for Sport contained in JSP 660.

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1. **Public Sector Equality Duty.** In accordance with ACSO 3252 (The Conduct and Assurance of Equality Analyses for Army Policies and Services), this AGAI 5 has been considered against the Public Sector Equality Duty and whilst it does impact on people, it does not impact adversely on any protected characteristic group and thus an Equality Analysis Impact Assessment was not completed. The initial assessment is archived and available from the author / owner.

2. **Public Sector Accessibility Regulations 2018.** The Army has a legal requirement to comply with the Public Sector Accessibility Regulations 2018. The regulations apply to all online content including documents (PDF, Word, PowerPoint, Excel). The owner of this AGAI 5 confirms they have performed an accessibility check of this document and that it complies with the Public Sector Accessibility Regulations 2018.

3. **Inclusive Language.** As directed by the Executive Committee of the Army Board and Chief of Defence People, all policies and services must where possible use inclusive language. This can usually be done by rephrasing sentences, for example by using ‘workforce’ instead of ‘manpower’, and 'they' or 'their' rather than 'his' or 'her'. The owner of this AGAI 5 confirms that it complies with the MOD's inclusive language guidance.

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M	Overseas Sports Visits & Training Camps Application Flowchart	Army Sport
N	OSV Event Instruction - Template	Army Sport

RECORD OF AMENDMENTS

AEL Number	Amendment Date	Authority	Amendment
AEL 86	Mar 17	Hd Trg (A)	Detailed review and update following introduction and first revise of JSP 660.
AEL 89	Jun 17	Hd Trg (A)	Amendment to para 5.051 to clarify the Duty Status of SP when conducting activity with non-entitled personnel.
AEL 130	Nov 20	Pers Pol (A)	Detailed review and update throughout. Update of Lines of Defence Assurance at para 5.023. Addition of Safeguarding direction at para 5.027. Amalgamation of LONDIST & 16X as a sports region; para 5.035. Inclusion of transgender policy at para 5.059. Inclusion of security at public events at para 5.155. Minor amendments to Women's Sport at para 5.072. Amendments to Amalgamations for Sport at para 5.080. Requirement to use a standard Business Case template for all winter sports activity at para 5.123. Inclusion of Defence Travel requirements at para 5.125 and 5.186. Inclusion of the OSV DIN at Part 9. Inclusion of Med Planning requirements for OSVs at para 5.189. Update of risk chart, injury treatment principles and medical scene management at Annex I. Inclusion of an OSV Event Instruction template at Annex Q. References to JSP 539 replaced with JSP 375 (Chap 41 & 42). Inclusion of an Equality Analysis statement at page viii.
AEL 146	21 Mar 22	Pers Pol (A)	Review for inclusive language.
AEL 154	29 Nov 22	Pers Pol (A)	Detailed review and update throughout. Update of inclusive language. References to MATTs replaced with ITRs. References to ACSO 3235 replaced with ACSO 1209. Update of Safety Risk Management terminology at para 5.057. References to ACSO 3216 replaced with ACSO 1200. Update on Civil Servants participation in Army sport at para 5.059. Update of Amalgamations by Exception at para 5.080. Update on privately owned horses/animals conveyed in Military transport at para 5.123. References to AINC replaced with ARC.

			Update on the reporting of Occurrences / accidents via DURALS at para 5.144, 5.145 and 5.164. Inclusion of a Bad Day Policy at para 5.150. References to RtL replaced with SKAR. Update on the career management of Elite Athletes at Annex F.
AEL 161	26 Jun 23	Pers Pol (A)	Inclusion of Discipline at para 5.021 Update of Medical Planning at para 5.189. Inclusion of a Engage to Recruit at Annex F. References to TESRR replaced with TSLD. References to ASCB replaced with Army Sport. References to Director ASCB replaced with Chief Executive Officer Army Sport.
AEL 184	29 May 25	Pers Pol (A)	Comprehensive review and update throughout All document links refreshed and updated Duplication of information removed and minor grammatical errors amended. All references and paragraphs locations in JSP 660 and 822 updated All references to Home Command replaced with Standing Joint Command All references to Regional Points Of Contacts (RPOC) replaced with Joint Military Commands (JMC) All references to DURALS replaced with MySafety All references to Army Sport Control Board and HQ Army Sport replaced with Army Sport All references to Army Elite Sport Programme replaced with Army Sport High Performance Pathway. Updated foreword and Army Sport Plan 2024-2026 link added at para 5.002 Update to Lines of Defence Assurance and inclusion of High Risk Sports at para 5.023 Update to Safeguarding JSP 834 at para 5.027 Update to Regional Command Sport Structure at para 5.035 Update to Sports Appointment Course requirement at para 5.037 Clarification of Temporary Employed Elsewhere personnel at para 5.055k Update to Eligibility of Units para 5.058 Update to eligibility of UOTC Officer Cadets at para 5.059g Update to high performing athletes process at para 5.064b Update to Adaptive Sport para at 5.074 Update to Winter Sports LVBC at para 5.083 Update to Army Sport Trophy Competition categories at para 5.084 Update to HQ RAPTC responsibilities at para 5.105d Update to travel and accommodation booking service details at para 5.125 Update to Army Safety Centre, JCCC and Aeromedical Evacuation contact details at para 5.164 Comprehensive update to Part 9 – OSVs Update of key personnel at Annex B

			Removal of Annex C - Army Sport Charter Renaming Annexes C - N Inclusion of authorising signature at new Annex C Comprehensive updates to new Annexes E, F and J Removal of Diplomatic Clearance to France Annex Removal of Diplomatic Clearance to Italy Annex

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VOLUME 1
CHAPTER 5

SPORT

PART 1 – INTRODUCTION

5.001. Background. Sport has been an integral part of military life in the British Army for almost as long as records exist. Wellington organised sporting competitions during the Peninsular War and throughout World War 1 sport was used to recover from the stress of battle, re-build morale and develop *esprit de corps*. During World War 2 sport again became a key tool for commanders to use in preparing soldiers for the stress and rigours of battle; robust team sports were an integral part of the 'Tough Tactics' initiative introduced in the aftermath of Dunkirk.

5.002. Sport helps to prepare soldiers - our point of difference – for operations by improving physical fitness, mental resilience, leadership, and teamwork. It foster cohesion, the ability to thrive under pressure, promotes continual learning and the courage to overcome fear, Sport therefore contributes to the Army's fighting power by inspiring a will to win and improving our ability to fight, all of which contributes to our core purpose: to protect the nation and help it prosper by fighting and winning out battles on and from the land. Sport also contributes to 'The Offer' to our people. Simply put, the challenge, skills and enjoyment sport can provide improves purpose – the worth our soldiers gain from their employment. Sport therefore plays an important part in Army life – including recruiting and retention – and can provide excellent public visibility of the Army. Authorised sport is a Condition of Service with duty status and is a core activity that cannot be considered discretionary.

'Whether playing for a sub-unit or representing the Army, sport really matters. It helps to prepare soldiers – our point of difference – for operations by improving physical fitness, mental resilience, leadership and teamwork. Sport fosters cohesion, the ability to thrive under pressure, promotes continual learning and the courage to overcome fear.'[1]

Lt Gen C S Collins DSO OBE Commander Standing Joint Command/ President Army Sport
and
Lt Gen M R Elvis CB MBE Commander Field Army

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

5.004. Scope. In accordance with Queen's Regulations for the Army[2] para 5.183, this Chapter 5 of AGAI Volume 1 contains the regulations for the conduct of sport in the British Army; unless otherwise stated, it applies to both the Regular Army and Army Reserve (AR). It will articulate the *'who, what, where, when and how'* sport is facilitated in the Army. It will also provide guidance on the regulations for Service Personnel (SP) who are participating in sport at the highest levels; be that amateur, national, international or Professional.

5.005. Cadets. This Chapter does not cover sport conducted by the Army Cadets. Sport in the Army Cadets is regulated through the Army Cadet Sports Competition Manual and the HQ Regional Command (RC) Army Cadets Sport Directive, both of which can be found in the Cadet Resource Centre hosted within the Defence Gateway. For those without access to the Cadet

[1] Foreword to Army Sport Plan 2024-2026.
[2] To become King's Regulations for the Army

Resource Centre, advice can be obtained through SO2 Trg Ops, Cadets Branch, HQ RC (RC-Cdts-Trg-SO2@mod.gov.uk) or the Army Cadet Sports Development Manager (sports@armycadets.com).

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

a. Promotes development of the Army's Core Values and Standards[3].

b. Promotes development of the Army Leadership Code[4].

c. Development of teamwork, team spirit, determination and *esprit de corps*.

d. Development of physical and mental fitness, general health and well-being.

e. Development of military skills[5].

f. Provision of welfare, a healthy work/life balance and an opportunity to foster and improve morale.

g. Recruiting and retention[6] positive.

h. Direct contribution to the achievement of the aims and objectives set out in the International Defence Engagement Strategy (IDES).

i. Provides opportunities for Civilian Engagement.

j. Provides opportunities for 'decompression' from prolonged military tasks.

k. Provides opportunities to facilitate recovery, rehabilitate from injury and provide activity for Wounded, Injured and Sick (WIS) personnel.

l. Provides opportunities for positive media communication.

m. Provides opportunities for personal development through the learning of new skills or the gaining of sports officiating and coaching qualifications in order to ensure sport is delivered safely.

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

5.008. Glossary. A glossary of abbreviations used throughout this instruction is at Annex A.

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

SO2 AT & Sport
Prof Dev, Pers Pol (A)
Army Headquarters
Email: Army Pers-Pol-ProfDev-ATSprt-SO2

5.010. A list of other useful POCs is at Annex B.

5.011 - 5.020. Reserved.

[3] As per Chapter 2 of Army Leadership Doctrine AC 72029.
[4] As per Chapter 5 of Army Leadership Doctrine AC 72029.
[5] ie Target shooting, motor sports, orienteering, nordic skiing, parachuting.
[6] Armed Forces Continuous Attitude Survey (AFCAS) 2024.

PART 2 – GOVERNANCE, ASSURANCE & SERVICE POLICIES

5.021. Governance. Sport in the military is governed in accordance with UK National Governing Body[7] (NGB) policy and by the Ministry of Defence (MOD) and single Services. Those responsible for governance provide direction and guidance on the procedures required for the conduct of sport. The following paragraphs will outline the governance structures that apply to the conduct of sport in the British Army:

a. **UK Sports Councils and National Governing Bodies (NGBs).** The UK Sports Council (UK Sport) is the lead body for elite-level sport in the UK, it is accountable to the Department for Digital, Culture, Media and Sport. The role of developing and promoting sport nationally from the grass roots level is vested in the Sports Councils of each Home Country[8]. An NGB for sport must be registered with one of the Sports Councils. NGBs are responsible for publishing comprehensive rules and regulations for the conduct of their respective sporting activities. The alignment of Service sports to NGBs is listed in the extant version of JSP 660.

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

3* Defence People & Training Board (DPTB)
Chaired by CDP

2* Training Policy Group (TPG) or 2* Service People Policy Group (SPPG)
Chaired by Assistant Chief of Defence Staff (Personnel Capability)

1* Training, Education, Skills, Recruiting & Resettlement Policy & Assurance Group (TSLD PAG)
Chaired by Hd TSLD

UK Armed Forces Sport Board (UK AFSB)
Rotational Chair (RN, Army, RAF)

c. The roles and responsibilities of the UK Armed Forces Sports Board (UKAF SB) can be found in JSP 660.

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

President
(Comd SJC)

Chair
(GOC RC)

Secretariat
Chief Executive Officer Army Sport
Chief Operating Officer Army Sport
Finance Manager Army Sport

Member (DACOS Pers Fd Army)
Member (Dep Comd SJC)
Member (Hd Comms & Engt)
Member (Hd Infra Plans)
Member (Hd Pers Pol)

Member (Honorary Member)
Member (Womens Focus)
Member (Comd SM SJC)
Member (NED)

[7] Sports are governed by individual NGBs.
[8] Sport England, Sport Scotland, Sport Wales and Sport Northern Ireland.

e. Key appointments in the Army Sport are summarised as follows:

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

(2) **General Officer Commanding Regional Command (GOC RC).** GOC RC is *ex officio* Chair of the Army Sport Board and is responsible for the oversight and strategic direction of sport in the Army. GOC RC is also Chair of the Army Sport Charitable Fund (CF) and, along with the Trustees, is accountable to The Charity Commission for ensuring the Trust Fund is compliant with The Charities Act 2022.

(3) **Chief Executive Officer (CEO) Army Sport.** The CEO Army Sport is located at Army Sport in Aldershot and is responsible for the day-to-day management of sport in the Army. CEO Army Sport is also the Army's representative on the UKAF SB for the delivery of Army Sport.

(4) **Head Personnel Policy.** Commands the Professional Development (Prof Dev) Branch and is responsible for all Individual Training as well as being the Army Competent Advisor and Inspector (ACA+I) for Physical Development[9] which includes Sport. Hd Pers Pol is also the Training Requirements Authority for sports courses and is the Army's representative on the UKAF SB and lead for Army Sport policy. Specific responsibilities include:

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

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

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

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

f. **Army Sport Associations and Unions.** The chairs of Army Sports Associations and Unions are to deliver authorised safe and inclusive sport in accordance with the direction and guidance provided in the Army Sport Plan 2024 - 26, JSP 660 and this AGAI.

g. **Discipline.** Whilst participating in all Sports[10], Commanding Officers (COs) retain the powers of discipline and administrative action, in accordance with JSP 830 and AGAI 67 for their SP, but Army Sports Chairs are to ensure that any incidents involving discipline or Diversity and Inclusion are brought to the attention of the relevant COs.

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

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

[9] Physical Development incorporates Physical Training, Adventurous Training and Sport.
[10] Both Representative Sport and Unit Sport.

5.022. Assurance. In accordance with ACSO 9001[11], assurance is defined as:

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

5.023. Lines of Defence Assurance. An effective assurance mechanism allows the Army to demonstrate that it is *'doing the right things and doing them properly'*. The MOD recently reverted from using the Four Lines of Defence, returning to the more traditional Three Lines of Defence Assurance (LoDA) which allows a spectrum of internal assurance activities between units and Army HQ; and beyond to external inspection teams. In terms of Sport Assurance, the LoDAs are defined as:

a. 1st Line of Defence Assurance (1LoDA). Assurance at the 1LoDA is provided by those delivering the output. In the majority of cases this covers the day-to-day operations, management of risk and application of controls at unit level. It can include the application of assurance frameworks, defining policies and processes, completion of individual and collective training, and line management quality assurance 1-3 (QA) checks. Examples are Unit, Corps or Army level team/associations measuring their own levels of conformity with NGB rules/regulations and Army policy for participation in their respective sport. 1LoDA activities should be part of an organisation's Business as Usual (BaU) procedures. Self-assurance is to be conducted and recorded at least annually and retained by the respective Secretary Assurance provided (internally) by those delivering the output.

b. 2nd Line of Defence Assurance (2LoDA). This covers the organisations and internal mechanisms which monitor and report on the effectiveness of the controls designed to mitigate risks at the 1st LoDA, to ensure that standards and policy requirements are met. All 2LoDA for Army Sport are to be conducted in consultation with Head of Safety and Assurance Army Sport.

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

(2) **Representative Sport (Corps and Army).** Within resources, safety checks are to be conducted by Army Sport. Sports conducted at Representative level are to be assured at least once in a 3-year cycle. Records of assurance are to be retained by Head of Safety and Assurance Army Sport.

(3) **High Risk Sports.** In accordance with Regulation 206 and JSP 660**,** high risk sports[12] are subject to a number of additional assurance measures which include a 2LoDA by Army Sport in a 2-year cycle.

c. 3rd Line of Defence Assurance. This covers independent assurance provided to the Army by organisations not directly involved with the functional activity and not part of the line management chain of command. They may review how effective the 1st and 2nd LoDAs are

[11] ACSO 9001 – The Army Policy for Audit and Inspection.
[12] Archery, Boxing, Canoeing, Equestrian, Fencing, Flying, Gliding, Hang Gliding, Judo, Martial Arts, Kite Surfing, Modern Pentathlon, Motor Sports, Paragliding, Polo, Sailing, Sport Climbing, Sport Parachuting, Surfing, Water Skiing/Wake Boarding and Winter Sports

working, as well as assessing the design and effectiveness of controls and risk management i.e. conduct assurance of the assurance framework. It includes internal (to MOD) assurance providers such as Defence Internal Audit, Defence Safety Authority and the Army Inspector; and external assurance bodies such as an NGB conducting an audit or assessment of an Army Sport Association's/Union practices or procedures.

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

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

a. **Joint Service Policy for Sport.** The entitlement for, and policy on, the conduct of Service sport is published in JSP 660. On behalf of CDP, Hd Talent, Skills, Learning and Development (TSLD) is the custodian of JSP 660.

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

c. **Defence Instructions and Notices (DINs).** Supplementary instructions on the conduct of, or participation in, Service sport may also be published routinely in DINs, which can be accessed from MODNET and/or Defence Connect. For PD issues, Pers Pol will coordinates the submission to the Army Moderator of Channel 7 (Training) DINs, whereas the Ops Officer Army Sport opsbranch@britisharmysport.com coordinates submission direct to the Directorate of Defence Communications (DDC) for all Channel 10 (Sport) DINs.

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

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

5.027. Safeguarding. Safeguarding for sport in the Army is a responsibility of the CofC and is applicable to all personnel including coaches, officials and participants. Where SP undergoing Basic Training, partake in wider Army/Service sport, there is a requirement for all coaches and officials to be in receipt of standard Disclosure and Barring Service (DBS) clearance in order to ensure that those under 18 years of age and those considered to be Adults at Risk are afforded the appropriate level of safeguarding and supervision. For detailed direction on Safeguarding procedures and definitions of Child and Adult in the Safeguarding context refer to JSP 834 – Safeguarding. Where SP are in receipt of any form of health care or welfare service, the medical and functional restrictions listed on the Service Persons' Appendix 9 (iaw AGAI 78) must be followed, further guidance may be sought from medical staff. SP operating as coaches, officials or participants outside of their normal duties do so in an off-duty capacity and must adhere to the safeguarding policies of the respective NGB.

5.028 - 5.030. Reserved.

PART 3 - ORGANISATIONAL STRUCTURE

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

a. Service (Army).

b. Corps.

c. Unit.

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

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

a. **Representative Sport.** The term 'Representative Sport' is used to describe participation by individuals or teams that represent their respective Corps, Service[13] or the United Kingdom Armed Forces (UKAF) sports teams.

b. **Unit Sport.** The term 'Unit Sport' is used to describe participation conducted by individuals and teams at sub-unit and unit level that compete at regional, formation, inter-unit, corps[14] and inter-unit Army competitions or fixtures, leagues and competitions.

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

a. **Service.** Army Team selection and participation in Inter-Service and other approved military and civilian fixtures, leagues and championships.

b. **Corps.** Inter-Corps leagues and championships.

c. **Unit.** Army Major/Minor inter-unit, leagues and championships[15].

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

[13] Including members of the Army Reserve selected to represent the Army and, where demand and talent justifies it, representation in a dedicated Army Reserve team.
[14] Individual Corp events.
[15] Where large numbers of teams enter a competition, then qualifying rounds using the regionalised structure at para 5.035 may be required.

a. Regional Command. HQ RC will co-ordinate the structure for unit sport in the UK through respective PD Branches in each of the Regional Bde HQs. The following regional structure is used to organise regional fixtures, leagues[16] and competitions:

(1) Northern Ireland. In Northern Ireland, SO3 PD HQ 38 Irish Bde is responsible for promoting inter unit sport.

(2) Scotland. In Scotland, SO3 PD HQ 51 Inf Bde is responsible for promoting inter unit sport.

(3) UK North Region. The north of England, Scotland and NI as a region is collectively UK North and, SO3 PD HQ North is responsible for promoting sport in the region.

(4) UK Centre Region. Across Wales, the Midlands and the East of England, SO3 PD HQ Centre is responsible for promoting sport in the region.

(5) UK South Region[17]. In the south of England, SO3 PD HQ SE is the primary coordinator and promoter of sport in the region with SO3 PD HQ SW assisting and responsible for organising sport within the Brigade.

(6) LONDIST & 16X HQ LONDIST and HQ 16X Bde are responsible for promoting sport in the region, with HQ LONDIST being the primary coordinator.

b. Cyprus. In Cyprus, HQ BFC is responsible for promoting on island inter-unit sport.

5.036. Army Sports Boards. The CoC, at all levels, is responsible for the promotion of sport. Primarily, this must be controlled through the creation and conduct of Sports Boards which should be convened at least twice a year[18] in order to facilitate both winter and summer sporting seasons and activities. Sports Boards must consider their entire military population, which is to include Regular and Reserve SP of any gender. A suggested Charter and Constitution of a Sport Board can be found at Annex E. Sports Boards are to be arranged as follows:

a. **The Army Sport Boards.** As introduced at para 5.021d, the Army Sport Board, supported by the Army Sport Executive, Associations and Unions, is responsible for the conduct, delivery, governance and assurance of sport in the Army.

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

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

[16] For league events only; where units are located near other Regional boundaries and attendance at events is logistically easier in another AoR, then permission must be sought from the JMC and Regional secretary before participating.
[17] Exclusive of LONDIST.
[18] Army Reserve units are to conduct at least one Sport Board meeting annually.

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

5.037. Sports Appointment Course. Where they are appointed, the Chair, Secretary and Treasurer of a Sport Board and **all RAPTCIs** are to complete the Sports Appointment Course, which can be accessed on the DLE. **It is vital that all Unit Sport Officers, Chairs and Secretaries complete the course in order to provide advice and assurance of Unit level sport.**

5.038 – 5.050. Reserved.

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PART 4 – PARTICIPATION

5.051. Duty Status. In accordance with Part 1, Chapter 2 of JSP 660, and when participating in an appropriately authorised sporting fixture or activity and with entitled personnel (see paras 5.054 and 5.055), SP will be considered to be on duty. SP who participate in fixtures or activities as part of a sports association with non-entitled personnel and which has not been approved by their CoC or Army Sport, will be classed as off duty. However, SP that conduct correctly authorised sport related Civil Engagement (CE) activities in support of ACSO 5006 will also be classed as on duty. When delivering sport activity (less CE) to non-entitled personnel on or at a MOD-owned facility, Associations are to ensure that they have an appropriate encroachment, lease or license in accordance with JSP 850 (see para 5.134) and that there is clearly defined management of the following:

a. The accounting procedures for public and non-public activity.

b. Procedures for participation by entitled and non-entitled personnel.

c. The duty status of SP when providing support to the Association, particularly when conducting activity with non-entitled personnel.

d. Appropriate insurance arrangements to cover the Association and its members when conducting activities involving non-entitled personnel.

e. An appropriate licence to allow civilian personnel access to MoD owned facilities and property and which is issued by either DIO or a non-military contractor acting on behalf of the MoD.

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

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

a. **Orienteering.** In direct support of ITR Core Combat Skills (Navigation) and to complement ITR Core Fitness, Orienteering in the Army is designated as IMT. However, IMT status is only applicable to Army Orienteering Association (AOA) endorsed events published in the annual AOA DIN and military activities conducted in the Home Theatre (defined as the participants' military home location, such as UK, Germany, Cyprus, etc). Participation in orienteering events abroad, Inter Service events and UKAF representation are conducted as Category 2 Sport iaw JSP 660.

b. **Shooting.** In direct support of ITR Core Combat Skills (Marksmanship), specific disciplines of shooting are designated as IMT. In addition to Service Weapon, under specific conditions detailed in JSP 660, the Army recognises some elements of the following shooting disciplines as IMT when conducted below Inter Service level[19]:

(1) Target Rifle.

(2) Small Bore Target Rifle.

(3) Target Pistol.

[19] Inter Service and UKAF fixtures are conducted as Category 2 sport.

c. **Alpine Skiing.** Alpine skiing is designated as IMT up to Divisional level. At Army and UKAF level, it is conducted as a Category 2 Sport. The annual Army European Winter Activity DIN will refer to the current policy and procedures for the delivery of Alpine skiing.

d. **Nordic Skiing.** Nordic Skiing, comprising of biathlon and cross country and is classified as IMT at all levels. The annual Army European Winter Activity DIN will refer to the current policy and procedures for the delivery of Nordic skiing.

5.054. Display Teams. The Army has a small number of full-time and part-time Display Teams in sport-related activities (i.e. parachuting[20] and motorcycle display teams[21]). When training for and delivering Display Team activity, participants will not be deemed as conducting an authorised sports fixture or activity.

5.055. Authorisation to Conduct Sport Activities. In accordance with Part 1, Chapter 1 of JSP 660, the conduct of Service sport activity requires authorisation by an appropriate body acting on behalf of the Defence Council[22] and may include competitive fixtures against civilian opponents. The appropriate body depends on the level of sporting activity:

a. **Unit.** Unit COs/OCs authorise unit level sporting activity.

b. **Formation/Regional/Corps.** Formation, Regional and Corps Commanders authorise sporting activity and competitions between units and individuals within their respective AOR.

c. **Representative Sport.** Army Sport authorises all Representative[23] sports fixtures. In addition, they authorise all Army Inter Unit, Army Individual and Inter Corps Competitions.

d. **UK Armed Forces.** The UK AFSB authorises sporting activities for individuals and teams representing the UK Armed Forces.

e. **Overseas Sports Visits (OSV) and Overseas Training Camps.** Policy for OSVs and overseas training camps can be found in Part 9 of this AGAI.

f. **In-theatre Training Camps.** As an alternative to an OSV or overseas training camps, unit sports teams may also conduct a non-publicly funded training camp in their home theatre (ie UK, Cyprus, etc). Unit sports teams will routinely be restricted to one In-Theatre training camp per financial year, which is not to exceed more than 7 days in duration (inclusive of travel). Maximum numbers eligible to participate is articulated in JSP 660. Training Camps are to be entirely non-publicly funded (inclusive of transporting individuals and equipment).

g. **Representative Teams Training Camps.** Representative teams (Army or Corps Sports Associations) may conduct 1 overseas training camp, which are to be non-publicly funded, and one UK based training camp where public funding is admissible. Further details regarding overseas and UK based training camps are contained within Part 9 of this AGAI.

h. **Travel Authority.** In accordance with JSP 752, Chap 6, Sect 1, Army Sport will provide guidance and where appropriate the authority for any travel at public expense for Army-level sports teams.

i. **In-theatre Training Camp Authorisation**. Training camps are to be authorised for unit and representative teams by:

[20] IAW AGAI Vol 1 Chap 24
[21] This list is not exhaustive.
[22] Authorisation of an activity does not necessarily bring with it an entitlement for travel at public expense, where JSP 752, Pt 2, Ch 4. Sect 2 and/or 2019DIN10-025 (or its successor) must be applied.
[23] See para 5.033.

(1) **Unit Teams.** Training camps may be authorised by the CO or HoE.

(2) **Representative Teams.** Training camps are authorised by Army Sport.

j. **Other Comparable Activities.** Comparable activities that are out of scope of JSP 660 can be considered for approval by the CoC in accordance with ACSO 1209 - Authorisation of Comparable Activities which are not Categorised as Adventurous Training or Sport.

k. **Temporarily Employed Elsewhere (TEE).** If a CO authorises an individual to be detached away from the parent unit on temporary employment elsewhere status for sport-related purposes, then they are only permitted to play sport for their JPA assigned Unit.

5.056. Authorisation to Participate in Service Sport. Regardless of the level of sporting activity, once authorised by one of the appropriate bodies listed above, the release of SP to participate in an authorised Service sport is held by the individual's CoC. In all cases, participation is to be recorded on the individuals parent unit Part One Orders[24].

5.057. Safety Risk Management. Sports which are categorised as high risk and may require a comprehensive risk management process are required to develop a robust safety culture which underpins the duty of care responsibilities that are required to ensure the sport is delivered safely. Guidance on Activity Risk Owner responsibilities is available at Chapter 4 of ACSO 1200.

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

a. **Joint Service Units.** The rules for Joint Service units participating in single Service sports events are contained at Para 1.20 of Chapter 1 of JSP 660.

b. **Major and Minor Units.** Subject to their workforce strength[25], units are to compete in either major or minor unit leagues or competitions. A minor unit can elect to enter a major unit league or competition but may not enter both the major and minor unit league or competition in the same season.

c. **Sub-units.** Sub-units of a major unit are not eligible to enter minor unit leagues or competitions unless they are either on detached duty, located in another Region or are the rear party of a deployed unit. See para 5.080 for further detail.

d. **Reserve Units.** AR major and minor unit teams are eligible to enter Army competitions on the same basis as Regular Army units. This includes UOTCs/OTRs, but the content of para 5.059g is applicable.

5.059. Eligibility of Participants. The eligibility of SP to participate in Service sport is published in Part 1, para 1.3.2 of JSP 660. As well as the participants, the eligibility to engage in Service sport also applies equally to the coaches and officials required for the delivery and safe conduct of the sport. In addition to the eligibility afforded in JSP 660, the following Joint and single Service restrictions will apply:

a. **Participation in Single Service Sport Competitions by Joint Service Units.** In accordance with JSP 660, para 1.20 of Chapter 1, the rules for Joint Service units to participate in single Service sports competitions are:

[24] In exceptional circumstances, where names have not been registered as a player/coach/official on unit Part One Orders prior to the fixture/event taking place, for audit purposes the OIC is to ensure that names are entered retrospectively on to unit Part One Orders as soon as practically possible and preferably within 48 hrs of the activity.
[25] See para 5.079

(1) Personnel of all 3 Services of a Joint establishment may represent that establishment provided they are on the assigned strength of the unit.

(2) In single Service cup competitions, teams may comprise up to 50% of players from other than the host Service.

(3) Joint establishments may enter teams in all 3 single Service cup competitions, but individuals will only be eligible to play in one such competition in any one season.

b. **Army Inter Unit Competitions.** Individuals may only represent the unit they are assigned to in an Army Inter-Unit competition, except in the following circumstances:

(1) Individuals competing with one unit are assigned to another unit and both units are participating in the same competition.

(2) Officers commissioned from RMAS on assignment to their units.

c. **Temporary Attachment.** Individuals who are temporarily assigned to another unit for a period greater than 6 months or are attending a long career course will be eligible to compete for that unit. Individuals temporarily attached for less than six months must continue to represent their parent unit.

d. **Basic Training Establishments.** Permanent Staff (PS) on the established strength of Training Units are eligible to compete for that unit. Soldiers undergoing Basic Training[26], (less those serving at Junior Entry Establishments), are not eligible to compete for the unit or as individuals, regardless of the length of the course, but they may be introduced to low-level sport activities as part of the training syllabus. Soldiers on or awaiting Initial Trade Training who are on courses of six months or more[27], may compete for that training unit.

e. **Junior Entry Establishments.** Trainees at Army Junior Entry Establishments are eligible to:

(1) Compete for their unit in Junior class events.

(2) Compete in Army Individual Junior competitions, subject to para 5.058j(3) below.

(3) Compete for their unit in Army Junior team competitions, subject to para 5.058j(2) below, but not in the same team as PS.

f. **Royal Military Academy Sandhurst (RMAS).** Permanent Staff (PS) and Officer Cadets (OCdts) assigned on permanent strength are eligible to represent RMAS. Combined teams of PS and OCdts are not permitted to enter Army Inter-Unit competitions. OCdts cannot represent the Arm or Corps they have been accepted to join on commissioning.

g. **University Officer Training Corps (UOTC).** UOTCs are classed as AR units. The following restrictions will apply:

(1) PS and OCdts may compete for the UOTC in unit level fixtures, unless exceptionally granted 'Amalgamation/Affiliation' status (see para 5.081).

(2) PS and OCdts are eligible to enter Army Individual competitions.

[26] In accordance with JSP 660, Pt 1, Ch 2, Soldiers undergoing Army Reserve Phase 1 or 2 Training may participate in Army sport providing they have been attested and are actively completing the Formal Training Statement (FTS) of their respective cap badge.
[27] SP on courses of less than 6-months duration are normally held on the posted strength of their parent unit and are therefore not eligible to represent the training unit conducting the course which they are attending.

(3) OCdts are eligible to be selected for Army and UKAF teams as long as they have been attested and have a commitment[28].

(4) OCdts may be selected for a Corps sports Team and compete in all inter-Corps competitions. Selection is at the discretion of the Army Sports Associations and Unions.

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

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

i. **Civilians.** Civil Servants (CS) (including Army Veterans[29])), within the Army TLB are eligible to compete in all Army sporting fixtures less Representative fixtures. To participate in Army sport, CS must do so in their own time and are therefore required to use leave or agree flexible working arrangements with their line manager, have their own insurance and be a member of the respective Sports Association. Sport and Physical Activity Policy provides further direction on playing sport. CS participating in Army sport are not eligible for access to public or non-public funding through either the Army TLB or Army Sport.

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

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

(2) **Transgender Personnel**. The policy for the management of Transgender SP 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. Further guidance can be requested from Army Sport opsbranch@britisharmysport.com.

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

k. **Medically Downgraded Personnel and Light Duties Proformas.** The reasons why an individual might be medically downgraded or issued with a Light Duties Proforma will vary. In many cases, a Light Duties Proforma or a Joint Medical Employment Standard (JMES) category of Medically Limited Deployability (MLD) or Medically Not Deployable (MND) may limit an individual's ability to participate in sport. Therefore, in accordance with AGAI 78[30], individuals should only be permitted to participate in service sport if it is specifically documented on the Light Duties Proforma, annotated on the individual's Appendix 9 or authorised through a unit Medical Officer. Where SP are not categorised as Wounded,

[28] JSP 660 Part 1 para 2.4 refers

[29] Subject to the competition rules established by the respective Sports Association or Union, Army Veterans can be considered eligible to participate in Masters level competitions, but only in accordance with the specific criteria in para 1.22.1.d of JSP 660,

[30] Army Medical Employment Policy (PULHHEEMS Administrative Pamphlet).

Injured or Sick (WIS) (see para 5.074) and therefore participating in sport as part of their Individual Recovery Plan (IRP), then COs/OCs may at their discretion, limit an individual's participation in sport if the individual is otherwise unable to attempt Service fitness tests or assessments.

5.060. Participant Status. When considering participation in Service sport by personnel in different age groups or ability levels, the terminology to be used to avoid confusion with NGB definitions can be found in JSP 660, Chapter 1 para 1.22, where the following categories are defined:

a. Development.

b. Senior.

c. Masters.

d. Veterans[31].

5.061. At Representative level, in addition to establishing Senior teams at Corps and/or Army level, Sports Associations and Unions may request authority from Army Sport to establish a Development and/or masters Team (inclusive of Men's and/or Women's teams), providing they can demonstrate that participation levels and performance standards justify it. Once authorised by Army Sport, travel at public expense is eligible in accordance with JSP 752 Chap 6 Sect 1.

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

a. National or Country of origin.

b. UKAF Senior, Masters or Development Team Representation.

c. Army Senior, Masters or Development Team Representation.

d. County (when the Army is competing against a County, the Service has prior claim).

e. Units in Quarter Final and subsequent stages of an Army Championships.

f. Corps (when a Corps is competing against a County, the Corps has prior claim).

g. Formation, Bde, Garrison.

h. Unit.

i. Civilian Club.

5.063. Participation in Civilian Sport. In accordance with Chapter 1, para 1.21.3 of JSP 660, SP participating in civilian sport (at all levels) are to do so in their own time, at their own risk and at personal, or non-public, expense. It is strongly recommended that individuals participating in civilian sport consider taking out appropriate levels of personal accident and third-party liability insurance.

5.064. Participation in Professional, National, International, High Performance and Elite Sport. In accordance with Chapter 1, para 1.25.4 of JSP 660, competing, coaching or officiating

[31] A veteran is an individual who has served in the UK Armed Forces but has since retired or left the Service. A veteran may only participate in Service sport in specific circumstances, JSP 660 Chapter 1 para 1.22.3 refers.

for Professional or National teams at National or International sports events is to be encouraged, but SP must understand that, in most cases, it is not part of Service, therefore they do so in their own time, at their own risk and at personal, or non-public, expense. The following details are applicable:

a. **Participation in Sport by Professional Sportspersons.** On occasion, the Army has SP who play their sport professionally, for which they are remunerated by a non-Service organisation. Further guidance on the management of professional sportsperson can be found in AGAI 111[32] and Army Corporate Standard (ACS) 03[33].

b. **Army Sport High Performance Pathway (ASHPP).** SP can apply for support from the ASHPP for either the Talented Athlete Scholarship Scheme or/and a Sport ReM position, which enables full-time training. The ASHPP comprises two elements, performance and high performance, with the specific aim of enabling those selected to reach a NGB World Class Programme. Guidance on the management of elite athletes and the ASHPP is at Annex F and ABN 010/2025 Army Sport High Performance Pathway refers.

c. **National Standard/Age Group Athletes.** Some SP may be selected by their NGB to represent GB or their Home Nation in their respective sport but are normally deemed out with the ASHPP[34]. They compete entirely in their own time but may be eligible for non-public funding through the Army Sport to assist them in their sport. Sports Associations and Union Secretaries are required to monitor these athletes and notify Army Sport of any notable performances and selections by the NGB. Army Sport maintains a database of all NGB recognised athletes.

d. **Identification and Tracking.** Army Sport is the focal point for the identification of talented sports personnel. Army Sport is to be supported by RMAS, ARITC organisations[35], Corps HQs and Sport Boards[36], who are requested to complete Annex G and forward it to the ASHPP Manager at Army Sport after each course or Board meeting. Thereafter, names of nominated individuals will be collated and disseminated to Army Sports Association and Union Secretaries who are to follow-up on leads where talented athletes are identified and confirm the level of representation to Army Sport to ensure the individuals are correctly categorised and monitored going forward. Identified talent can apply for access to the ASHPP in order to support them on their sport pathway. The form at Annex G is also to be completed in full and forwarded to Army Sport when a potential talented individual has been identified at a later stage in their career, normally through Corps or Army level sport. As a guide, individuals that have competed at the following levels should be included in any submissions:

(1) Great Britain (Senior, Junior or age group).

(2) Home Country (including UK countries and other nations).

(3) Professional or Semi-professional representation.

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

f. **Funding.** Costs incurred in training and competing for above Army Sport and UKAF level sport will be a matter for discussion with the NGB. Non-public funding may be

[32] AGAI Volume 3, Chapter 111 - Professional Sportsmen and Women in the Army.
[33] ACS 03 – Professional Sportsmen/women in the Army.
[34] They may be junior or master level competitors and may not be at the level of Senior athletes but still represent GB or their Home Nation. As such they may be eligible for ASHPP support on a case by case basis.
[35] AFC(H), ATC(P), ATR(W) and ITC(C).
[36] Service, Formation, Corps or Unit.

available to individuals in the form of an Olympic Competitor's Grant (OCG), an International Competitor's Grant (ICG), and/or a CEO Army Sport Discretionary Grant if the appropriate number of Army Sport Lottery (ASL) tickets are held by the SP and they have a selection letter from their sport's NGB. Further details on ASL grants can be found in 2024DIN10-035 or its successor.

5.065. Participation in Sport for Charitable Purposes. In accordance with Chapter 1, para 1.24.1 of JSP 660, Service sport must not be conducted for the primary purpose of raising money for charity. Public funding (including travel and transport) is inadmissible for participation in such events. If a Service sporting event has been correctly authorised, informal charity fund-raising on a voluntary basis as a subsidiary activity may be conducted, but a payment to charity must not be a condition of entry in to, or participation at, the event.

5.066. It is MOD policy not to support charities or charitable events without recovering costs. In accordance with JSP 462[37], the abatement of charges for some charitable events could be considered, however a business case which demonstrates the tangible benefit to Defence will require approval through Budget Holders in accordance with Delegated authority (Army TLB Delegation Matrix). All abatements must be reported in the ACS 14 - Public Subsidy and Gifting Return.

5.067. Armed Forces Compensation Scheme (AFCS). The AFCS provides compensation for injury, illness or death caused by service in the UK Armed Forces on or after 6 April 2005. The Scheme applies equally to Regular and Reserve forces. Compensation is paid for injuries[38] which arise as a result of service, regardless of how they are sustained. No distinction is made between injuries sustained on operations, and those incurred during training, service-approved sport, or while undertaking specified activities to maintain fitness. Specific details are contained within JSP 765.

5.068. Insurance. In view of the 'case-by-case' nature of claims for compensation and to cover individuals when they might be deemed to be off duty or conducting activity that has not been correctly authorised, SP are to be strongly encouraged by the CoC to ensure that they have personal accident and third party liability insurance when engaged in sport activities[39].

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

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

a. Make the time, facilities, equipment, clothing, coaches and officials available for SP and teams to enable participation within a safe environment.

b. In accordance with ACSO 1200 the CoC is to adhere to their legal Duty of Care obligations when their soldiers participate in sport. They are to understand all the risks involved and that all appropriate control measures have been considered and are being applied before they authorise participation.

[37] JSP 462 – Financial Management and Charging Policy Manual.
[38] Where the term 'injury' appears in this context, it should be construed to include cases of illness or death, where appropriate to do so, unless specified otherwise.
[39] Including fixtures, training sessions, training camps and overseas sports visits.

c. Field at least two summer and two winter teams (one summer and one winter team for Minor and Reserve units) selected from the key team sports as described at para 5.082 below.

d. Issue a Unit Sports Directive that is compliant with the direction and guidance in this AGAI.

e. Ensure that the unit has an effective development plan to generate suitably qualified coaches and officials across the sports that the unit elects to participate in.

f. Appoint the following representatives of the Unit Sport Board:

(1) Unit Sport Board Chair (routinely the unit 2IC).

(2) Unit Sport Board Secretary (routinely the RAPTC Instructor).

(3) Unit Sports Officer.

(4) An OIC for each sport undertaken by the unit.

(5) Women's Sport Focus (where applicable).

(6) AR Focus (where applicable).

(7) Treasurer/Fund Manager.

g. Ensure the Chair, Secretary, Treasurer and RAPTC Instructor have completed the Sports Appointment Course which can be found hosted on the DLE.

h. Consider appropriate recognition, through the individual's Annual Report, for those who willingly and voluntarily organise and conduct sport within the unit and the Army.

i. Submit reports and returns as described at Part 8.

5.071. Corps Representative Sport. Inter-Corps Sports competitions, inclusive of leagues or cup competitions should where feasible, be staged for all the key team sports as a minimum. This will provide an alternative higher forum and more challenging arena in order to identify, foster and develop the more talented and gifted sporting individuals. In conjunction with Army Sport's Associations and Unions, it is a vehicle for providing new talent for Army representative teams. As well as Senior Corps teams (men, women or mixed) Corps may also create a Development and a Masters team (see para 5.059).

5.072. Women's Sport. Every effort is to be made to ensure women have a sufficient range of team sports in which to participate. For many units with women SP, especially those with few in number, the opportunities for Women's Sport may be limited; therefore, units should initially refer to the ratified amalgamation list or approach their Formation PD Branch for alternative requests if established amalgamations are unsuitable (see para 5.081). Formations and units are responsible for ensuring that a Women's Sport focus is appointed at each level and that Women's Sport is given every opportunity to compete in all Formation leagues and competitions, inclusive of Army qualifying rounds. Formation Sports Boards are, where sufficient interest exists, to ensure a Women's 'Festival of Sport' is programmed annually.

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

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

(1) Supporting Reserve sports secretaries in their delivery of AR and UOTC competitions and Reserve Representative matches.

(a) Advising on sporting participation of AR personnel in conjunction with the Regular Army's Regional, Corps and Army sport secretaries.

(b) Promoting the wider participation by AR units and personnel in key sports, promoting recruiting and retention opportunities and supporting CE events through sport.

(c) Attending HQ Army Sport Prayers and Sports Management Meetings as directed by COS HQ Army Sport.

(d) Reviewing Army policy where it relates to the conduct of sports by Reservists.

(e) Managing manning of AR Sports secretaries.

(f) Advising COO Army Sport on all reserve matters that might have consequences for sport in the Army**.**

b. **Participation in Unit Sport.** AR major and minor unit teams and individuals are eligible to enter Army sport leagues and competitions. However as Regular Army competitions usually take place during the working week (routinely Wednesday). AR units must consider this when planning to participate in a sports league or competition. Where this cannot be achieved, Reserve Sport Secretaries may coordinate specific competitions and fixtures providing there are sufficient teams who will participate to make the event viable. Details of AR sports secretaries and sports conducted for the AR can be found on the Army Sport Website. AR units are also encouraged to compete against local sports as this will enhance CE.

c. **Participation in Representative Sport.** The eligibility of AR personnel to represent the Army in their chosen sport is dependent on their engagement type as detailed in JSP 660.

d. **The Queen's Challenge Cup.** The Queen's Challenge Cup is the OTCs' and OTRs' main annual sporting event. It is conducted annually at RMAS, normally in Apr, with AD OTC taking the lead. HQ RMAS Group will nominate on a rotational basis an OTC/OTR to organise the event.

e. **Travel.** Travel at public expense, either through unit travel budgets or the Representative Sports Travel Budget (when specifically authorised), is admissible in accordance with current regulations as detailed at Part 6 and subject to affordability.

f. **Reserve Service Days (RSDs).** COs are to take participation in sporting activity into account when budgeting for and allocating RSDs. Personnel taking part in authorised sport are eligible for payment of RSDs, see para 01.02.204 of Reserve Land Forces Regulations. Where all efforts have been unable to allocate RSDs for sport, some provision remains within the AR Regulations for members of the AR to be on duty and not in receipt of pay (C-1 or C-2 Trg), further detail can be found at Para 01.02.016 of the Reserve Land Forces Regulations.

g. **Eligibility for Representative sport**. As defined in JSP 660 Para 1.3.2, (and primarily to prevent enlistment purely for sport), members of the AR seeking to participate in Representative sport

(1) Must have been attested, be actively participating in Phase 1 and 2 training or be suitably qualified and employed for the delivery of an operational output or essential support activity.

(2) Following training, must be liable for mobilisation or employment/deployment on operations overseas or in UK.

(3) Must meet annual training requirements or maintain the necessary skills to conduct their military function (this would typically be demonstrated through completion of the Certificate of Efficiency in the previous TY).

(4) Participate with duty status, be compliant with MOD regulation and ideally part of reckonable reserve service.

h. **Use of MOD Sports Facilities.** AR personnel in possession of a Service ID card (MOD 90) may use MOD sports facilities.

5.074. Adaptive Sport. In their initial stages, Adaptive Sport (AS) programmes complement the recovery of Personnel on Recovery Duty (PRD) facilitates their return to an active lifestyle. In addition, it offers the opportunity to continue to participate in sport, gain experience, provides opportunity to participate in elite sports (Invictus Games) and supports the transition from Service to civilian life, serve well, leave well.

5.075. Where sporting activity forms part of an Individual Recovery Plan (IRP), the authority for duty status and public funding lies with the CoC within the Recovery Pathway and following the relevant medical clearances for participation. Within an IRP, AS will be individually focused rather than team focused with sport seen as an accelerant to recovery. To meet the needs of the IRP, if necessary, any sport regardless of categorisation, can be authorised by the Recovery Pathway CoC for on duty status and publicly funded travel. This funding can be supplemented by sponsorship where appropriate and justified[40].

5.076. AS is conducted within extant policy guidelines laid down for the conduct of Army sport and where feasible and appropriate should be embedded within able-bodied programmes using available resources. Where at all possible Adaptive and able-bodied sport is to be organised to allow participation alongside each other on equal terms.

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

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

[40] JSP 462 - Financial Management and Charging Policy Manual - Part 2 - Ch 7 - Sponsorship.

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

5.079. Composition of a Unit for Sporting Purposes. Sergeant Major Instructor (SMI) Sport HQ RC PD Branch (supported by the SO3 PD in the JMCs) authorise the lists of unit amalgamations for sport in accordance with the direction listed in this AGAI. There are several factors which will affect the composition of a unit for sporting purposes as detailed below:

a. **Major/Minor Unit Status for Sport.** For Army Inter Unit Competitions or Championships, the established strength of men[41] in a unit (or group of units amalgamated together) will be used to classify the unit/s as either a Major or Minor Unit for sport. Strengths are as follows:

(1) **Major Unit.** A Major Unit is defined where the unit, or group of amalgamated units, have a total established strength of 300 personnel or greater.

(2) **Minor Unit.** A Minor Unit is defined where the unit, or group of amalgamated units, have a total established strength of 299 personnel or less.

b. Where a Major Unit is experiencing long-term reduced workforce and the unit strength falls to 299 personnel or less, then it may submit a written application through HQ RC PD Branch (via the SO3 PD in the JMCs) to participate in sport as a Minor Unit until their workforce levels increase.

c. Where a Major Unit has personnel deployed on official military tasks (operational deployments, short-term training teams, etc.) and it means that their available strength falls below 299 personnel, they may apply through HQ RC PD Branch (via the SO3 PD in the JMCs), with a written justification requesting temporary authority to participate in specifically named competitions as a Minor Unit, but only where those deployed are unavailable for the entire duration of the competition (including preliminary rounds, quarter-finals, semi-finals, etc.). A Major Unit wishing to apply for Minor Unit status on a temporary basis is to do so by 1 Mar for the forthcoming summer season and 1 Aug for the forthcoming winter season. The unit temporary status will then apply to all sports for the duration of that season.

5.080. Amalgamations for Sport. Units that have insufficient personnel[42] to produce viable sports teams can apply through HQ RC PD Branch (via SO3 PD in the JMCs) to amalgamate as detailed below.

[41] Womens sport sits within its own category.
[42] Amalgamations are not applicable to civilians.

a. **Major & Minor Team Amalgamations.** Where there are insufficient men to produce viable unit sports teams, consideration can be given to amalgamations with the closest geographical unit[43].

b. **Women's Team Amalgamations.** Where there are insufficient women to produce viable unit sports teams, consideration can be given to women amalgamations to the closest geographical Unit, Garrison or Region. These amalgamations can be different to the amalgamations for men's teams but must be to the nearest available location.

c. **AR Amalgamations.** Due to the disparate geographical spread of Reserve units, amalgamations can be considered in two separate formats:

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

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

(3) **Satellite Subunits.** Where sub-units are not co-located and fall into different Regional sport boundaries, the CO must decide if entry in to sporting events takes place as a formed unit or as separate sub units. Units are not permitted to switch between the two[44].

d. **Amalgamations by Exception.** Opportunities for amalgamations exist such as:

(1) In sports where participation levels are low and / or units may not have sufficient interested personnel to generate a team and to help promote inclusion and participation in sport by individuals. HQ RC PD Branch (via the SO3 PD in the JMCs), with authorisation from Associations and Unions may permit composite teams to be formed from multi regional and / or cap badge groups, however, if a SP can play for their unit team, then this **must** be the default setting.

(2) Where SP are unable to participate in unit organised team sports and where opportunity exists, composite teams drawn from multiple units may be formed. Such teams must apply to HQ RC PD Branch (via the SO3 PD in the JMCs) and demonstrate / confirm to the following:

(a) The team's formation is approval by their Sporting Association and / or Union.

(b) The team is affiliated with the appropriate governing body and all participates are registered to participate as association and / or union members.

(c) An approved Business Case and / or Funding Plan clearly articulating all public and non-publics to delivery **all** training and sporting fixtures.

(d) Risk Estimate and Management Plan. The risk estimate (with associated risk assessments) for the team to train and compete must consider all aspects of the Safe System of Work (SSW), to ensure all participants have the appropriate physical conditioning and the knowledge, skills and experience to training and

[43] Should the closest unit be unsuitable the SO3 PD JMC will advise.
[44] A request for change must be made before 1 Apr for the upcoming year. If the unit decides to compete at Regt / Bn level then any competitions entered will be contested in the Region which contain the RHQ / BHQ or largest sub unit. Sub units within other Regions may compete in their regional leagues but not Army championship / qualification events. ASTC points will only be gained by the Regt / Bn team and not separate sub units.

compete at the competition level, these are a key duty of care aspects for team leaders.

(3) The team is not a representative sport and approved composite teams will only apply to that sport and will not prevent the individual participating for their own unit in other sports. Affiliations will be included on the amalgamations data base and should be reviewed annually. No public funding (less travel) is admissible for composite teams and procurement of clothing and equipment is to be negotiated with the single Service governing body. In recognition that no single organisation owns a composite team, travel at public expense (when authorised) is admissible utilising the central representative sport UIN. Authority to attend fixture must be obtained from SPs LM.

(4) However, in all cases such teams may only enter Service competitions and compete as guests and may not be able to win the competition (subject to the rules designed by the respective sport or association). Such rules are in place to prevent the progress of eligible teams in the competition. It remains the individual SPs responsibility to ensure their participation is recorded on their parent unit's routine orders to ensure 'duty status'.

e. **Amalgamation Lists.** HQ RC PD Branch is responsible for collating the list of amalgamations from its JMC PD Branches including men's, women's and Reserve units by 1 Apr annually.

f. **Individual Affiliations.** Individuals serving in a unit that is unable to enter an Army league or Army championship in their chosen sport may apply to be 'affiliated' to the nearest unit that is competing in the respective event. This affiliation must have the approval of both unit COs/OCs. Applications for affiliation are to be submitted with full justification to HQ RC PD Branch (via the SO3 PD in the JMCs) for consideration and in consultation with the respective Army Sport secretary. Affiliations will only apply to that sport and will not prevent the individual participating for their own unit in other sports. Affiliations will be included on the amalgamation data base and should be reviewed annually.

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

5.082. Key Team Sports. The many benefits of sport are introduced at para 5.006. However, some sports make a more significant contribution to the moral and physical components of the Army's Operational Capability. Therefore, at unit level, and where sufficient interest is evident, COs/OCs should prioritise participation in the Army's key team sports, which are:

a. Football.

b. Athletics.

c. Boxing.

d. Cricket.

e. Hockey.

f. Netball.

g. Rugby Union.

h. Rugby League.

i. Squash.

j. Tennis.

5.083. Army Winter Sports. By the nature of their locational and logistical complexity, Snow and Ice Sports have their own arrangements, these are detailed in an annual Army European Winter Activity Instruction DIN – 2024DIN10-027 or its successor. For all Army Winter Sports, financial authorisation is to be made using the Low-Value Business Case (LVBC): Winter Sports (accessed via MODNET only).

5.084. Army Sports Trophies Competition. To help promote sporting participation at unit level, the Army Sport sponsors the HQ RC Army Sports Trophies Competition. The Competition is co-ordinated by HQ RC PD Branch and capture all unit sporting participation levels and achievements over a 12-month period (usually Oct-Sep annually). In accordance with the objectives for Commanding Officers set out on the Army Sport Plan 2024-26, units are to enter the competition and submit results via their the SO3 PD in the JMCs. Trophies are awarded to Training Establishments (Phase 1 or 2), Major, Minor and Reserve units; the overall winners in each category will be presented their trophies at the Army Sports Awards, normally in November. Further details regarding the annual sports events that make up the competition format are published by HQ RC.

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

5.086. Supplements. Personnel should exercise special care in the use of dietary supplements for sport or fitness as there is a risk of contamination with substances that may produce a positive Compulsory Drugs Test (CDT) result. In the UK, the HFL Sports Science[45] owned "Informed-Sport programme" was set up with the support of UK Anti-Doping (UKAD) to evaluate the process integrity of supplement manufacturers and to screen supplements and ingredients for contamination. Products that have passed this screening process can be found at www.informed-sport.com. If a soldier claims that a positive CDT result was likely attributed to the taking of dietary supplements, then the CO should investigate all factors and take into account the extent to which the soldier took any precautions before taking the supplement. Further guidance for COs can be found in AGAI 64.

5.087. Anti-Doping Code. It is UK National policy that doping in sport is cheating; it is fundamentally contrary to the spirit of sport and endangers the health of athletes, further details can be found from UK Anti-Doping. Athletes have the right to compete in doping-free sport and have a responsibility to ensure they are competing without the use of prohibited substances or methods. All Army sportspersons who take part in competitive sport should be aware of the World Anti-Doping Agency (WADA) policy and its list of prohibited substances as it relates to sport. They should take advice from their respective sport's NGB and the World Anti-Doping Agency list of banned substances may be more extensive than that stated in Service policy.

5.088. Alcohol. Alcohol affects individuals in different ways. In most people it can affect their ability to coordinate their actions or perform simple tasks. All sports conducted by the Army require

[45] HFL Sport Science is an independent drug surveillance laboratory owned by LGC.

good levels of skill and coordination, which could be adversely affected by the consumption of alcohol, thus posing a risk to the safety of the individual and/or others.

5.089. Fitness to Participate in Sport. Organisers of sport activities or match officials should not permit an individual to participate in authorised sport whilst on duty if they believe that the individual is under the influence of alcohol or other substances and thereby pose a risk to the safety of themselves and/or others. Those graded Medically Non-Deployable (MND) or Medically Limited Deployable (MLD) are permitted to participate in sport within the remit of their Appendix 9.

5.090 – 5.100. Reserved.

PART 5 – COACHES, OFFICIALS AND COURSES

5.101. General. Coaches and officials in sport are an essential requirement, both to ensure that the sport is played effectively and safely, and to encourage participation. All sports that are undertaken within the Army should, wherever possible, be under the supervision of qualified coaches and officials. A sports coach or official must be a Suitably Qualified and Experienced Person (SQEP), and current in accordance with NGB/Service requirements. Coaches and officials are responsible for ensuring fair play, the application of rules and laws of the sport and the adherence to any code of conduct and standards that may be in place. COs are to ensure that sufficient coaches are in place for sport to be conducted. Where appropriate, COs may authorise suitable but unqualified personnel to supervise low-level, informal unit sport (less sports where there is a legal requirement to coach/deliver, such as boxing and rugby). A suitable and sufficient Risk Assessment must be in place for all specific occurrences of sport regardless of the level of the sport being conducted.

5.102. Many NGBs have implemented the UK Coaching Certificate (UKCC) scheme, which covers most sports and consists of five levels, from Level 1 (the introductory level) to Level 5 (the most advanced). This scheme is likely to supersede most other coaching schemes. In order to be accredited to an NGB the Army is required to conduct sport in accordance with the regulations of that NGB. In order to meet the Army's requirement to conduct sport at Representative level, commanders are to encourage further development of coaches and officials to achieve higher level qualifications.

5.103. Continuation Training for Sport - Statement of Training Requirement (SOTR). Calculations for providing a SOTR for continuation training for sport is complex given that COs have the flexibility to focus on specific sports rather than be mandated to any given sport. The flexibility currently given to COs to choose their unit's sporting focus is often fundamental to the sporting ethos and history/tradition of the unit. Therefore, in order to develop SQEP coaches and officials aligned to a unit's elected sports, there is a requirement for individuals to undertake continuation training to qualify appropriately. Further details can be found on ASPT SP and Army Sport Website.

5.104. Continuation Training for Sport - Army Sports Association Clubs. There are a number of Army Sports Association Clubs[46] where Army personnel can conduct continuation training[47]. All Army Sports Associations that run courses or provide facilities for soldiers to conduct continuation training are to establish whether the soldier is on duty or not before services are provided. Soldiers must provide evidence that authority to attend has been entered onto unit Part One Orders. Soldiers unable to provide evidence of their duty status are to be considered off duty. All documentary evidence must be kept for historical reference and audit if abatement is to be sought.

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

a. **Personnel Policy (Army) Prof Dev Branch.** Prof Dev represents the Training Requirements Authority (TRA) and determines the requirement for the training of sports coaches and officials in the Army through the SOTR process. They determine this requirement in close collaboration with Army Sport and ASPT.

[46] An Army Sports Association Club is the name given within this document to a Service Club that may provide courses and training on an ad-hoc basis when required.
[47] Such as, the Army Parachute Association which operates out of Netheravon and the Army Sailing Association which operates out of Thorney Island. For transparency, the service that each of these non-publicly funded entities provide to the public purse, and the basis on which it is provided, should be formally recorded in a separate contractual agreement.

b. **Army Sport.** Army Sport is responsible for ensuring that all Army Sport Associations and Unions have sufficient coaches and officials to run their sports at Representative level.

c. **Army Sport Association and Union Secretaries.** Army Sport Association and Union Secretaries are responsible for:

(1) Developing a plan to attract new coaches and officials and identifying those who have the potential to progress to a higher level.

(2) Producing a Management Plan that includes the requirement for future courses and their associated costs.

(3) Where required, organising courses with their respective NGB to train and subsequently qualify coaches and officials.

(4) If necessary, where a suitable qualification does not exist or the Army is unable to generate qualified coaches and officials through the NGB pathway, engage with their respective NGB to scope the feasibility of whether an Army-specific qualification could be developed.

(5) Communicating, via the network of known sport secretaries[48], any changes to NGB rules and regulations for their respective sport.

(6) Maintaining a database of personnel qualified in their respective sport[49].

d. **HQ RAPTC.** HQ RAPTC, through the ASPT, is responsible for the training of RAPTC Instructors. The remit of a RAPTCI includes officiating qualifications to support the conduct of sport at unit level in the following activities:

(1) Athletics

(2) Boxing

(3) RAPTCIs may also hold other qualifications in self-selected sports.

e. **Regional Sport Boards.** Regional Sport Boards are responsible for monitoring that there are sufficient coaches and officials to run their regional leagues and Army qualifying rounds. If there is concern that there are insufficient officials, they are to inform SMI Sport at HQ RC and the respective Secretary of the Army Sport Association or Union as soon as possible, in order that officials can be obtained from another source, thus avoiding the possibility of postponing or cancelling a competition.

f. **Unit Coaches and Officials.** The Unit Sport Board is to include sports officers for all unit-elected sports. The sports officers are to ensure that they have sufficient qualified coaches and officials in order to conduct their sport safely.

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

(1) Organising the funding and administration of all sports courses on their SOTR.

[48] At Corps, Formation, Regional and Unit level.
[49] If appropriate, some sports may manage their database of coaches and officials on an Armed Forces basis.

(2) Publishing the annual Pamphlet 16A Courses Programme, links to which can be found on the Army School of Physical Training SharePoint.

5.106. Funding of Coach and Officials Courses:

a. **ASPT.** The ASPT is publicly funded to meet their endorsed SOTR for a minority of the Army's coach and official's courses. The ASPT training budget will pay civilian tutor expenses. All other costs such as accommodation and T&S are borne by unit budgets. There should be no personal cost to the individual for attending a sports course at ASPT. However, where an NGB requires an annual affiliation or membership subscription fee, this is likely to fall to the individual.

b. **Army Sport.** The Army Sport is publicly funded to meet their endorsed SOTR for the majority of the Army's coach and official's courses. The Army Sport public funded allocation will pay civilian tutor expenses. All other costs such as accommodation and T&S are borne by unit budgets. There should be no personal cost to the individual for attending an Army Sport publicly funded sports course. There may also be occasions whereby the Army Sport non-public funds (i.e. ASL[50], Army Sport Charitable Trust) will fund coach and official's courses, in such instances T&S expenses are ineligible from public funds. For all Army Sport delivered courses where an NGB requires an annual affiliation or membership subscription fee, this is likely to fall to the individual.

c. **Standard Learning Credits.** Where coaching and officiating qualifications are not being provided at public expense, individuals may, with prior approval from Education Centre staff, submit an application for use of their Standard Learning Credits (SLCs) in accordance with JSP 822[51], Vol 9 Annex A.

5.107. - 5.120. Reserved.

[50] 2024DIN10-035 or its successor.

[51] JSP 822 – Defence Training and Education Policy and Guidance.

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PART 6 - FUNDING

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

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

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

a. **Sports Equipment Public Fund (SEPF).** The SEPF is allocated annually by HQ RC PD Branch through JMC PD Branches, to individual units. SEPF is allocated with the intention to raise the standard of welfare within the Army and can be used to purchase sports equipment and clothing that cannot be obtained from official sources. Where affordable, an additional grant can be requested from the SEPF for newly formed or expanding Army units. Initial requests should be made to JMC PD Branches. Additional SEPF is to assist in the initial provision of sports equipment, clothing and other essential amenities normally provided and maintained from PRI funds.

b. **Enhanced Commanding Officer's Public Fund (ECOPF).** When allocated, COs are permitted to use the Enhanced COPF in support of Sport. Further information can be found in Chapter 7 of JSP 770.

c. **Travel and Subsistence (T&S).** SP participating in authorised Category 1 and Category 2 sports fixtures are eligible to travel at public expense in accordance with the conditions in JSP 752, noting that claims for fixtures against the Representative Sports Travel Budget (RSTB) must be specifically authorised by Army Sport. Subsistence allowances are not applicable for sport, however, a small number of administrative and key safety officials may be eligible for subsistence allowances in accordance with JSP 752.

(1) **Army Winter Sports.** For all Army Winter Sports, financial authorisation is to be made using the Low-Value Business Case (LVBC): Winter Sports (accessed via MODNET only).

d. **Transport.** Where an entitlement exists for travel at public expense, then military transport can be used in accordance with JSP 800, Volume 5, Leaflet 10. The list below provides a short summary of what is defined, but JSP 800 must be consulted for the specific details:

(1) **Driving to / from sporting fixtures.** When participating in, officiating or organising MOD recognised or synopsis sports in the interest of Service morale and fitness, travel is permitted as laid down in JSP 752. Further information can also be found in JSP 660.

(2) **Sports Journeys for Combined Military and Civil Clubs.** Civil Servants may be conveyed in MOD vehicles when participating in joint Service / MOD Civilian sporting events, subject to the following provisions[52]:

[52] Queries should be referred to Fin Pol.

(a) The majority of the team consists of SP.

(b) MOD Civil Servants have been granted annual or special paid leave to attend the event.

(c) The transportation of MOD Civil Servants does not result in disproportionate extra costs.

(3) **Commanding Officers Attendance at Sporting Events.** Officers of the rank of Lieutenant Colonel (or Equivalent Military Rank) or above, when holding command appointments and appointments as the head of a main staff branch, may use MOD vehicles to attend sporting events at which a team from a unit under command of the officer is competing.

(4) **Sports Events - Transport for Spectators.** If a unit team is participating in an authorised sporting event i.e. it is a sport recognised by a Service Sport Board of the appropriate Service, then CO / HoE may authorise the use of unit transport to convey spectators as long as entrance fees are not being charged for the event. Only MOD personnel may be conveyed in the transport and the transport is only to be used for attendance at the sporting event i.e. return may not be delayed to attend a post event function. Spectator numbers shall be limited according to available transport pool assets (hire, including backfill of vehicles is not permitted) and budgetary constraints, therefore authority must be given by 2* Civ Sec. A Benefit in Kind tax liability will be incurred for spectator travel and must be reported in accordance with tax policy direction.

(5) **Conveying Sports Equipment.** MOD road transport may be used for the conveyance of publicly and non-publicly funded sports equipment e.g. boxing rings, gymnastic equipment, etc, to official events and displays provided that no entry fee is being charged. Privately owned horses/animals are not to be conveyed in Military transport.

(6) **Private Vehicles Towing MOD Trailers.** Where no suitable military vehicle is available, a CO / HoE may authorise a private vehicle to tow a military trailer subject to the following provisions:

(a) The size and weight of the towing vehicle is appropriate for the trailer.

(b) The MAM Gross Train Weight of the vehicle must not be exceeded under any circumstances.

(c) The driver must hold a licence appropriate to the vehicle and trailer combination and be familiar with towing and manoeuvring trailers.

(d) The appropriate insurance is in place (see CoP No. 2: Liability and Insurance Arrangements for MOD Vehicles within JSP 800).

(7) **Insurance for Private Vehicles Towing MOD Trailers.** When it is necessary for a private vehicle to tow a military trailer for official duty, the civilian insurance policy must also cover third party damage which may be caused by the trailer whilst being towed. If the trailer is damaged, the MOD is responsible for the repair through normal MT procedures.

(8) **Insurance for MOD Vehicles Towing Non- Publicly Funded Trailers.** When a MOD vehicle is towing a non-publicly funded trailer[53] for official duty purposes, the

[53] Trailers owned by a Service association, club or team and has a maintenance a recorded servicing regime.

trailer is covered by the MOD's normal claims handling arrangements. However, if the trailer is damaged, it is a unit responsibility for the repair of the trailer as it would be for any other non-MOD equipment loaned to the MOD. The trailer must conform to Road Vehicle (Construction and Use) Regulations 1986 and must display the VRN of the towing vehicle. MOD road transport cannot be used to tow privately owned trailers.

(9) **British Army Motorsports Association (BAMA) Events.** The use of Green Fleet (GF) vehicles to participate in officially organised BAMA events may be authorised by CO/HOE. However, the use of GF for racing, competitions, rallies and trials is not permitted. Vehicles leased or hired to the MOD (such as White Fleet (WF) vehicles) may not be used for event or sporting purposes; but they may be used as part of the administration or support requirement to the event only. The use of all GF or WF vehicles must conform to the rules and regulations of JSP 800, Volume 5, Leaflet 10 and any subsequent orders issued by BAMA officials for each particular event..

e. **Cash in Lieu of Rations (CILOR).** CILOR is a publicly funded allowance. It may be claimed when feeding entitled competitors and officials during official championships approved by UK AFSB or Army Sport that are held away from a Service establishment, including Army European Winter Activities. CILOR is not admissible for OSVs. Further guidance on CILOR can be found in JSP 456, Volume 2, Chapter 7.

5.124. Non-Public Funds. Non-Public Funds are eligible to enhance participation in sport. In accordance with JSP 660, Category 3 and, on occasion, Category 4 sports are only eligible for non-public funding in respect of travel to and from fixtures, competitions and associated activities. There are several sources available for non-public funds to support sport, which are as follows:

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

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

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

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

(4) **Army Sport Charitable Fund.** The Army Sport Charitable Fund awards grants to Sports Associations and Unions to assist with their annual running costs. It also considers grants for capital projects and other sport related activity. Its income comes from the Army Sport Lottery and its investments.

(5) **Army Sport Lottery (ASL).** ASL grants provide additional non-public funds to units and individuals who subscribe to the lottery. Grants can be used to offset travel costs for teams and individuals when conducting overseas sports visits for Category 1 and Category 2 sports. There are other grants available such as Olympic, Paralympic, Commonwealth Games and other International Competitors grants. Further details are available in 2024DIN10-035 or its successor.

(6) **Berlin Infantry Brigade Memorial Trust Fund (BIBMTF).** The BIBMTF provides funds for personnel that are participating in overseas sports visits. Units and individuals apply through Ops Officer Army Sport who screens the application before forwarding it to the Secretary BIBMTF. Applications are to be supported by a letter giving a financial breakdown and personal contributions made by the applicants. Applications are applicable to all Army personnel, but priority is afforded to junior ranks. Details can be found in 2022DIN10-035 or its successor.

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

(8) **4th Division Sports Fund.** This fund is only available to those Units that fall within the old boundary of 4th Division (HQ SE and HQ SW). Further information can be obtained from SMI Sport at HQ RC (see Annex B for contact details).

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

5.125. Booking Travel and Accommodation. All bookings for travel and accommodation for sporting events at public expense must be conducted through the AMEX Global Portal following the direction in 2024DIN01-074. For Group (10 + Travellers) quotations and reservations please DO NOT PROCEED online via the Army Travel Tool (ATT); contact the Group team below with as much information regarding your request as you have available.

a. Group Bookings Telephone Enquiries - +44 207 949 4812

b. Group Bookings Email Enquire**s -** Cgcsupport.uk@amexgbt.com

In general, group quotes will rarely match the fares or rates available if comparing to a single transaction. Due to the complexity of group pricing process and availability, quotations will vary by the size of the group. There are a variety of reasons for this such as the size of the group; the hotel or flight availability; the seats already booked; the yield expected for the dates of stay or flight. The Hotel /Airline has control of these areas and do not publish Group Rates or Fares. One could book the same Hotel or flight for the same number of guests/travellers on different days and may be quoted different fares. Group rates and fares are generally lower than published individual rates and fares, if you are booking 10+ rooms/flights individually you may get the first few at a lower fare, as this is how both flights and room bookings fees are structured. By the time you have booked the last person the fare may be more expensive. Expedition leaders should be aware that flights and rooms can be reserved well in advance without having to give passenger names to either airlines or hotels.

5.126. Sponsorship. Corporate support is an important source of income for sport at all levels and is to be encouraged. However, care must be taken with any legal or contractual obligations entered into; further guidance can be found in JSP 462, Part 1 and 2, Chapter 7 Sponsorship and Army Corporate Standard (ACS) 07- Sponsorship. Army Sport is responsible for providing the policy for all sport sponsorship contracts and they should be approached for advice before any sport sponsorship arrangements are put in place. Army Sport has produced a Sports Sponsorship Directive[54], which should be consulted by those considering seeking sponsorship.

5.127. Sponsorship is the payment of a sum of money or the giving of a 'benefit in kind', by an organisation in return for the rights to be associated with an activity, event or team. The money received can contribute towards the cost of an activity, while goods and services (benefits in kind)

[54] ASCB/250 - Army Sport Sponsorship Directive dated Apr 22 Ver 7

can support or enhance the activity. Sponsorship can take many forms including money, vehicles loaned to MOD, and the branding of equipment or clothing. This includes the use of, or placement of any commercial logo in conjunction with any British Army badge included in the Authorised Badges Database on the Defence Brand Portal.

5.128. When considering sponsorship, organisers must be aware that the names and logos of a range of military services, such as the MOD crest, the Army crossed swords and regimental cap-badges are all forms of MOD intellectual property. Sponsors are not permitted to use MOD and military trademarks without the express written approval of Defence Intellectual Property Rights (DIPR) in accordance with 2024DIN05-031. Units may use their own cap-badge for their own purposes, including producing sports equipment that is not for sale but badges and logos must be authorised images, further guidance is given in British Army Brand Instructions.

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

5.130. Personal Contributions. Individuals directed by the CoC to participate in Sport should not routinely be required to make any personal financial contribution to that activity; this does not extend to subsistence (see para 5.123c), associated social events or personal insurance for activities that take place whilst off duty. Officers and soldiers participating in OSVs as described in Part 9 will be required to pay a personal contribution.

5.131. Entry Fees. Entry fees for Army organised competitions and events should be kept to a minimum, covering only the essential Non-Public costs of administering the competition and purchasing trophies and medals. The payment for medals and prizes is not admissible from Public Funds.

5.132. Charging for Use of Sports Facilities. The Army provides sports facilities at public expense for Category 1 Sports, which may also be used for other authorised sporting activities. SP (both Regular and Reserve) are not required to pay to use military sporting facilities if they are being used as part of an organised unit training programme or for the conduct of a sports team's training and competition[55]. To encourage a consistent, fair and equitable approach in light of the ongoing development of a more integrated civilian/military regime, some entitled civilians can use sports facilities when authorised in accordance with Sport and Physical Activity Policy**.**

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

5.134. Use of Facilities by Non-entitled Personnel. Service organisations must ensure that only entitled personnel (serving military personnel as defined in JSP 660) benefit from publicly funded facilities and resources. If publicly funded facilities or resources are being used for sport activities by non-entitled personnel then formal agreements are to be sought in advance and, in accordance with JSP 462, appropriate charges must be applied and a detailed accounting process maintained for audit purposes[56]. If MOD land or facilities are being used, then the applicability of an encroachment, lease or licence will need to be established before use can be sanctioned, further detail can be obtained from JSP 850 seeking formal advice from DIO. Any leases or licences legally formalising the use of MOD land or facilities by Army Sports Associations and Unions

[55] Including the playing of authorised sports fixtures against civilian opponents.
[56] The direction provided in this paragraph does not apply to the use of facilities by non-entitled personnel when they are engaged in an authorised competitive fixture against a Service sports team.

should be signed between the MOD and the relevant Army Sport Association or Union. If an Army Sport Association or Union is not a legal entity and unable to sign a lease or licence, Army Sport is able to sign the lease or licence on the relevant sport's behalf.

5.135. - 5.140. Reserved.

PART 7 – HEALTH AND SAFETY

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

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

5.143. High Risk Sports. In accordance with Regulation 206 the following sports have been categorised by DSA as requiring additional assurance scrutiny due to the nature of the sport:

a. Archery

b. Boxing

c. Canoeing

d. Equestrian

e. Fencing

f. Flying

g. Gliding

h. Hang Gliding

i. Judo

j. Martial Arts

k. Kite Surfing

l. Modern Pentathlon

m. Motor Sports

n. Paragliding

o. Polo

p. Sailing

q. Sport Climbing

r. Sport Parachuting

s. Surfing

t. Water Skiing/Wake Boarding

u. Winter Sports

5.144. Army Sport Responsibilities. Army Sport is responsible for:

a. Ensuring that the Army Sports Associations and Unions are complying with the H&S regulations of their respective sport's NGB.

b. Informing the CoC and Formation PD Branches of any H&S amendments introduced by NGBs which affects sports equipment, facilities and medical cover.

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

a. Informing Army Sport of any amendments to H&S regulations introduced by NGBs that need to be communicated to the CoC.

b. Ensuring that sporting events do not take place unless the event organiser has confirmed that the minimum H&S requirements are in place.

c. Producing a detailed Event Instruction for all Army leagues and competitions.

d. Ensuring that all occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a soldier, must be reported using the MySafety Alert Tool in accordance with ACSO 1200.

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

a. Providing an event organiser who is responsible for ensuring safe sporting facilities and practices utilising a SSW – see para 5.147.

b. Ensuring a suitable level of Duty of Care to all participating personnel.

c. Ensuring that a Risk Assessment has been conducted in accordance with ACSO 1200 (also see para 5.149 below).

d. Ensuring all Directives[57] include appropriate H&S information.

e. Producing a detailed Event Instruction for league events and competitions, where appropriate.

f. Ensuring that all occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a soldier, must be reported using the MySafety Alert Tool in accordance with ACSO 1200.

g. Ensuring a brief summary (less personal details) of any reportable accident or incident is sent to Ops Officer, Army Sport for trend analysis, particularly where equipment or sports infrastructure may be the cause.

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

[57] Including Charters, Management Plans, SOPs, Administration Instructions etc.

5.148. Training Safety. Training safety is essential and must conform to the Safe System of Work (SSW) in accordance with ACSO 1200. To provide a SSW all risks must be reduced to As Low as Reasonably Practicable (ALARP) in the following four elements:

a. Safe Persons.

b. Safe Equipment.

c. Safe Practice.

d. Safe Place.

5.149. To assist the CoC and event organisers, The Unit Guide to the Supervision and Conduct of Sport and the Prevention of Sports Injuries has been compiled and is at Annex H.

5.150. Risk Assessment. Before any sporting activity is conducted a comprehensive Risk Assessment (RA) must be carried out in accordance with ACSO 1200; furthermore it provides clear direction for completing the RA proforma (AF 5010). Ch 4 provides guidance on Safety Risk Management and is intended for use by Line Managers (Service and civilian) who are responsible for the assessment of significant work-related hazards. Further guidance on the conduct of Risk Assessments in sport is as follows.

a. Activity Deliverer must review their RA on the day of training, or competition, which is to include consideration of all conditions that could affect the activity. This must be conducted both prior to, and during, the event if any significant or notable changes occur and must then be made available to those participating.

b. Where required, the responsibility for providing First Aid cover lies with the activity deliverer.

c. **RA Considerations in Sport.** RAs should identify all hazards associated with an activity. For sport these may include the following:

(1) **Playing Surface/Environment.** Ensure that the playing surface on which the sport is taking place is suitable for the type of training/competition.

(2) **Equipment.** Check all equipment before the commencement of training or competition.

(3) **Personal Protective Equipment (PPE).** Ensure that all personnel participating wear the correct protective clothing applicable to their sport, which has been approved by the NGB or Army Association/Union.

(4) **Climatic Conditions.** All sporting activity must comply with the direction listed in JSP 375 Chap 41 (Heat Illness prevention) and Chap 42 (Cold Injury prevention).

(5) **Pitch Side First Aid/ Medical Cover.** The appropriate level of pitch side first aid/medical cover should be provided for all competitions/fixtures and, if necessary, during training. Guidance on the level of medical cover is provided at Annex I.

(6) **Emergency Procedures.** The correct emergency call out procedures for the event location must be known and communicated.

(7) **Health and Safety Notices.** Ensure that all H&S notices are read before commencing sports training or competitions.

(8) **Hydration.** Remind participants to remain hydrated.

(9) **NGB Rules and Regulations.** Where dictated by NGB guidelines qualified coaches/officials are responsible for the safety of the event and the Duty of Care of the participants. When NGB guidelines do not stipulate a requirement for qualified coaches/officials the individual controlling the activity must be SQEP.

(10) **Poor Light.** Ensure that there is sufficient light to train and compete. If training involves using floodlights, ensure that they are suitable for the training being undertaken.

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

a. **Bad Day Policy**[58]. A liberal 'Bad Day' policy is to be implemented for individuals showing any signs of distress during a fitness test or training activity. Individuals showing signs of distress are free to stop and their attempt is to be declared void. At the beginning of all fitness tests and physically demanding activity, individuals are to be reminded of the 'Bad Day' policy and that they are free to stop should they suspect that they are unwell or injured.

5.152. Water Safety – Swimming Ability. In accordance with ACSO 1203 Part 4 SP participating in a water-based activity must have passed the Military Swimming Test (MST), which must be recorded on JPA . Commanders and event OICs are to ensure that any sport which involves water-based activities is conducted safely and the risk is mitigated ALARP.

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

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

5.155. Security. Organisers of sporting events must consider Counter Terrorism & Counter Extremism Contingency Planning and Countermeasures detailed in JSP 440 – Part 3 Physical Security**.** Early engagement with G2 staff at the regional JMC is advised.

a. **Public Military Event.** A Public Military Event (PME)[59] is an event that the Services organise or participate in, about which the general public has prior knowledge and to which they have access. The event may take place on or off MOD property and includes civilian organised events with military participation. If a sporting fixture requires a PME, event organisers are to submit a PME to the G2 staff of the JMC where that event or fixture is taking place.

b. **Minor Event[60].** In some circumstances an activity can be classed as a Minor Event instead of a PME. A Minor Event is where small-scale, unpublicised activities involving elements of the public mixing with the Services can be secured using existing security procedures when on MOD establishments, and personal security procedures when off MOD

[58] JSP 822 V7.0, Vol 4 - Care and Welfare in Training
[59] JSP 440 Part 2 Leaflet 3L Refers
[60] As above

property. During periods of raised Counter Terrorism Response Level the Event Security Officer is to be consulted prior to a Minor Event taking place.

5.156. – 5.160. Reserved.

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PART 8 - REPORTING

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

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

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

a. **Physical Development Audit (PDA).** The PDA is a mandatory two-stage process which is completed through the Army Reporting Management Suite (ARMS). Further information on the PDA process is contained in AGAI Vol 1 Chap 7 and ACSO 9018. The aim of the PDA from a sport perspective is to:

(1) Enable unit commanders to be supported with advice on all sport matters and ensure that they are operating within current guidelines.

(2) Provide Formation commanders with information on:

(a) Concerns with sporting facilities and infrastructure.

(b) Impact of sport injuries for operational capability.

(c) Coaches and officials' statistics.

(d) Men's and women's including Transgender participation in unit and Army level sport.

(e) Areas of notable success of units and individuals.

(f) Feedback on sport policy.

(3) Provide the CoC with information on:

(a) The overall level of participation in sport.

(b) Common concerns with sporting facilities and infrastructure.

(c) Feedback on sport policy.

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

a. **Sporting Accidents and Near Misses.** In accordance with ACSO 1200, all occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a soldier, or the Coastguard have been called out, must be reported using the MySafety Alert Tool even if the individual is discharged from hospital following treatment for minor injuries. The occurrence report should include as much

detail as possible. If internet access is available an initial Defence Alert can be sent through the Defence Gateway which can then be built upon later; if internet access is unavailable then the Activity Risk Owner/Deliverer should note as much detail as possible using a What, When (DTG), Where, Who and How format when the opportunity permits.

(1) **Email**: ASG-SC-SOLAR@mod.gov.uk

(2) **Telephone**: Skype (+44) 03001563943

b. **Additional Reporting.** In addition to reports made on MySafety, the CoC is to generate specific reports in accordance with Service Instructions as detailed below. Annex K provides a flow chart for event organisers.

(1) **Joint Casualty & Compassionate Centre (JCCC).** JCCC is to be informed in the case of death or listed casualties reported by NOTICAS in accordance with JSP 751. The preferred method is via JPA but where this is not available or JPA is offline, units are to send a NOTICAS by email via the JCCC Group Mailbox (DBS-JCCCGroupMailbox@mod.gov.uk**)** as the primary alternative. If MODNET is unavailable, a High-Grade Message (HGM) addressed to JCCC INNSWORTH should be used. Units should alert the JCCC by telephone on 95471 7325 or 01452 519951 that a NOTICAS is being sent.

(2) **The Defence Accident Investigation Branch (Land).** In the case of death, serious injury or significant losses of equipment failure, telephone the DAIB Duty Officer on 01980 348 622 (24 hrs). Follow-up email to; DSA-DAIB-Land-Mailbox@mod.gov.uk. Once notified, the DAIB will advise the originating unit of the intention to deploy DAIB investigators. The decision will depend primarily on severity of the incident as well as its consequences or potential consequences and what lessons might be learned to help prevent a reoccurrence.

(3) **Aeromedical Evacuation (AE).** For OSVs and overseas training camps, the Aeromedical Evacuation Control Centre (AECC) coordinates all global strategic AE missions for all military personnel whether on Ops or Exercise. They conduct a clinical risk assessment to ensure that the most appropriate aircraft, medical teams and equipment are tasked to retrieve a patient. If during your deployment you require access to the AE service, then you should firstly contact the AECC on the numbers or email below. It is essential that before you deploy you access (and take relevant copies) the AP3394 which will give you all the necessary information on the procedure for requesting Strategic AE and how to raise a Patient Movement Request (PMR). If you do not have IT capability on the ground to raise any PMRs, then you must ensure that the Parent Unit are aware of the AE process and would be able to generate a request on behalf of the patient. All PMR's must be summitted in Word format and PMR templates can be obtained through 2023DIN03-014 or its successor. The AECC contact details are listed below:

(a) **Routine Contact.** 0800 – 1700 hrs UK Time. +44 (0)1993 895300 or 95461 5300.

(b) **Out of Hours.** 1700 – 0800 hrs UK Time. Mobile +44 (0) 7770 648688.

(c) **MODNET.** AECC Group Mailbox.

(d) **Civil.** air-medops-tmw-aecc@mod.gov.uk

c. **Learning Accounts.** All injuries listed Very Seriously Injured (VSI) or Seriously Injured (SI) in accordance with JSP 751 on a NOTICAS, should be investigated and a Learning

Account initiated in accordance with ACSO 1118 (Learning Lessons in the Land Environment).

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

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

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

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

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

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

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

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

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

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

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

5.166. - 5.170. Reserved.

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PART 9 – OVERSEAS SPORTS VISITS AND TRAINING CAMPS

5.171. Introduction. Overseas Sports Visits (OSV) or overseas training camps offer a great opportunity to our SP whilst also providing a compensating measure to operational commitments and an excellent retention tool for our personnel. Sporting visits provide an opportunity to compete against opposition from different countries and cultures whilst in unfamiliar and potentially challenging conditions. The visits should be used to reward achievement or as a means of developing the team in preparation for a forthcoming season or key fixture or as a post season finale. This chapter does not apply to Army Winter Sports activities for which there are separate instructions available on the Army Sport Website

5.172. Authority. OSVs and overseas training camps may be authorised provided the application complies with extant policy contained within JSP 660 and this AGAI. There is no authority to conduct OSVs or overseas training camps for Category 3 or 4 sports. Organisers must note that Public Funds are not admissible for any part of an OSV or overseas training camp.

5.173. A maximum of one OSV or overseas training camp may be authorised within each financial year for a Sports team to compete at either Army, Corps[61] and Unit level or where the team is known to be participating in regular League, Cup or Corps competitions. An OSV will not normally be authorised if a team has travelled to either Zone[62] 4 or 5 more than once within 2 years of the proposed visit. Overseas training camps are not routinely authorised to Zones 4 and 5 locations (excluding Cyprus).

5.174. Duration. The purpose of an OSV is to take part in either a sporting competition or playing a series of fixtures[63]. The number of games/fixtures may vary; however, the number must be appropriate to the length of the visit itself. Visits should not normally be more than 14 days in length. The fixtures must be organised in advance of the visit with suitable opposition and making use of safe and suitable sports facilities. The organiser is responsible for confirming this detail with the in-country sponsor and is to provide confirmation of the fixtures within the OSV application.

5.175. Participants. The maximum number of participants for an OSV or overseas training camp is listed in JSP 660, Part 1 Para 2.9. However, in exceptional circumstances, an increase of up to 33% of personnel may be authorised for Army or representative team for overseas training camps only. The responsibility for authorising the participation of individual SP on an OSV or overseas training camp rest solely with the individual's CoC and parent unit HR are to record attendance of their SP attending OSVs and overseas training camps through unit Part One orders and appropriate JPA move and track action. The following criteria should apply for all training camps:

a. Overseas training camps are restricted to representative teams (i.e. Corps and Army) only. Unit sports teams may only conduct training camps in the UK.

b. Participants must compete as part of a representative team.

c. It must have a structured training and conditioning programme, supported by a suitably qualified coach/trainer.

d. It must have clearly identified objectives and specifically target an event or fixture at Corps or Army level. The training camp should be held within 3 months of the specific event for which the camp is convened.

[61] Army Teams at Mens, Womens, Mixed Snr, Development and Masters only. Corps Teams at Mens, Womens, Mixed Snr and Masters and where there is an appropriate level of competition 'B' Teams may also be considered.
[62] 2024DIN10-035 or its successor.
[63] Sports Teams can conduct either an OSV or a UK based Trg Camp within the same year, however they may also conduct both in the same year in exceptional circumstances and with Army Sport authority.

e. It is to be restricted to locations with an established military footprint (Germany, BFC, and BF Gib) or within the UK or European locations (Zones 1, 2 and 3) to take advantage of better weather conditions for training and preparation.

5.176. Basic Training Units. Phase 1 training units which conduct training in excess of 6 months[64] may apply to take part in an OSV. The OSV must specify if the team consists of recruits/officer cadets under training or permanent staff. Mixed teams of recruits and staff are not permitted.

5.177. Individual OSVs. OSVs are designed to develop teamwork and leadership and to boost camaraderie amongst team and squad members; authorisation for an individual to compete on an OSV will be considered out of the normal OSV submission process by Army Sport. However, for clarification the individual must be competing in a bona fide sports competition and be a recognised member[65] of a Corps or Army Sports Association. The pursuit of individual hobbies or personal challenges will not be endorsed by Army Sport and funding will not be made available via the ASL: such sporting challenges are to be pursued at the individual's own expense, in their own time and whilst off duty.

5.178. In-Country Sponsor. An invitation to visit or play in an organised competition from a sponsor in the host country is required before a visit can be organised. The sponsor can be military or civilian and may well be known to the sport through personal contacts or previous visits. This might be the PD Branch in Cyprus or J7 Ops & Trg within the Germany Enabling Office (GEO) in Sennelager, Germany.

a. **Acceptance.** The organiser is not to commit any funding to the visit until all relevant clearance and authority requirements, security advice and funding has been resolved. This is particularly relevant where a Sports/Travel company is being used to organise the visit and requires a non-refundable deposit.

b. **Accommodation.** The sponsor may offer to provide or help to arrange accommodation. The organiser should be satisfied that the accommodation is fit for purpose and seek clarification from the in-country Defence Section that the accommodation is suitable and meets all necessary security requirements.

c. **Transport.** If required, the sponsor may offer to provide or help organise transport[66]. The organiser must be satisfied that in country transport meets JSP 800, Volume 5 standards (i.e. equivalent of the White Fleet Safety Case, drivers hours, vehicle familiarisation, in-theatre highway code tests[67], driving after air travel) and all nominated drivers in the visit party have the requisite driving licence and adequate driving insurance has been purchased. OSV personnel should also be aware of the in-country attitudes to road transport, the use of motorcycles and pedestrians' behaviours.

5.179. Joint Service Units and United Kingdom Armed Forces (UKAF) OSVs. Joint Service units may apply for an OSV through their lead Service Sports Board[68]. UKAF sports teams should apply for an OSV through the Secretary UKAF Sports Board. Copies of any issued UKAF, RN or RAF authority must be forwarded to Army Sport and are mandatory where an ASL grant application is being made. All Army personnel participating in a Joint or UKAF OSVs are to abide by the provisions of this

[64] Such as AFC Harrogate and RMAS.
[65] Where a sport requires registration or membership, individual applicants should be a member of the Corps or Army Sports Association or Union. Where membership is not required then the individual applicant should be a known and regular participant in Corps or Army level sport. Individual membership is not required for Team applications.
[66] Travel at public expense is not admissible for OSVs and overseas training camps, but may be for UK based training camps.
[67] JSP 800 Vol 5 Leaflet 56. Where a Highway Code test is not available for a specific country, then it is the responsibility of the theatre / Command HQ to provide a suitable driving brief prior to personnel being permitted to drive MOD vehicles.
[68] JSP752 Para 06.0108e defines the use of public funds for UKAF level training camps: Travel to training sessions is not permitted at public expense except when the UKAF and single-Service Sports Boards specifically authorise their respective personnel to travel at public expense to one training session each season.

instruction as appropriate. Where there is an RAF lead, organisers should note that the RAF operate a different Safety Risk Management Activity Risk Owner system, where the sport association Chair is the Responsible Person rather than the Activity Risk Owner (iaw ACSO 1200) and Army participants will need to be familiar with and abide by any relevant Army policy. Advice can be sought from the Directorate of RAF Sport Board at 22 Trg Gp for RAF specific policy.

5.180. Overseas Training Camps. An overseas training camp is to be structured to enhance team building, fitness and skills of established sportspersons in preparation for a specific event. They will, therefore, be limited to those participants who have the proven ability or potential to benefit from high quality training and coaching in an environment that is not necessarily available in the UK.

5.181. UK Training Camps. Where it is not appropriate or affordable to conduct an OSV or overseas training camp a sports team may be permitted to conduct a training camp in the UK. Duty status will be granted for training camps that meet all aspects of policy. UK based training camps may also apply for public funding through their respective CoC. Teams are restricted to one UK based training camp per year which is to be no longer than seven days inclusive of travel. The maximum numbers eligible to participate is detailed in JSP 660 para 2.7. UK training camps are to be authorised by:

a. **Unit Teams.** Training camps must be authorised by the CO and endorsed by the relevant Army sports secretary.

b. **Corps Teams.** Training camps must be authorised by Army Sport.

c. **Army Teams.** Training camps must be authorised by Army Sport.

5.182. Funding. Public funding is not admissible for OSVs and overseas training camps in accordance with JSP 660[69] and JSP 752. All OSVs and overseas training camps are to be completely non-publicly funded and organisers may wish to consider grants, sponsorship or personal contributions to fund the activity. Sources of non-public funds include:

a. **Individual Contributions/Unit/Arms/SNPF.** Individual contributions will normally be one third of the cost. Unit/Arms/SNPF will often provide grants but must be applied for through individual cap badge specific policy directives.

b. **Welfare Funds.** Details of Welfare Funds are at ACSO 3206 - Army Welfare Grants. Noting that grants will normally only be given for equipment.

c. **Sponsorship.** Sponsorship must comply with extant policy and will be classified as non-public funding. Organisers must comply with Army Sport Sponsorship Directive

d. **Army Sport Lottery.** ASL members may apply for a grant as per 2024DIN10-035 or its successor. Organisers should note that the qualification rules are complex, and an early application is encouraged. Where an OSV or Training Camp is not eligible for an ASL grant the Chief Executive Officer Army Sport may in exceptional circumstances use their discretion and consider a grant from the Army Sport Charitable Fund.

e. **BIBMTF.** The procedure for applying for a BIBMTF grant is given in 2022DIN10-035**.** Grants are currently limited to unit overseas sports visits as long as the sport is Categorised within JSP 660.

[69] This includes the use of MOD road transport and Mod fuel cards.

5.183. Authority and Clearances.

a. **Sports Operational Manager Support.** Each OSV is to be supported by the relevant Army Sports Operational Manager to ensure the visit meets NGB directives, is appropriate and takes into consideration all aspects of other extant policy including safety management, support from suitably qualified officials, risk assessments and appropriate consideration for those 'High-Risk' sports. The relevant Army Sport Operational Manager is to confirm that the team has been committed to Corps or Army delivered sports and has entered Corps and Army competitions during the preceding season.

b. **OSV & Overseas Training Camp Applications.** All Applications for OSVs and overseas training camps are to be submitted using Annex L, to opsbranch@britisharmysport.com at least 3 months prior to the start of the visit. It remains the responsibility of the CoC to authorise an individual's participation on the visit. Organisers of the visit are also to submit a copy of their outline itinerary/fixture list, nominal roll and Event Instruction

c. **UK Training Camps.** Organisers of a UK based training camp in respect of Army or Corps representative teams are required to submit their application using Annex M to opsbranch@britisharmysport.com at least 3 months prior to the event for Army Sport authorisation. Once an activity is authorised, participation can be approved by an individual's CoC.

5.184. Diplomatic Clearance. Diplomatic Clearance (Dip Clear) is the political authority to transit through or undertake an overseas visit in countries outside of the UK. Normally Dip Clear will be approved by the appropriate British Embassy/High Commission Def Sect. Applications are to be made to the appropriate Defence Section, British Embassy/British High Commission which are listed within the International Policy and Planning (IPP) Overseas Directory[70].

a. **Clearance to Transit through a Country.** In addition to Dip Clearance organisers of OSVs where they will transit through one or more countries are to request permission from the in-country Def Sect of those specific countries they will be transiting through for clearance so to do. (Further clarification can be provided from Army Sport). Organisers of OSVs and overseas training camps are to be aware that there are now changes to the Transit Clearance process and all future applications for Transit Clearance for movement across Continental Europe are to be submitted to HQ Fd Army Operate (Mov) as directed in JSP 800 Vol 3 leaflet 29 – Movement within Continental Europe.

b. A flow chart at Annex P describes the process for organising and applying for an OSV or Training Camp.

5.185. Diplomatic Applications. Applications for Diplomatic Clearance are to be submitted as follows:

[70] Held on DefNet at Official Sensitive

Army Representative Team Applications		
Diplomatic Clearance	**Submission timelines**	**Comments**
Requested from the in-Country Def Sect[71] Requests to visit Germany are to be sent to GEO J7 Ops & Trg (Liaison and Transit Cell).	All applications are to be submitted at least 3 months prior to start of the OSV or Trg Camp.	Army Rep Teams OSVs & overseas training camps are to be authorised by Army Sports Secretary.

Corps Representative Team Applications		
Diplomatic Clearance	**Submission timelines**	**Comments**
Requested from the in-Country Def Sect Requests to visit Cyprus are to be sent to SO2 PD HQ BFC. Requests to visit Germany are to be sent to GEO J7 Ops & Trg (Liaison and Transit Cell).	All applications are to be submitted at least 3 months prior to start of the OSV or Trg Camp.	Corps Sports OSVs & overseas training camps are to be authorised by Corps Sports Chair and approved by Army Sports Secretary.

Unit/Team or Individual Applications			
Applications from Unit Teams Located in:	**Diplomatic Clearance**	**Submission timelines**	**Comments**
UK Germany NW Europe Cyprus Rest of World	Requested from the in-Country Def Sect where visit will take place Requests to visit Cyprus are to be sent to SO2 PD HQ BFC. Requests to visit Germany are to be sent to GEO J7 Ops & Trg (Liaison and Transit Cell).	All applications must be submitted at least 3 months prior to start of the OSV or Trg Camp.	Unit OSVs/Trg camps to be personally authorised by CO.

5.186. Travel and Training Camp Packages. Because OSVs and overseas training camps are non-publicly funded, there remains several options with regards to travel arrangements:

a. **Sports Tour Company.** There are numerous sports tour companies that offer tailored packages for OSVs and overseas training camps. It remains advisable that organisers liaise with the Ops Offr, Army Sport before committing any funding in order to discuss the advantages and disadvantages of using a sports tour company.

[71] Contact details for in-country Def Section is available on MODNET @ Publications; master index to key documents. Alternatively, the Ops Offr at Army Sport can provide you with the specific Def Sect contact details.

b. **Utilisation of Defence Travel.** American Express Global Business Travel (GBT) formerly Hogg Robison Group (HRG) are the providers of Defence Travel, further details are contained within para 5.125 of this AGAI. Whilst the use of GBT is not mandatory for OSV and overseas training camps, there are many benefits to using this service which must be considered:

(1) GBT provide the optimum value for money booking solution following a competition for travel booking services.

(2) Booking through GBT ensures the MOD's business travel policy is adhered to.

(3) Ensures MOD Personal Data is handled in accordance with MOD security policy, and the GBT tool is accredited by ISS.

(4) Guarantees the capture of Management Information, used by TLB's to combat fraud, settle accounts, and provide data necessary for Cabinet Office reports.

(5) Provides a live feed to the lowest rates in the industry, giving a total cost (which is not achieved by sites such as Skyscanner, booking.com or expedia.com).

(6) Ensures that duty of care to MOD travellers is provided, by aiding during emergencies such as hurricanes, snowstorms, security incidents, etc.

(7) Capitalise on multiple savings initiatives run on MODs behalf by GBT (such as audits, compensation schemes, and centralised reward schemes).

(8) Leverage the buying power of the MOD's travel spend, and GBT to obtain the lowest travel fares in the industry.

(9) GBT as a travel agent have special relationships with travel providers which enables them to achieve waivers to charges that the MOD would otherwise incur if the supplier was dealt with directly (when possible, this includes, late cancellation, name changes, no shows etc).

(10) Using a travel agent allows the MOD to use its centralized payment solutions which are the most effective and value for money payment solution for travel.

5.187. Armed Forces Compensation Scheme (AFCS). The AFCS provides compensation for injury, illness or death caused by service in the UK Armed Forces on or after 6 April 2005. The Scheme applies equally to Regular and Reserve forces. Compensation is paid for injuries[72] which arise as a result of service, regardless of how they are sustained. No distinction is made between injuries sustained on operations, and those incurred during training, service-approved sport, or while undertaking specified activities to maintain fitness. When attending OSVs and overseas training camps, it is emphasised that all SP must be listed by name, along with details of specific activities and their timings on the Event Instruction. This will provide clarity on the probability of AFCS cover and aid decisions regarding levels of personal insurance requirements. Specific details are contained within JSP 765.

5.188. Medical Planning. In accordance with ACSO 3215, Medical Plans for all overseas exercises is mandatory and must have a Competent Medical Authority (CMA) Health Risk Assessment. OSVs and overseas training camp organisers are advised to contact their relevant 2*

[72] Where the term 'injury' appears in this context, it should be construed to include cases of illness or death, where appropriate to do so, unless specified otherwise.

CMA at the earliest opportunity to discuss their requirements. Only Army and Corps level OSV and training camps Medical Plans are to be submitted via this form. All other Medical Plans should be submitted iaw ACSO 3366. Medical Plans must be submitted to the CMA 8 weeks in advance of the departure date. Activity Risk Owners are to be aware that the CMA will provide SME advice in regard to the Medical Plan and as such the Activity Risk Owner should consider the advice provided in their decision-making process.

5.189. Reciprocal Medical Cover. The UK has reciprocal healthcare agreements with some EU countries, and several non-EEA countries/territories. Current information on reciprocal healthcare agreements can be obtained from NHS - Healthcare-abroad. When travelling (or transiting) to EU countries, all personnel should be in the possession of in-date Global Health Insurance Card (GHIC) which is obtainable via GHIC. Personnel are reminded that the GHIC is not an alternative to travel insurance. The list of countries/territories where reciprocal healthcare agreements are in place is limited. Whilst urgent or immediate medical treatment will be provided at a reduced cost or, in some cases for free, the agreements do not cover the cost of returning you to the UK (repatriation) or routine monitoring of pre-existing conditions.

5.190. Event Instruction. All expeditions are to produce an 'Event Instruction' outlining the training aims and objectives, scheme of manoeuvre, programme, risk management mechanisms, administration procedures and responsibilities. The Event Instruction must be distributed accordingly within the Army Sport and units (individuals and their CoC). Event Instructions should be written in the NATO orders sequence, an example of Event Instruction headings is listed at Annex Q.

5.191. Documentation. The organiser is to ensure that all personnel have the appropriate documentation, which should include as a minimum:

a. MOD 90.

b. Passport with a minimum of 6 months left before it expires.

c. Appropriate visa for the country being visited[73].

d. Travel documentation (Air tickets etc).

e. Personal travel insurance policy documents.

f. Driving licence.

g. Global Health Insurance Card when travelling (or transiting) to EU countries.

5.192. Security. Security advice for the countries being visited is to be obtained from either the local or most appropriate G2 Sy Branch and, if advised to do so, from the in-country Def Sect who may also advise on specific travel arrangements applicable to the country being visited. In all circumstances it is advisable to contact the Def Sect prior to travelling to confirm the need for an in-country security brief or update.

5.193. Defence Engagement. Current Defence Engagement priorities may present opportunities for sport to be used to support Defence Engagement tasks in specific geographical areas and there

[73] FC personnel may require a special visa depending upon the nationality. Specific details are available from the website of the Country being visited.

may be considerable diplomatic and public relations value. Anyone seeking further guidance is to contact Ops Offr, Army Sport.

5.194. Army Situational Awareness Room (ASAR). The ASAR is the operations room which is situated within Army HQ. The purpose of the ASAR is to ensure the CoC has a full understanding of the numbers of SP that are deployed overseas at any point in time. This includes those SP that deploy on to an OSV or Overseas Training Camp. Organisers of OSVs and overseas training camps are required to input the details of their deployment onto the ASAR Tracker once they have authority from Army Sport to conduct the OSV or Training Camp:

a. Activity details to be input into the ASAR Tracker prior to deploying.

5.195. General Data Protection Regulations (GDPR). All OSV and Training Camp organisers are to ensure that when they share personal data the recipients of that data are GDPR compliant. If this is not possible (in particular for both EU and non-EU countries and organisations who do not have an Adequacy Agreement with the UK) then the senior officer signing the Army Sport authority request must ensure that due diligence has been conducted on those organisations with whom they are sharing data.

5.196. Cancellations and Amendments. Organisers are to inform Army Sport if the OSV or Training Camp is cancelled or any significant amendments to the dates or numbers attending the OSV or Training Camp before departing the UK.

5.197. Post Activity Report (PAR). Where an ASL Grant has been approved the organiser is to send a PAR to Army Sport (ASL Manager) within 6 weeks of the visit concluding. Details can be found in 2024DIN10-035 or its successor.

5.198 - 5.250. Reserved.

ANNEX A TO CHAPTER 5
GLOSSARY OF ABBREVIATIONS

Abbreviation	Full Terminology
ACAI	Army Competent Adviser and Inspector
ACF	Army Central Fund or Army Cadet Force
ACDS	Assistant Chief of Defence Staff
ACOS	Assistant Chief of Staff
ACS	Army Corporate Standard
ACSO	Army Command Standing Order
AGAI	Army General and Administrative Instruction
ALARP	As Low as Reasonably Practicable
APC	Army Personnel Centre
ARITC	Army Recruiting and Initial Training Command
ARC	Army Reporting Cell
ARO	Activity Risk Owner
ARMS	Army Reporting Management System
AS	Adaptive Sport
ASHPP	Army Sport High Performance Pathway
ASL	Army Sport Lottery
ASPT	Army School of Physical Training
AWGC	Army Welfare Grants Committee
BAMA	British Army Motorsports Association
BaU	Business as Usual
BB-S	Battle Back Sport
BCD	Battlefield Casualty Drills
BFC	British Forces Cyprus
BIBMTF	Berlin Infantry Brigade Memorial Trust Fund
CDP	Chief of Defence People
CDT	Compulsory Drugs Test
CGS	Chief of the General Staff
CILOR	Cash in Lieu of Rations
CoC	Chain of Command
COS	Chief of Staff
DAIB	Defence Accident Investigation Branch
DDH	Delivery Duty Holder
DH	Duty Holding
DIN	Defence Instructions and Notices
DPTB	Defence People Training Board
DRC	Defence Recovery Capability
ECAB	Executive Committee of the Army Board
ECOPF	Enhanced Commanding Officer’s Public Fund
EtR	Engage to Recruit
H&S	Health and Safety

Abbreviation	Full Terminology
HoA	Head of Arm
ICG	International Competitor's Grant
IDES	International Defence Engagement Strategy
IMT	Individual Military Training
IRP	Individual Recovery Plan
ITR	Individual Training Requirement
JCCC	Joint Casualty and Compassionate Cell
JMC	Joint Military Command
JSP	Joint Service Publication
LoDA	Lines of Defence Assurance
MLD	Medically Limited Deployability
MND	Medically Non-Deployable
MOD	Ministry of Defence
MST	Military Swimming Test
NGB	National Governing Body
NT	Nuffield Trust
OCdt	Officer Cadet
OCG	Olympic Competitor's Grant
OiC	Officer in Command or Officer in Charge
OTC	Officer Training Corps
OTR	Officer Training Regiment
PAP	PULHHEEMS Administrative Pamphlet
PD	Physical Development
PDA	Physical Development Audit
PFI	Private Finance Initiative
PT	Physical Training
PTI	Physical Training Instructor
PRI	President of the Regimental Institute
PRD	Personnel on Recovery Duty
Prof Dev	Professional Development
PS	Permanent Staff
RA	Risk Assessment
RAPTC	Royal Army Physical Training Corps
RAPTCI	Royal Army Physical Training Corps Instructor
ReM	Resilience Margin
RFCA	Reserve Forces' and Cadets' Association
RSDs	Reserve Service Days
RMAS	Royal Military Academy Sandhurst
SEPF	Sports Equipment Public Funding
SIO	Specialist Instructional Officer
SJC	Standing Joint Command
SLCs	Standard Learning Credits

Abbreviation	Full Terminology
SMAA	Senior Master at Arms
SME	Subject Matter Expert
SOTR	Statement of Trained Requirement
SP	Service Personnel
SPL	Special Paid Leave
SPPG	Service People Policy Group
SQEP	Suitably Qualified and Experienced Person/Personnel
SSW	Safe System of Work
TDA	Training Delivery Authority
T&S	Travel and Subsistence
TASS	Talented Athlete Scholarship Scheme
TSLD	Talent Skills Learning and Development
TSLD PAG	TSLD Policy and Assurance Group
TPG	Training Policy Group
TRA	Training Requirements Authority
UK AFSB	United Kingdom Armed Forces Sport Board
UKCC	United Kingdom Coaching Certificate
UKS	UK Sport
UKSI	UK Sport Institute
UOTC	University Officer Training Corps
VCDS	Vice Chief of the Defence Staff
WADA	World Anti-Doping Agency

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ANNEX B TO CHAPTER 5
USEFUL POINTS OF CONTACT

Ser	Organisation	Appointment	Address	Telephone/Email
(a)	(b)	(c)	(d)	(e)
1.	UK Armed Forces Sport Board (UKAF SB)	Secretary	TSLD SEO Sport and AT Policy MOD Main Building	07535 999679 Ken.Whitfield561@mod.gov.uk
2.	Army Sport	Chief Executive Officer	Mackenzie Building Fox Lines Aldershot GU11 2LB	94222 7300 DAmison@britisharmysport.com
3.		Chief Operating Officer		94222 7032 pleighton@britisharmysport.com
4.		Operations Officer		94222 7058 apunter@britisharmysport.com
5.		Army Sport Lottery		94222 7065 lottery@britisharmysport.com
6.		Secretary AR Sports		07884 318353 Oliver.Ormiston363@mod.gov.uk
7.		Sports Assurance Officer		07843 200983 atindale@britisharmysport.com
8.		All Army Sport Associations and Unions Secretaries	Army Sport Website	Army Sport Website

9.	HQ RC	SO2 PD	HQ RC Montgomery House Aldershot GU11 2JN	RC-Ops-PD-SO2@mod.gov.uk
10.		SMI Sport		RC-Ops-PD-Plans-SMI2@mod.gov.uk
11.		SO2 Cadet Activities		RC-Cdts-Trg-sport@mod.gov.uk
12.	RC Scotland	SO3 PD	HQ 51 Bde and HQ Scotland, Redford Cavalry Barracks, Edinburgh, EH13 0PP	51X-G7-PD-Mailbox@mod.gov.uk
13.	RC Northern Ireland	SO3 PD	HQ 38 Bde Thiepval Bks BFPO 801	38X-OpsTrg-PD-SO3@mod.gov.uk
14.	RC North	SO3 PD	HQ North Bourlon Bks Catterick Garrison North Yorks DL9 4JH	NorthHQ-Pers-PD-SO3@mod.gov.uk
15.	RC Centre	SO3 PD	HQ Centre Chetwynd Bks Beeston, Nottingham, NG9 5HA	CentreHQ-FBPers-PD-0Mailbox@mod.gov.uk

16.	RC South	SO3 PD	HQ SE Wavell House Aldershot GU11 2LQ HQ SW Jellalabad BKs Tidworth Hampshire, SP9 7BQ	SEHQ-PD-SO3@mod.gov.uk SWHQ-G7-PD-SO3@mod.gov.uk
17.	LONDIST Sports Board	SO2 PD	HQ LONDIST Horse Guards Whitehall London SW1A 2AX	LONDIST-SO2G7PD@mod.gov.uk
18.	British Forces Cyprus Sports Board	Secretary	HQ BFC Episkopi Station BFPO 36	BFC-HQ-J7-PD-SO2@mod.gov.uk
19.	British Forces Gibraltar G7 PD	SMI	HQ BF Gibraltar BFPO 52	Gib-HQBF-SAJ3PAT@mod.gov.uk
20.	Global Support Organisation, Germany Enabling Office (GEO).	J7 Cell	Building 213, Antwerp Barracks, Sennelager, BFPO 16	GSO-GEO-DipClrHNSpt-Group@mod.gov.uk
21.	ASPT	2IC	Mackenzie Building Fox Lines Aldershot GU11 2LB	ASPT-2IC@mod.gov.uk
22.	Pers Pol (A) Professional Development Branch	SO2 AT/Sport	Army Headquarters Marlborough Lines Andover SP11 8HJ	ArmyPers-Pol-ProfDev-ATSprt-SO2@mod.gov.uk

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ANNEX C TO CHAPTER 5
ASSURANCE RESPONSIBILITIES

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

1st Line of Defence Assurance – assurance provided by those delivering the output.			
Ser	**Activity**	**Refer to**	✓ ✗
1	Completion of the Sports Appointment Course (as required)	5.037	
2	Completion of a Risk Assessment for all activity	5.149	
3	Compliance with the Safe System of Work *(Safe People, Safe Practice, Safe Equipment, Safe Place)*	5.147	
4	Compliance with NGB Rules & Regulations (specific to sport) *(Unless the MOD or single Service requires a higher standard)*	5.023a(1)	
5	Production and compliance with a Sports Directive or Management Plan	5.021h	
6	Production of a detailed Event Instruction (for specified events)	5.144c & 5.145e	
7	Ensuring activity is correctly authorised and recorded	5.055	
8	For High-Risk sports – ensure Activity Risk Owner authorisation	5.057	
9	Utilising SQEP individuals (Coaches and Officials) to supervise activity	5.101	
10	Provision of adequate first aid and medical arrangements	5.154	
11	Authorised use of Service travel entitlements	5.123c	
12	Discourage Substance Misuse and report offenders	5.085	
13	Adherence with Army Sponsorship regulations (where applicable)	5.126	
14	Adherence with Army Hospitality and Gifting regulations	5.129	
15	Completion of MySafety reporting for Accidents/Occurrences	5.164	
16	Completion of MySafety for near miss reports	5.164	
17	Report fatalities and listed injuries (VSI, SI) and complete a Learning Acct	5.164	
18	Submit activity reports (when requested)	5.163c	
2nd Line of Defence Assurance			
19	This covers the organisations and internal mechanisms which monitor and report on the effectiveness of the controls designed to mitigate risks at the 1st LoDA, to ensure that standards and policy requirements are met.	5.023b	
3rd Line of Defence Assurance			
20	This covers independent assurance provided to the Army by organisations not directly involved with the functional activity and not part of the line management chain of command		

Completed by:

Sig: **Name:** **Appointment:** **Date:**

ANNEX D TO CHAPTER 5
SUGGESTED CONSTITUTION AND CHARTER OF A SPORTS BOARD

References:

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

1. **Constitution.** The Sport Board is formed by:

   a. President.

   b. Chair.

   c. Secretary.

   d. Assistant Secretary (Optional).

   e. Treasurer (Finance).

   f. Women's Sport Focus (if applicable).

   g. AR Focus (if applicable).

   h. Membership.

2. **Aims.** The aims of the Sport Board are:

   a. To promote sport for the benefit of all personnel within the organisation and to encourage sport at UKAF, Army, Corps, Unit and sub-unit levels.

   b. To ensure that all sport is organised in accordance with the rules and regulations of the NGB and the direction laid down in References A and B.

   c. To ensure all sports in which the organisation participates have nominated sports officers and appropriately qualified coaches and officials.

   d. Where necessary, ensure that a Women's Sport Focus is appointed to encourage greater participation in women's sport.

   e. To administer Public and Non-Public funds placed under the Sport Board's control for the benefit of sport in the organisation.

3. **Meetings.** The Sport Board will normally meet biannually (at least annually for Reserve units) to consider the seasonal differences of some sports (ie Summer and Winter sports) and discuss the following agenda items:

   a. Chair's Opening Brief and Intent.

   b. Sequencing and Participation in fixtures and competitions.

   c. Funding for equipment, entry fees, overseas sports visits, trophies, etc.

   d. Reviewing sporting accidents, incidents, near misses and lessons learnt.

   e. Notable Sporting Successes.

   f. Approval of Awards/Colours.

g. Sports updates from Sports Officers.

4. **Responsibilities - Formation Level Sports Boards.** Formation PD Branches are to:

a. Assist the Chair of the Sport Board to appoint Presidents, Chairs, Secretaries, Women's Sport Focus and a Reserve Focus for all sports co-ordinated.

b. Produce a Formation Sports Directive, promulgated to all units within the Formation.

c. Provide assistance and advice to Formation Commanders on Sport Policy issues.

d. Ensure that:

(1) The duties and responsibilities of Sports Presidents, Chairs and Secretaries are documented in Formation Sports Directives.

(2) Secretaries maintain a database of known and reliable officials in their AOR, encouraging individuals to pursue qualifications in order to maintain levels of qualified personnel.

(3) If requested, submit a Formation sport report to Army Sport.

(4) Where appropriate provide feedback to the CoC of those individuals who support an Army sports committee.

5. **Responsibilities - Unit Sports Boards.** COs and OCs are to:

a. Produce a Unit Sports Directive (to be reviewed annually).

b. Subject to Operational commitments, field at least two summer and two winter teams (major units) or at least one winter and one summer team (minor and Reserve units) across the Army's key team sports.

c. Appoint a Sports Coordinator to promote sport throughout the unit, where applicable this would normally be the RAPTC Instructor.

d. When not on operations or field training, Regular units are to programme a minimum of two hours of sport each week. For unit teams, this should routinely be on Wednesday afternoons, when most Army league and Army qualifying competitions are held. AR units are to actively participate in sport.

e. Record sporting achievements for submission towards the Army Sports Trophies Competition collated by the PD Branch at HQ RC.

f. Talent-spot players and identify sports coaches and officials for the future.

g. Collate the sports information required for the Physical Development Audit (PDA) Self-Assessment Report held on the Army Reporting Management Suite (ARMS), see Part 8 for further details.

ANNEX E TO CHAPTER 5
GUIDANCE ON THE CAREER MANAGEMENT OF HIGH PERFORMANCE ATHLETES

References:

A. Army People Plan 2024
B. JSP 760 - Regulations for Leave and Other Types of Absence.
C. AGAI 39 - The Resilience Margin (ReM).
D. AGAI 44 - Army Flexible Service.
E. AGAI 111 - Professional Sportsmen and Women in the Army.
F. JSP 757 - Tri-Service Appraisal Reporting Instructions.

Background

1. **Background.** The Army categorises its high-performance athletes as part of the Army Sport High Performance Pathway (ASHPP). The ASHPP is the Army's (Regular and Reserve) strategic partnership with UK Sport (UKS), the UK Sport Institute (UKSI), sporting National Governing Bodies (NGBs) and the Sport England funded Talented Athlete Scholarship Scheme (TASS). The aim of the ASHPP is to develop Army athletes who have potential to reach major sporting championships, which includes Olympic Games, World and European/Continental Championships and the Commonwealth Games.

2. Successes enjoyed by Army athletes will deliver outstanding opportunities to promote the Army's reputation which supports the Army's moral component of developing a soldier's pride. It will also support the Army communication theme 'Soldiers are our core strength'. The promotion of successes enjoyed by Army athletes also reinforces CGS' Increasing Lethality initiative, outlined in Reference A, by demonstrating how the Army enables talent to thrive, regardless of gender, ethnicity or sexuality.

3. **Aim.** To provide clear guidance on the career management of high-performance athletes.

4. **Policy.** In general, the Army will continue to support its high-performance athletes by employing them in accordance with Reference B and Reference C. Whilst the Army encourages personnel to engage in sports as officials (coaches or managers) it is less appropriate for them to do so full-time for extended periods whilst in the paid employment of the Army. The Army will in such circumstances consider sympathetically applications for a Career Intermission (CI); remuneration during such breaks is the responsibility of the individual to negotiate with the prospective employing organisation. Where both athletes, officials and coaches aspire to shorter periods of full-time engagement in sport, the provisions of Unpaid Leave (UPL) or Special Paid Leave (SPL), which can be granted by an individual's CO, are considered entirely appropriate for such a purpose, further details are available on both types of leave in Reference B. In addition, Reference D (Section 2, Flexible Working Policy – Flexible Service) provides details on the opportunity to use Flexible Service (FS) as an alternative to a Career Intermission.

5. **Scope.** The guidance in this Annex is for any member of the Army[74], officer or soldier[75], who aims to compete in sport above Army Sport and UKAF levels, or officiate, coach or manage at national or international level. It does not include professional athletes who are managed in accordance with Reference E.

6. **Definition of Athletes.** High-performance athletes are categorised according to the level at which they are participating and the method for their management:

   a. **High-Performance.** These are athletes who have been identified by their sport's NGB as having the potential to compete at the Olympic Games, Commonwealth Games, World

[74] Army Reserve personnel competing at national level may be considered on a case by case basis (alternative workforce mechanisms may be required to facilitate this).
[75] Duty status should be confirmed for compensation reasons in accordance with JSP 765.

Championships, European/Continental Championships or other major competition whilst representing GB, or Home Country (HC) equivalent, at full international level in the future. These athletes will be selected for TASS and likely to be placed in a Sport ReM position. These athletes have strong potential for a place on a NGB World Class Programmes (WCP)

b. **Performance.** These may be national level athletes who have been identified as having potential to be supported on a NGB WCP in the future. If not already sponsored by their HC, Performance Athletes can be selected for the Talented Athlete Scholarship Scheme (TASS):

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

(2) The Army Sport High Performance Pathway (ASHPP)Talented Athlete Scholarship Scheme (TASS)[76] Selection Board receives funding and direction from the ASHPP Advisory Panel via Army Sport. Whenever possible, TASS support will be provided at a location near to the individual athlete's own unit by a TASS Delivery Site (TDS)[77].

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

(a) A Great Britain athlete who is not part of UK Sport NGB funded programme.

(b) A Home Country (HC)/Foreign and Commonwealth (F&C) representative athlete[78].

(c) An athlete who is recommended for a HC/F&C programme with sufficient evidence from the NGB of future potential/headroom to reach HC/F&C representative standard[79].

(d) Exceptional potential identified via an ASHPP and/or UK Sport national recruiting campaign[80].

(e) Emerging talent identified by Army Sport Operation Managers

[76] TASS provides athlete support in the areas of Strength and Conditioning (S&C), Nutrition, Sport Psychology, Physiotherapy and Lifestyle Coaching.
[77] There are currently 33 TDSs in England but also approved delivery sites in Scotland, Wales and NI.
[78] GB England, Scotland, Wales, NI and F&C countries.
[79] This information derived from athlete training history questionnaire and recent competition results.
[80] This could be as part of Talent Identification (TID), Talent Transfer (TT) or Talent Confirmation (TC) programmes.

7. **Workforce Mechanisms.** There are six workforce mechanisms which can be used to facilitate individuals taking part in elite level sport outside of the Service environment:

a. **Engage to Recruit (EtR).** Army personnel involved in high-profile sport[81] must contribute to the Army's Engagement effort in order to inspire potential applicants and gatekeepers about a career in the Army. Delegated from HQ SJC to HQ RC, Engagement activity is designed to sustain a full-strength Army (Regular and Reserve) workforce. Those soldiers in the high-profile sports must expect to be available[82] for Engagement activity for a duration of 5 – 10 days per year, for which those individulas will be classed as on duty. Engagement Branch at HQ RC are the authorising authority for all Engagement activity for which a high-profile sports person is required. The Branch will define the effect to be achieved and will liaise with Head ASHPP at Army Sport to identify a suitable officer or soldier. In addition, individuals, units or other organisations can scope Engagement activity within the bounds of ACSO 5006 and propose to Engagement Branch for approval. Of note the authorisation for overseas events from a UK Defence Engagement (DE) perspective will be proposed at the SJC led Engagement Targeting Board for International, Engagement and Communications approval in accordance with DE priorities.

b. **Resilience Margin (ReM).** In accordance with Reference C, nominated Army athletes, are able to train and compete at national level without creating a gap at the providing unit as they are held as a discretionary element of the ReM. The ReM allows Athletes identified and supported at High Performance and Performance levels to be considered and, if selected by the ASHPP Sport ReM Board, to be assigned by the APC to the ReM for a period of 12 months, or if appropriate, longer periods up to a full Olympic cycle of 4 years. Periods on Sport ReM can be extended as circumstances dictate. If not selected for assignment to the ReM, then individuals will have the opportunity to apply to use the remaining workforce mechanisms

c. **A Career Intermission (CI).** Ch 5 of Reference B introduces the opportunity for individuals to apply for a Career Intermission (CI). A CI can be granted if it is in the best interest of the individual and the Army that the individual remains as a member of the Army, but is remunerated by the organisation they represent.

d. **Special Paid Leave (SPL).** Ch 2, Sect 4 of Reference B states that when a Service person has been selected to represent their country at competitive games and sports or officiate at competitions involving National Teams. The governing body of the sport should initiate the application for SPL. When utilising this workforce mechanism, the principle will be that a Service person granted leave in this way will suffer no loss of official emoluments but, equally, they will not be placed in a position to make a financial profit from the period of leave. An individual on SPL will not be replaced.

e. **Special Unpaid Leave (SUL).** In accordance with Ch 4 of Reference B, Unpaid Leave is a period of absence up to a maximum of 93 days at any one time which does not merit the

[81] Those athletes include: Professional Sportspersons, Army Elite Sports Programme covering 3 Tiers of talent including those on the ReM and National Standard/Age Group Athletes.

[82] In the interest of the Army and the athlete any EtR activity must have sufficient lead times around all commitments and requirments. The HQ RC Engagment Team have recommended as a minimum the following lead timelines: 8 weeks for UK engagement; 12 weeks for overseas.

grant of SPL or compassionate leave. This type of leave may be appropriate for individuals voluntarily involved in national/international events. An individual on UPL will not be replaced.

f. **Annual Leave Allowance (ALA).** Individuals may use their ALA in order to participate in recognised events. However, ALA is more likely to be used by those involved in officiating or coaching.

g. **Flexible Service (FS).** Individuals may consider the use of FS as an alternative to a CI. FS allows the individual to work part-time for the Army on a weekly basis and then take unpaid leave for the remaining parts of the week. Details on FS can be obtained from Reference D.

8. **Application Process.** The existing workforce mechanisms remain the most appropriate method for managing personnel involved in high performance level sport. However, it is deemed appropriate to reiterate the procedure and define the qualification criteria:

a. **Process.** The process for applying to compete, officiate, coach or manage in whatever capacity depends on the workforce mechanism selected. The list below highlights the authority for each mechanism:

b. **Qualification Criteria and Authority.** The following should be used as a guide:

(1) **ReM.** Athletes supported by the ASHPP are eligible for consideration for a position on the ReM. Additionally, athletes competing at national level not supported by the ASHPP can be considered. Applications are to be sent to Head ASHPP at Army Sport via the Operations Manager and the respective applicant. The warning order for applications are published in Jan and Aug each year, contact details are listed at para 13 below.

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

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

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

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

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

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

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

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

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

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

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

10. **Career Impact Brief (CIB).** Individuals taking a CI or being assigned to the ReM should be offered a CIB to ensure that there is a shared and recorded understanding of the potential impact to the military career of individuals undertaking elite athlete activities. Previously referred to as and conducted in a similar manner to a Formal Career Review (FCR), it is recognised that there are differences in content and frequency of occurrence. CIBs should be undertaken by the most appropriate organisation (Unit RCMO or APC CM) and a record should be kept using CRM Notes on JPA or on the soldier's/officer's Personal File. CIB should be repeated when individuals are extended on the ReM or CI. As a minimum, a CIB should include the following:

a. If the SP is not already on the ES ReM, then an explanation of the Boarding process and when the next ES Board is due to be held at APC.

b. A reminder of the requirement for both officers and soldiers to attend promotional courses[83] to maintain employability when returning back.

c. Potential impact of deviating from the ROCC Model (Officers at OF2 and above) and resulting impact on competitive for key career milestones such as SUC and Unit Command.

d. The importance of taking leave wherever possible and highlighting the value of discussing the outline sport training regime (if known) with their 1RO during the SP's MPAR.

e. The assignment the subject could expect to return to on completion of their period on the ES ReM, and the appointment boards that may be involved in determining that assignment. This discussion should also cover the following:

(1) Any circumstances that may necessitate a graduated return to work (for example, if the SP has spent a prolonged amount of time on the ES ReM, or if the training schedule has seen significant ILA accrued).

(2) How much time the SP might need to adjust to Routine Army roles.

(3) Any further educational, military, medical, employment and special qualifications[84].

f. Confirmation on the subject's Reckonable Service by being assigned to the ReM, as well as identifying any Terms of Service/Conversion of Commission boards of the SP.

g. When the subject will need to engage with their chain of command/career manager (e.g. to submit PPPs or other administration) prior to their next regular assignment.

h. Whether there are any other issues that the CM or SP may feel relevant before the SP goes onto the ReM. If appropriate, a HARDFACTS assessment can also be employed.

i. Indication of acceptance by the SP in question.

[83] Examples may include: Officers courses, JOLP, JCSC(L), MA Modules, ICSC(L) etc. Soldiers courses, PNCO Cadre, cap badge specific trade trading promotional courses etc.
[84] As laid down in ACSOs 3223 and 3225, QR(Army) and Corps Instructions.

11. **Liaison with Sports Representative**. Prior to the SP joining the Sport ReM, or as soon as is practicable after they have joined it, advice should be sought by the Chain of Command from the Head ASHPP (details in Para 13) as to the following;

a. Details of the NGB Sports representative.

b. Details of the likely training regime being delivered by the NGB, and whether sufficient ILA is likely to be accrued to warrant more than 15 days being carried over to the next year.

c. Opportunities for the SP to visit the Unit, or for the 1RO to visit training. It should be noted that whilst intensive sporting timetables may preclude a face to face visit, opportunities to maintain communications between the SP and the Chain of Command must be taken wherever possible. This should also include sporting events and competitions if practicable.

d. Availability of MS notes for the 1RO on progress to inform the MPAR and next Appraisal Report[85].

e. Establishing a mutual understanding as to preparation the SP will need to undertake for their next regular assignment before their time on the Sport ReM finishes (PPPs, SFA moves etc).

12. **Considerations.** When deciding upon an application the following should be considered:

a. What return of service is the Army likely to get from the individual?

b. When is the individual due to run out?

c. What transferable skills will the individual bring back to the Army?

d. If an individual is offered a CI, is the appointment sufficiently important to the NGB for them to remunerate the individual?

e. What Media opportunities are available and what training might they need in preparation?

f. What effect will non-reckonable service have on the individual's career and future pension?

13. **Point of Contact.** The initial point of contact for further enquiries is:

a. Head ASHPP

Email – tscarr@britisharmysport.com

Army Sport website at Army Sport Website.

[85] Elite Sports guidance can be found at JSP 757 Part 2 V2.1 Chap 1 para 25 for Officers; Chap 2 para 31 for Soldiers.

ANNEX F TO CHAPTER 5
POTENTIAL TALENTED OR HIGH PERFORMANCE ATHLETE IDENTIFICATION FORM

1. There is a requirement for Army Sport to ensure all representative teams are selected from the widest pool of talent. To assist this process, a Microsoft Forms link and QR code has been created to enable individuals to be highlighted to the respective Army Sport Association lead for consideration for future team selection and training camps.

2. The criteria for consideration are as follows:

   a. Any individual within the Regular or AR who has displayed potential to participate at Army level (or higher) however, has not yet been selected for an Army fixture.

   b. Prior to joining the Army had represented their County, Region or Country at any competition level.

3. All enquiries as to eligibility for Army selection should be sent to the Operations Officer Army Sport on opsbranch@britisharmysport.com.

Supporting Documentation:

4. Army Sport Link

5. QR Code:

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

1. COs have a Duty of Care to provide sports coaches and officials for the supervision and conduct of sport training and competitions. This guide provides guidance to those who hold no sport coaching/officiating qualification but are considered to be competent and responsible enough to conduct and supervise training safely. It will provide advice to assist in the supervision and conduct of Sport and reduce the likelihood of injury.

2. This guide does not replace the requirement for qualified coaches and officials but should be used as an interim measure prior to sending a competent and interested individual on a recognised and official sport coaching course.

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

4. **Plan a Training Programme for Individuals and Teams.** A well-planned training programme that has been Risk Assessed will contribute to success on the 'field of play' and reduce the likelihood of injuries. Consider the following when planning a programme:

a. What are the short and long-term goals? Are they realistic and achievable?

b. Each sport has different physical requirements and should be treated differently with goals and expectations reflected accordingly.

c. Avoid consolidated blocks of training as the intensity could overload the body and cause injury[86].

d. The programme must be progressive and reflect the time and commitment of the individual/team.

5. **Frequency and Intensity of Training.** The appointed individual should aim to get their team fit to play competitive sport. Although playing sport will assist in developing fitness, it will not maintain or enhance fitness levels further. When planning and conducting a training session you should consider the following:

a. Seek appropriate guidance from qualified coaches or PT staff.

b. Only conduct three quality training sessions per week with sufficient rest and recovery between each session.

c. Ensure that the correct muscle groups are exercised for the required sport. A general all-round fitness build-up should be initiated at the beginning of the season, followed by a specific schedule of training for the competitive part of the year.

d. Temper training with gender, age, fitness and experience of the individual. Do not expect all personnel to be at the same fitness levels. Stream individuals into ability groups to ensure appropriate levels of intensity.

e. Only compete and play matches once or twice a week. Intensive training sessions should not be conducted the day prior to a match/competition.

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

f. Only a light intensity session should be conducted the day prior to a competition.

g. Try to train the same time each day with the same recovery between sessions.

h. Coach correct techniques and progressions.

i. Individuals who are injured or unwell should seek advice from a doctor or physiotherapist and adhere to the direction in para 5.150.

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

a. Ensure currency regarding knowledge of the sport. This will give the supervisor credibility and assist with bonding the team together.

b. Know the capability, strengths and weaknesses of your team and individuals.

c. Do not treat individuals like mini professionals. The physical condition and ability of the individual will determine the amount and intensity of training they are capable of undertaking.

d. Know the limits of the individual and team. Only progress in training when the individual/team is ready.

e. Ensure younger players are not exposed to playing against older more senior and experienced players unless they are of the similar standard.

7. **Do Not Train.** Individuals must follow the SSW practices are not to undergo intensive training for sport if:

a. They are injured and training is likely to aggravate the injury.

b. They are feeling unwell or are under medication.

c. They have just eaten a substantial meal (less than two hours before).

d. They are tired, hungry or dehydrated.

e. Their concentrations are low, and they are not focussed on training.

f. They are not sufficiently warmed up.

g. Climatic conditions are likely to affect training (i.e. hot/humid conditions will increase perspiration leading to dehydration or muscle cramp; cold conditions could increase the potential for muscle tears). Further guidance can be obtained from JSP 375 Chap 41 (Heat Illness prevention) and Chap 42 (Cold Injury prevention).

h. There are slippery or uneven pitch/court/track surfaces that are likely to make running and stability difficult resulting in ankle inversion and muscle tears.

i. There is poor visibility from fog, bright sunshine or darkness. Individuals must wear reflective clothing when running at night on roads. Running alone whilst using headphones etc, especially at night, is not recommended.

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

8. **Warm Up and Cool Down.** To improve performance and reduce the likelihood of injury, a warm-up and cool down must be included in every training session, conducted by an All Arms Physical Training Instructor (AAPTI) or a qualified coach in the specific sport.

a. A Warm-up should include:

(1) Activities to gradually and sensibly increase body temperature and general circulation (steady state running 10 mins).

(2) Mobility of all joints, but predominately those utilised within the sport.

(3) Flexibility of specific muscle groups predominantly utilised within the sport.

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

(1) Light running to allow the heart rate to gradually return to its normal rate.

(2) The inclusion of mobility and flexibility exercises to help retain a good range of movement.

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

a. Drink at least 2.4 litres of fluid a day and an extra litre during hard exercise and hot conditions.

b. Eat a balanced diet that includes plenty of fresh fruit and vegetables.

c. Replace energy sources after exercise with carbohydrates, e.g. bread, pasta, bananas (within 20 mins after training).

d. Avoid alcohol the night before any training session.

10. **Safe System of Work for Sport.** An appointed competent person should be aware of the Safe Systems of Work[87], they are as follows:

a. **Safe Person.** An individual who has received the appropriate information, instruction and supervision to carry out specific tasks.

b. **Safe Equipment.** Supervisors of sport must ensure that the appropriate equipment is used and is safe and maintained.

c. **Safe Practice.** Practices are conducted in accordance with Service regulations and in accordance with the laws laid down by the sport's NGB.

d. **Safe Place.** A safe place is one where safety controls have been put in place and have been identified by a site-specific RA.

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

[87] ACSO 1200 – Chap 4.

a. Check that the whole team is medically fit and capable of training to the levels expected.

b. Know the opposition and their strengths.

c. Check that all playing surfaces and equipment are safe to use.

d. Check on weather conditions, especially in extreme heat or cold. Check the Wet Bulb Globe Temperature (WBGT) reading immediately before commencing training or competition.

e. Ensure an appointed/competent person is present.

f. Ensure your team has and wears the correct clothing, footwear and protective equipment, etc.

g. Ensure there is a first aid facility and emergency procedures are in place.

h. Ensure drinking water is available and close to the training/competition facility.

i. Ensure that all RAs are maintained in the event an injury occurs.

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

a. Adequate playing surfaces, lighting, heating and environmental conditions will have an impact over where and when it is best to train.

b. The location and time when facilities are available to use.

c. The safety and serviceability of the equipment and floor surfaces. Are they suitable for the sport being played?

d. Avoid using advanced equipment for inexperienced players.

e. The supervisor must be familiar with the equipment, facilities and surroundings.

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

a. Is the protective equipment used by the individual and team safe, fitted correctly, adequate and recognised by the Service and or NGB?

b. Ensure where applicable mouth guards and protective equipment are worn.

c. Does the team clothing (strip) meet the requirement of the unit, is it practical and does it afford the necessary protection?

d. Is the footwear suitable for the sport being played?

e. All jewellery should be removed or taped to avoid injury to both the player and opponent.

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

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

1. **General.** As introduced at para 5.154, the MOD has a Duty of Care to its employees that includes ensuring appropriate levels of first aid or medical cover are available during participation in sport.

2. **Principles.** When considering the provision of first aid or medical cover for sports fixtures and competitions, the following principles should apply:

a. Where a sport's NGB mandates a specific level of first aid or medical cover, then the Army requirement must at least be the same, or of an equivalent standard. Organisers of sports fixtures and competitions are to be conversant with the NGB requirement for first aid or medical cover in their respective sport.

b. The Army's Sports Associations and Unions are to liaise annually with their respective NGB to ascertain any changes to the first aid or medical cover required for their respective sport. Any changes are to be communicated through the CoC.

c. If an NGB has not provided clear guidance on the level of first aid or medical cover required for their respective sport, then organisers are to use the Risk Assessment process to help determine the requirement. The tables below help to provide a framework that organisers can use to risk assess the requirement for first aid or medical cover.

d. **Risk Assessments.** The Risk Assessment process and guidance is contained within ACSO 1200, Ch 4. Having conducted an injury risk assessment using the framework outlined within ACSO 1200, organisers will be better able to determine the requirement for first aid or medical cover.

e. **Injury Treatment Principles**. Organisers should consider what arrangements may already be in place (i.e. festivals or sports tournaments). Are the provisions made by the organisers sufficient to meet the NGB requirements, or Army requirements if higher. The minimum medical support required is outlined by the NGB for each sport. Note that certain sports have additional guidance:

(1) **Boxing.** JSP 950 Vol 2 Ch 1 Lft 2-1-1 - The Medical Management of Service Boxing.

(2) **Rugby.** First Aid Provision & Injury Reporting | Rugby Football Union

f. **Medical Scene Management.** Subject to the requirements of the NGB and specific medical support having been put in place, or having completed an injury risk assessment (as outlined above) to assess the likely level of first aid or medical cover required, immediate actions are:

(1) **Command.** Identify a person who is going to take control of the incident.

(2) **Safety.** Is it safe to assist? Ensure that risk of further injury to the casualty, participants, spectators and first aiders/ medical staff are minimised.

(3) **Communication.** Identify and communicate with immediate sources of assistance – e.g. First aiders/ other participants. Ensure communication means are available to call for assistance (999) or further resources. It is recommended this is rehearsed before the incident.

(4) **Assessment.** Make a rapid assessment of number of casualties and nature of injuries. More than 1 casualty may increase the requirement for additional assistance.

(5) **Triage.** Prioritise the casualty(s) in accordance with C ABC[88] principles.

(6) **Treatment.** Principles: Treatment aims to offer Basic life support and First aid. ITR (Core Combat Skills (Protection)) / First Aid at work (FAW) principles are relevant. Treatment should be provided by the most highly qualified person on the scene[89]. Treatment should not be delayed while waiting for a more highly trained individual to move from another area.

(a) Immediate assistance likely to be provided as follows:

(i) Buddy, buddy/ good Samaritan act of a by stander.

(ii) ITR (Core Combat Skills (Protection)) trained/ First Aid at Work (FAW) trained individual.

(b) Consider need for urgent movement to hospital, via 999 or less urgent transfer. Be familiar with where local facilities are located and how to get there.

(i) Any individual providing treatment is to work within their level of competence. Medical personnel must only work within their scope of practice. Individuals should only volunteer if they are able to do what they say they can do.

(ii) Ensure that appropriate medical equipment to the sport is available according to the NGB requirement.

(c) **Transport.** Options available are, consider need for urgent movement to hospital, via 999 or less urgent transfer and be familiar with where local facilities are located and how to get there.

(i) Emergency ambulance via 999. Ensure that the post code and address are readily available to direct the emergency services. Consider despatching someone to meet and guide the ambulance. Does the guardroom or access point need to be informed?

(ii) Where a military casualty is moved to a civilian facility by the emergency services they should be escorted. The escort needs to have a means of communication with the activity deliverer/lead (and vice versa) to enable updates on their final destination and casualty treatment plan/condition (non-clinical-in-confidence info) to feed back to parent unit.

(iii) St Johns Ambulance – accessed if on site.

(4) Unit or personal transport:

(i) To provide casualty transport to the emergency department of the local medical treatment facility for injuries requiring moderate medical treatment /assessment on the day of injury.

[88] Catastrophic bleeding, Airway, Breathing, Circulation
[89] NGB requirements may dictate professionally qualified medical staff.

(ii) To provide casualty transport to unit lines or home location for injuries that can wait up to 48-hrs before being treated.

(5) **Follow-up.** Report the incident using the MySafety Alert Tool even if the individual is discharged from hospital following treatment for minor injuries. Inform the CoC.

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ANNEX I TO CHAPTER 5
FORMATION SPORT BOARD REPORT TEMPLATE

1. **Introduction.** *Details of reporting Formation.*

2. **Participation and Attendance Levels.** *General overview.*

3. **Competitions/Fixtures Held.** Summary of competitions/fixtures conducted, including *reasons for any cancellations (where applicable).*

4. **Forthcoming Events.** *Brief summary of forthcoming events in the next period.*

5. **Facilities/Infrastructure.** *Availability, standard, maintenance/contractual issues.*

6. **Coaches and Officials.** *General observations on quantity, availability, shortfalls.*

7. **Finance.** *Funding issues, shortfalls, requests for additional support.*

8. **Continuous Improvement.** *Details of any lessons learnt, examples of good/best practice.*

9. **Assurance.** *Report on 1st and 2nd LoDA activity. Awareness of any 3rd LoDA activity and its potential impact.*

10. **Reportable Incidents.** *Significant injuries, injury trends, near misses (where known).*

11. **Sports OICs Updates.** *To cover summary of competitions and events covered during the period and look ahead to the following period.*

12. **Recommendations.** *Any recommendations not covered elsewhere.*

13. **Summary.**

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ANNEX J TO CHAPTER 5
REPORTING OF SERIOUS INCIDENTS, ACCIDENTS OR NEAR MISSES

All occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a SP, or if the Coastguard has been called out, MUST be reported using the MySafety system on Defence Gateway or via email to ASG-SC-SOLAR-Mailbox@mod.gov.uk.

The following types of casualties **MUST** be reported to the Joint Casualty & Compassionate Centre (JCCC) as soon as possible:

- Deaths; For a death to be notified there must be no doubt whatsoever as to the fact.
- Missing and Returned from Missing (RFM); this includes kidnapping and detention by a foreign power but not illegal absence.
- Casualties medically categorised as; Very Seriously Ill (VSI), Seriously Ill (SI), Ill, Unlisted Casualties (UL) and casualties who have been unexpectedly admitted to hospital and medically categorised as UL.

The number that is to be used is for JCCC is: **01452 519951.** This number is staffed 24 hours daily.

Further information is here, JSP 751 Part 1 Vol 1.

All (potentially) safety related accidents and serious incidents which result in the death or serious injury (any injury that could be life threatening or life changing, such as paralysis, the loss of a limb or an eye) of a SP or a civilian where it is related to MoD employment, activity or estate, including sport, should be reported as soon as possible to the Defence Accident Investigation Branch (DAIB).

The number that is to be used for the DAIB is: **01980 348622.** This number is manned 24 hours daily.

Further information is here: 2024DIN06-024-DAIB.

If an incident occurs, associated with GOC HQ RC Commander's Critical Information Requirements (CCIR), you are to ensure that appropriate action is taken in accordance with, 0012 INCIDENT REPORTING. It should be noted that GOC RC is the Chair of the Army Sport Board.

All occurrences, accidents, incidents, dangerous occurrences, unsafe acts and near misses as well as those involving the hospitalisation of a SP, or if the Coastguard has been called out that have been reported to any of the above, **MUST** be reported to Army Sport, via respective Ops Managers at the earliest opportunity (information only).

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ANNEX K TO CHAPTER 5
APPLICATION FOR AUTHORITY TO CONDUCT AN OVERSEAS SPORTS VISIT/ OVERSEAS TRAINING CAMP

Ser	Required Information	Applicants are to insert the details into the boxes below
1	**Name of Sports Competition or Activity:** *(i.e. Ex Winter Training - Army Athletics or* *World Masters Games - Corps Team etc)*	
2	**Name of the unit, Corps or Army Team:** • Team name:	
3	**Type of activity or event you wish to take part in:**[90] • *Sports competition/event/activity*:* • *Training Camp*:* *(In prep for forthcoming season)* • *Winter Sport activity*:* ***Delete as necessary**	
4	**Country and city/town to be visited (i.e. Canada/Calgary):** • *Country:* • *City/Town:*	
5	**Inclusive dates of the OSV:** • *From:* • *To:*	
6	**In theatre POC to include contact details:** • *Name:* • *Sport Appointment:* • *Affiliated in-country Sports Body:*	
7	**Brief explanation or justification for teams which is to include:** • *Aim of the visit* • *Type of activity or participation:* • *Number of fixtures:* • *Number of personnel:* [91]	*Men: Women: Civilian*[92]*:*
8	**Commanding Officer/Head of Establishment authority**	*Yes/No** *Rank and Name:*

[90] Applicants are to provide a link to the event/competition or a copy of the invitation from the overseas sports team, event organiser or governing body.
[91] Insert a breakdown of military personnel attending the OSV and also the total numbers of civilian personnel.
[92] Ex-servicemen who are ASL members are entitled to ASL funding as long as they hold the relevant number of tickets, however civilian personnel are not entitled to Public and ASL funding nor will they be given on duty status.

Ser	Required Information	Applicants are to insert the details into the boxes below
	or for Corps/Army teams: **Chair or Director of Corps/Army Team authority**	*Contact email address* *Yes/No** *Rank and Name:* *Contact email address:*
9	**Army Sports Operations Officer Support** • *Does the event/activity meet NGB objectives and policy:* • *Army Sports Operations Manager details:* • *Contact details:*	*Yes/No*:* *Rank Name:* *Email address:*
10	**Diplomatic Clearance**[93]	*Requested Yes/Not yet/Approved*
11	**Details of any Defence Engagement activities to be conducted during the visit:**	
12	**Details of last overseas tour to include** • *Dates* • *Location:* • *Dates Last visited a Zone 4 or 5 country*[94]*:*	
13	**An Army Sport Lottery Grant may be applied for:**	*Yes/No**
14	**Activity Lead details and contact address:** • *Rank:* • *Name & Intls:* • *Mil Tel:* • *Civ Tel:* • *Mobile:* • *Mil email:* • *Civilian email:* • *Postal address:*	
15	• **Signed:**	(original Signed)
16	• **Rank & Name:**	
17	• **Date:**	

[93] Diplomatic clearance is to be applied for before Army Sport approval of the OSV is issued. It is the responsibility of the OSV organiser to seek the clearance from the in-country Def Section. Applicants are to submit an e-copy of their Dip Clearance with their OSV application.
[94] Include if applicable Zone 4 – N Africa, Middle East, Cyprus, Tenerife, Dubai, Türkiye etc. Zone 5 – Rest of World: USA, S Africa, Australia, NZ, Fiji, etc.

* Delete as necessary

The completed form is to be emailed to opsbranch@britisharmysport.com at Army Sport for both individual and team OSVs and sporting competitions/events or overseas training camps.

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ANNEX L TO CHAPTER 5
APPLICATION FOR AUTHORITY TO CONDUCT A SPORTS VISIT OR TRAINING CAMP IN THE UK (REPRESENTATIVE TEAMS ONLY)

Serial	Required Information	Applicants are to insert the details into the boxes below
1	**Name of Sports Activity:** *(i.e. Sports Visit or Training camp – (Army & Corps Teams only))*	
2	**Name of the Individual, Corps or Army Team:** • Individual or Team details:	
3	**Type of activity or event you wish to take part in:**[95] • *Sports competition/event/activity*:* • *Training Camp*:* *(In prep for forthcoming season)*	
4	**Location to be visited (i.e. Country/City or Town):** • *Country:* • *City/Town:*	
5	**Inclusive dates of the Sports Event/Visit or Trg Camp:** • *From:* • *To:*	
6	**POC to include contact details:** • *Name:* • *Appointment:* • *Affiliated Sports Body:* • *Contact email address:*	
7	**Brief explanation or justification which is to include:** • *Aim of the visit* • *Type of activity or participation:* • *Number of fixtures:* • *Number of personnel:* [96]	*Men: Women: Civilian*[97]

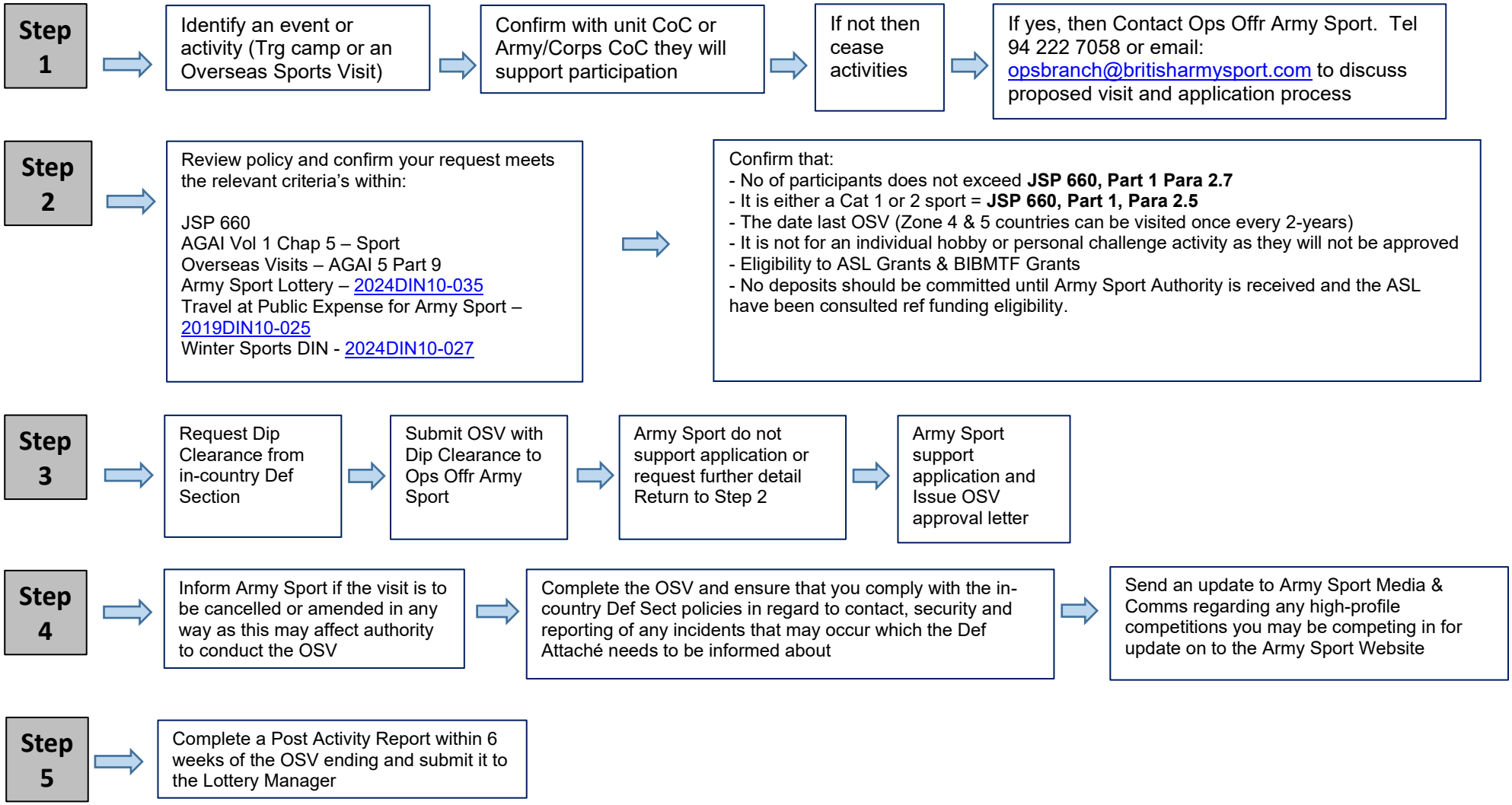
[95] Applicants are to provide a link to the event/competition or a copy of the invitation from the sports team, event organiser or details of the proposed training camp.
[96] Insert a breakdown of military personnel attending the sports visit or training camp and include the number of civilian personnel that will be attending as well.
[97] Ex-SP who are ASL members are entitled to ASL funding as long as they hold the relevant number of tickets, however civilian personnel are not entitled to Public and ASL funding nor will they be given on duty status.

8	**Chair or Director of Army/Corps Team authority**	*Yes/No** *Rank and Name:* *Contact email address:*
9	**Army Sports Secretary Approval** • *Does the event or Trg Camp meet NGB objectives and policy:* • *Army Sports Secretary details:* • *Contact details:*	*Yes/No*:* *Rank Name:* *Email address:*
10	**Details of last UK/Overseas sports Visit or Trg Camp to include** • *Dates* • *Location:*	
11	**An Army Sport Lottery Grant may be applied for:**	*Yes/No**
12	**Activity Lead details and contact address:** • *Rank:* • *Name & Intls:* • *Mil Tel:* • *Civ Tel:* • *Mobile:* • *Mil email:* • *Civilian email:* • *Postal address:*	
13	**Signed:**	(original Signed)
14	**Rank & Name:**	
15	**Date:**	

* Delete as necessary

The completed form is to be emailed to opsbranch@britisharmysport.com at Army Sport for both individual and team sports visits and sporting competitions/events.

ANNEX M TO CHAPTER 5
OVERSEAS SPORTS VISITS & TRAINING CAMPS APPLICATION FLOWCHART



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ANNEX N TO CHAPTER 5
OSV EVENT INSTRUCTION – HEADINGS TEMPLATE

TITLE

References:

INTRODUCTION
AIM
PARTICIPANTS
EXECUTION
- Scheme of Manoeuvre
- Coordinating Instructions
- Timings
- Activity Risk Ownership
- Duty Status (on and off duty periods)
- Risk Management
- Diplomatic Clearance
- Coaches / Instructors
- Security
- Media
- Visits
- Emergency Procedures
- Social Media
- Lessons Identified

SERVICE SUPPORT
- Accommodation
- Bedding
- Feeding
- Local Amenities
- Wi-Fi
- Laundry
- Clothing and Equipment
  - General
  - Equipment Requirements
  - PPE
- Transport
  - General
  - Air
  - Rail
  - Coach
  - Bookings
  - Minibuses
  - Documentation

- Vehicle Familiarisation
- Fuel

Medical
- General
- Medical Plan
- Group Medical Insurance
- Personal Accident and Life Insurance
- Emergency Contact Details
- Medical/Dental Facilities
- GHIC
- Welfare
- Personal Medical Equipment
- Spectacles/Contact Lenses

Foreign & Commonwealth Personnel

Finance (noting that all public funding is inadmissible)
- Currency
- Budget/Expenditure
- Travel Float
- Travel and Subsistence - inadmissible
- Allowances - inadmissible

COMMAND AND CONTROL

Responsibilities
Command States
Briefings
Communications
Mobile Phones
Emergency Contacts

Annexes:

Participants
Training Programme (to include on and off duty periods)
Movements/Travel
Risk Management and Emergency Procedures
Equipment Requirements
Medical Plan