

# **REVIEW AND ASSURANCE OF SERVICE SPORTS**

## **Introduction**

1. Service Personnel participating in authorized sporting activity do so on duty and MOD has therefore a responsibility to ensure the activity is properly governed, appropriate for the development of operational capability and is correctly categorized.
2. Service Sports are categorised by their eligibility for public funding. The UK Armed Forces Sports Board (UK AFSB) has to approve the categorisation of a sport and the criteria for that assessment is given in JSP 660 Part 1 Chapter 1.
3. The participation in a sport can change with time and the UK AFSB has a duty periodically to review the governance and categorization of sports. Reviews provide a mechanism to:
  - a. Ensure that individual sports are maintaining proper governance structures aligned to both National Governing Body rules and MOD regulation.
  - b. Take stock of those sports that have been categorised for some time, which have may have changed in the number of disciplines now included, some of which have not necessarily been tested against the common criteria applied to other more recently categorised sports
  - c. Improve robustness of data held, to inform discussions on maintaining a similarly broad menu of opportunity, the contribution made by the sport to benefit individuals and their Service or the per capita costs when public/non-public money is limited.
4. The purpose of this note is to set out the process for review.

## **Structure of Review Process**

5. The review of sports will be conducted on a rolling annual basis. The sports can be drawn from across all categories. The purpose of the review is to provide evidence for whether the sport is managed in an accountable manner and its current status is appropriate. The review will be conducted as follows:
  - a. Each year, the UK AFSB will agree a number of sports to be reviewed.
  - b. Sec UK AFSB and the Secretaries of the single Service Sports Boards will gather data on the sports at UK Armed Forces (UKAF) level and within their respective Services, using the review schedule at Annex A.
  - c. Sec UK AFSB will visit UK Armed Forces sports associations and Inter Services fixtures for the sports to be reviewed. Single Service Secretaries will do the same at Single Service Championships and lower levels. The visits are to confirm the data gathering and gather greater clarity on the governance, activity levels from unit to Service levels, costs and sustainment of the sport.

- d. Collectively the Secretaries will produce a report for UK AFSB with recommendations.
- e. If a review recommends downgrading a sport, the association will be given a year to produce evidence to challenge the recommendation.

### **Criteria for the Review of Sports.**

- 6. The review criteria will be similar to that described in JSP 660 for the categorisation of sports including the Development Pathway.
- 7. **National Governing Body.** Each sport must have an effective NGB which has been approved or registered with a UK or International Sports Council.
- 8. **Sports Associations and Unions.** Each sports association and union must have a constitution approved by its appropriate sports board and must have an effective committee structure and appropriately robust and proper accounting procedures.
- 9. **Participation.** All sports should have a critical mass which enables its long term sustainment.
  - a. **Grass Roots.** Each sport must have known and well established grass roots support, be open to all ranks and have participation in accordance with NGB rules for both female and male personnel.
  - b. **Development.** Each sport must have a development pathway which encourages novice participants to progress to higher levels of representation.
  - c. **Single Service and UK AF representation.** Participation in Inter Service competition and UK Armed Forces teams is the highest level of Service representation. Each sport must seek to achieve an Inter Service level as a minimum.
  - d. **Elite.** Service Personnel are encouraged to compete, officiate and coach at the highest level and achieve national and international representation where possible.
  - e. **Officials.** Officials, including coaches, referees, umpires and administrators, are vital to the sustainment of sports. Each sport must demonstrate a structured approach to the development of officials, which is key to its viability.
- 10. **Assurance.** Each sport must demonstrate a safe system for the management of their sport and have a process in place for 1<sup>st</sup> and 2<sup>nd</sup> line assurance of their activities.

11. **Facilities and Equipment.** Each sport should possess or have access to appropriate and sustainable facilities and equipment and have a plan for development and replacement as necessary.

12. **Funding.** Service sport receives funding from both public and non-public sources, depending on its categorisation. Each sport must demonstrate that it has sufficient funding from reliable sources to sustain its activity levels and development. Funding should be measured against participation and wherever possible, sports should have low projected per capita costs. To maintain a broad menu of opportunity some balance may be necessary in endorsing sports with a comparatively low participation but significantly high per capita cost.

13. **Personal and Physical Development.** As per JSP 660, each sport must encourage and develop the following:

- a. Good health, personal fitness and physical development.
- b. Beneficial physical activity, especially for personnel in 'sedentary occupations'.
- c. Physical fitness for performing operational tasks under stress.
- d. Self-discipline.
- e. High morale and Esprit de Corps.
- f. Co-ordination, determination, confidence and motivation.
- g. Courage and character building.
- h. Leadership qualities.
- i. Competitiveness (i.e. the sport should not be primarily a social or recreational activity).
- j. Recruiting and retention.

### **Notification**

14. The results of the review will be notified through the UK AF and single Service Sports Boards/Directorates. The notification will include the UK AFSB consideration of the governance and categorisation of the sport and any recommendations.

15. Any re-categorisation of a sport will take place in the following year. If a downgrading is recommended, sports associations will have the opportunity to provide evidence that the shortfalls have been addressed and the sport is on a more sustainable footing appropriate to its categorisation.

## SPORTS REVIEW SCHEDULE – XXXXX SPORT

Ser (a)	Criteria (b)	Association Input (c)	Review Comment (d)
	<b>National Governing Body</b> <ul style="list-style-type: none"> <li>• Title</li> <li>• Registered with Sports Council</li> <li>• Assessment of NGB rules for proper conduct of the sporting activity</li> </ul>	<p>Which NGB</p> <p>Which Sports Council</p> <p>Are the rules adequate for the appropriately safe conduct of the sport and do they meet MOD requirements for duty of care</p>	
	<b>Sports Association Governance</b> <ul style="list-style-type: none"> <li>• Constitution</li> <li>• Committee Structure</li> <li>• Letters of Appointment</li> <li>• Long term Vision/Strategy</li> <li>• Risk Management and Assurance</li> <li>• Funding</li> </ul>	<p>Include copy in paperwork</p> <p>Include current structure and appointments</p> <p>Has a letter been issued</p> <p>Does the association have a vision for sustaining activity levels and development</p> <p>Evidence that the association's activities are appropriately risk managed and have adequate assurance at both 1<sup>st</sup> and 2<sup>nd</sup> line</p> <p>Describe funding, both public and non-public (including sponsorship), and accounting procedures including audits</p>	

Ser (a)	Criteria (b)	Association Input (c)	Review Comment (d)
		<p>Include annual income and expenditure analysis and balances for current and deposit accounts and investments</p> <p>Five Year plan for sustaining and developing activity levels.</p>	
	<p><b>Participation</b></p> <ul style="list-style-type: none"> <li>• Overall participation</li> <li>• Grass Roots</li> <li>• Development</li> <li>• Single Service &amp; UK Armed Forces</li> <li>• Elite</li> <li>• Officials</li> </ul>	<p>Numbers male and female including eligible Reserves. Include Service, regional/Corps and unit levels.</p> <p>Evidence of grass root support and growth in the sport. Inflow. Numbers</p> <p>Evidence on how the sport is developing. Participation below Service level – numbers Under 23/25 or Development team programmes</p> <p>Evidence of full participation (number of representative teams, number of fixtures). Numbers involved in elite programmes and National and International levels.</p> <p>Numbers involved in elite programmes and National and International levels.</p> <p>For officials, coaches and administrators:</p> <p>Evidence of recruitment and retention for a sustainable structure</p> <p>Sufficient support within Service.</p>	

Ser	Criteria	Association Input	Review Comment
(a)	(b)	(c)	(d)
		Use of external support – cost. Is competence of levels of officials appropriate for standard of the sport?	
	<b>Personal &amp; Physical Development</b>	How does the sport encourage and develop: <ul style="list-style-type: none"> <li>• Good Health, personal fitness and physical development.</li> <li>• Beneficial physical activity</li> <li>• Physical fitness for performing operational tasks under stress.</li> <li>• Self discipline.</li> <li>• Morale and Esprit de Corps.</li> <li>• Coordination, determination, confidence &amp; motivation.</li> <li>• Courage and Character Building.</li> <li>• Leadership qualities.</li> <li>• Competitive (not social, recreational or a hobby).</li> <li>• Support to Recruiting and Retention.</li> </ul>	
	<b>Infrastructure and Equipment</b>		

