



# **BRITISH ARMY MOTORSPORTS ASSOCIATION (BAMA)**

## **CHARTER**

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## References

- A. AGAI Vol 1 Chap 5 – Sport dated V2.3 Mar 22.
- B. JSP 660 Pt 1 & Pt 2 - Sport in the UK Armed Forces V2.3 dated Feb 21.
- C. JSP 752, Pt 2, Chap 4, Section 2 - Sports Travel.
- D. JSP 800, Vol 5, Pt 2 - Drivers' Hours.
- E. 2019DIN10-025 - Travel at Public Expense for Army Sport.
- F. 2022DIN10-016 - Army Sports Lottery.
- G. 2019DIN10-029 - Berlin Infantry Brigade Memorial Trust Fund.
- H. 2017DIN10-025 - Army Overseas Sports Visits.
- I. 2015DIN10-054 - British Army Motorsports – Use of Green Fleet Vehicles in BAMA Events.
- J. 2017DIN10-050 - Army Sport Control Board Charitable Fund.
- K. ASCO 1200 THE ARMY'S SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM.





# BRITISH ARMY MOTORSPORT ASSOCIATION (BAMA) - CHARTER

## Name

1. The Association shall be called the British Army Motorsports Association, abbreviated as BAMA.

## Character of the Association

2. **BAMA history.** The British Army Motoring Association was formed in 1960 and the Army Motorcycling Association (Army MCA) was formed in 1937. Both were organised for the purpose of coordinating motorised wheeled driver training<sup>1</sup> in the Army in the form of competitive motorsport events and to represent the interests of Army Motor Sports at Service, National and International level.

3. In 2010, BAMA was awarded the status of a Category 2 Sport<sup>2</sup> and as such moved from the Land training environment to that of Army Sport Control Board (ASCB) governed sport. This Charter outlines how BAMA is organised, managed, and complies with References A to K. For the purposes of this Charter, Army motorsport includes rallying, off road driving, karting, circuit and track racing, endurance (Enduro) motorcycling events & trials, and any other motorised wheeled activity recognised by BAMA under the following National Governing Bodies (NGBs):

- a. Motorsport UK: [www.motorsportuk.org](http://www.motorsportuk.org)
- b. Auto Cycle Union (ACU): <https://www.acu.org.uk/>

4. The Association sets out to further the interests of Army Motorsport by representing a common voice amongst different disciplines, whilst preserving the unique characteristics of the groups and clubs and balance, fairly, the concerns of all categories of membership. BAMA will put special effort into nurturing new talent, where appropriate, when first identified. Underpinning all of this is the responsibility that the Association has to the Executive Committee of the Army Board (ECAB) to act as the regulating authority of any Army activity.

## Objectives of the Association

5. **Core objectives.** BAMA's core objective is to contribute to the operational effectiveness of the Army through the provision of motor sporting activities and facilities, for the efficiency and well-being of Army personnel and their associates by:

- a. Encouraging competitive motorsport amongst all ranks in the Army in order to develop leadership, teamwork, mechanical prowess, and self-reliance. In doing this, BAMA is accountable in two directions: it represents the interests of the membership of BAMA and also, it is appointed by the Army Board (through the ASCB) as the authority, advisor and coordinator for the MOD (Army) of all motorsport matters. In this, BAMA shall seek to achieve a correct balance

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<sup>1</sup> BAMA activities were categorised as training and were run through the Advanced Driver Training Wing of the Defence School of Transport.

<sup>2</sup> Cat 2 sports are those sports which do not justify Cat 1 status, but nevertheless, fully meet the criteria for public funding and are recognised as doing so by the UK AFSB. Public funding may be used within laid down criteria, for equipment, travel, grants for coaching courses and CILOR. Participation in Cat 2 sports must be formally authorised.

between the interests of its individual members and of its constituent clubs and, also, between the needs of competitive sports and safe and skilled driving.

- b. Assisting Theatres and Commands in the establishment, maintenance and supervision, where appropriate, of the Army motorsports clubs worldwide.
- c. Ensuring compliance with the NGBs' regulations governing safety, coaching, competition rules and competitive licensing as promulgated by ACU and Motorsport UK and in support of the Duty Holder (DH) as directed at Reference K.
- d. Advising the ASCB on the best allocation and use of monies that become available to support Army motorsports.
- e. Acting as a common voice for Army motorsports clubs in relationship to the ACU, Motorsport UK, any Association or Club to which BAMA is affiliated<sup>3</sup>, the other Services, and the MOD.

### **Mission and Vision**

6. **Mission.** BAMA's mission is '*To give serving members of the Army the opportunity to participate in motorsport.*'

7. **Vision.** BAMA's vision is '*to excel in the promotion and participation of Army motorsports, allowing individuals and teams to reach their full potential in order to become the best motorsport organisation in the Armed Forces.*'

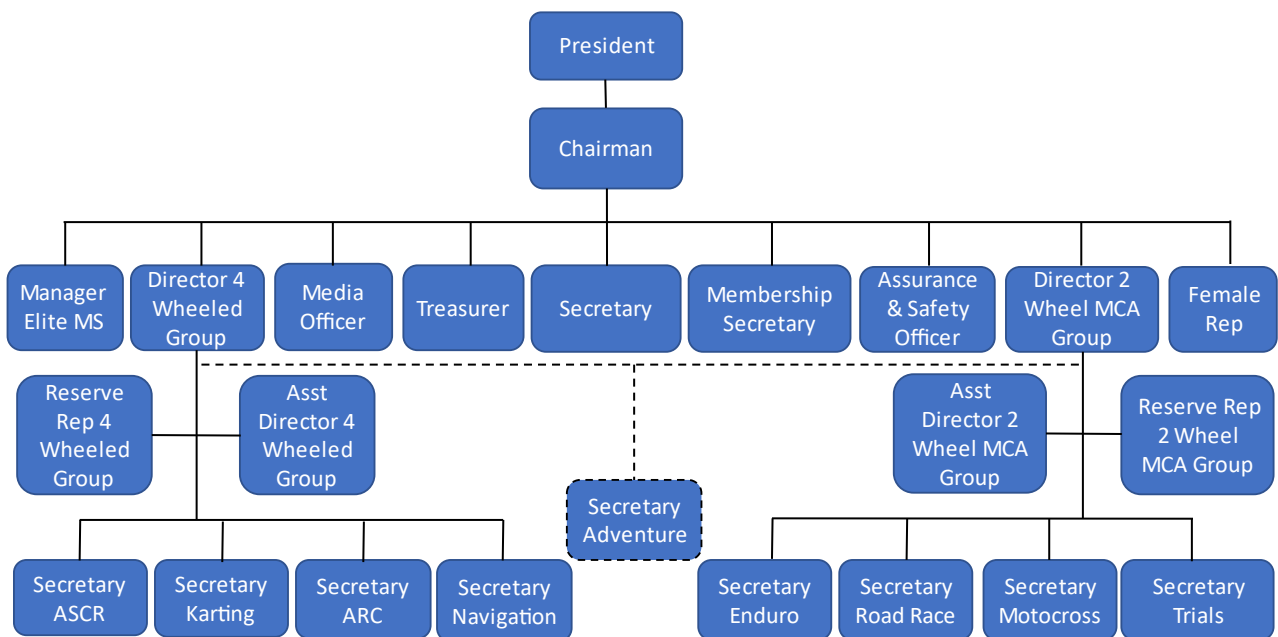
### **Organisation of the Association**

8. BAMA shall be organised to act as a regulating body and to serve its membership. BAMA shall consist of two main groups as detailed below and shown in the following chart:

- a. **4 Wheeled Group.** Motoring events using military vehicles and privately owned vehicles.
- b. **MCA 2 Wheeled Group.** Motorcycling events on privately owned machines.

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<sup>3</sup> The Federation of Police Motor Clubs and The Motorcycle Club.



## Governance

9. **Boards and Committees.** BAMA is governed and led via a Strategic Board and an Executive Committee.

a. **Strategic board.** The Strategic Board is chaired by the President and meets bi-annually. In addition to the President, its membership is: the Chairman, Secretary, Treasurer and the Directors of the two Groups, plus a Non-Executive Trustee and any other member of BAMA (by invitation of the President) who wishes to engage in developing and implementing the BAMA strategy. Most importantly, the Strategic Board allocates funds and oversees the mechanism of confirming (and matching resource to) the annual ambitions of each Group. It owns, iterates and leads the long-term strategy for BAMA as well as overseeing the institutional viability of the Association.

b. **Executive Committee.** The Executive Committee, detailed at Annex A, runs the association on a day to day basis and is the policy making body of BAMA. The Executive Committee shall meet quarterly during the year, one of which will be a meeting prior to the Annual General Meeting (AGM); the President can call an extraordinary Executive Committee Meeting at any time. The Committee will set subscriptions and fees, have the power to maintain and if necessary amend this Charter, appoint Group Directors; other positions within the wider groups shall also be approved by the Executive Committee. Additionally, all groups have their own Charters that can be found at Annexes B, C and D.

10. **AGM.** The Chairman is responsible for calling an AGM, normally in the autumn. The AGM will be chaired by the President, with Group Directors and Discipline Secretaries in attendance. All members of BAMA will be invited to attend. The Executive Committee shall report annually to the AGM on the management of the affairs of the Association, together with a statement of accounts. Because members are dispersed worldwide and attendance at the AGM is limited to those who are able to travel to it, the AGM is not a voting body. However, members are strongly encouraged to represent their views and several

channels are available to do this: either through their appropriate member of the Committee, or to a group officer, or they may raise matters at the AGM for consideration by the Committee at a later date, to which an open reply will always be made. Minutes will be produced on behalf of the Deputy and circulated to all members and the secretaries of the ASCB and UKAFSB.

11. **Policy decisions.** Policy shall be decided by a two-thirds majority of the voting members of the Executive Committee present or exceptionally, it may be directed by the Chain of Command. Voting members who are unable to attend an Executive Committee Meeting may be represented by a nominated deputy to whom voting instructions can be transferred. Those absent and not represented when a vote is taken are deemed to have abstained. In the event that the Executive Committee cannot reach consensus, the President may decide to refer a matter to the ASCB.

12. Under the direction of the President, the Group Committees (consisting of the group officers) run the Association according to policy decided by the Executive Committee and are responsible to the President for the good administration of their disciplines.

## Membership

13. **Categories of Membership.** There are two categories of membership within BAMA, summarised at Annex E.

## Property

14. **Purchase of property.** Group Directors are appointed by the President to advise the ASCB on the fair and proper distribution of funds for the purchase of property. A rolling programme of future capital expenditure and consumables will be maintained by the Discipline Secretaries who are also responsible for accounting for their equipment. The programme will be co-ordinated between disciplines by the Chairman on behalf of the Committee. The following factors will be taken into account when recommending the allocation of funds between groups and disciplines:

- a. Property acquired through charities or Army Central Funds is to be used strictly in accordance with the terms of the original request; this may stipulate who may use the property and how the property may be disposed of when no longer required.
- b. Property and vehicles acquired partly from Army Central Funds or Nuffield Trust Funds and partly from Affiliated Club, Local Club or Unit private funds, remain the joint ownership of such organisations and the welfare fund concerned. They may not be disposed of or transferred without prior notification to BAMA and the agreement of the Trustees of the funds concerned. All transactions are to conform to the rules of all the funds concerned. Where disposal is jointly agreed and funds can be retained by the Club concerned for replacement purchases, BAMA will take into account the Public and charitable money that has accrued when deciding future priorities within the BAMA Five Year Plan.
- c. All property must be accounted for by the appropriate Discipline Secretary. An AB115 (unit record of distribution of accommodation stores book) may be used<sup>4</sup> indicating the purchase date, value and where applicable its depreciation. Group

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<sup>4</sup> Not mandated, but the book retains records that can be easily maintained, show a history and can be handed over if required.



Directors are to confirm, in writing, that they have conducted a full check of the property under their charge prior to the AGM.

d. All property is to be adequately insured. Appropriate fidelity, stock and cash insurance are to be maintained by the Accountant/Treasurer.

## Funding

15. **Funding sources.** BAMA is funded from a mixture of public<sup>5</sup> and non-public funds<sup>6</sup> and it is important that the Executives understand where public finances can and cannot be applied. References A-C and E-J set out the regulations; secretaries, managers and organisers are to be familiar with their contents. The financial year of the Association is agreed with the ASCB (from 1 Apr to 31 Mar). A 5-year forecast of proposed income and expenditure is to be presented annually (normally in Feb) by the Group Committees to the ASCB for approval by the end of each financial year. The BAMA Chairman is to co-ordinate the grant submissions and provide an overview. Any funds allocated to Groups that are not utilised, or intended to be utilised by the end of the financial year, may be redistributed across BAMA. Funding application timelines are as follows:

- a. ASCB grant – Public funds bid annually.
- b. Sports Equipment Public Funding (SEPF) – bid annually in conjunction with the ASCB grant.
- c. ASCB sponsorship delivery partner – Non-public funds allocated normally Jun and Nov.
- d. Other grant submissions – at any time.

16. **Funding responsibilities.** The funds are held centrally and managed by the BAMA Treasurer through the ASCB Accounts; the procedures can be found at Annex F. Each Group Director is responsible for the management of funds within their group. They are to ensure the efficient spending of funds for the benefit of their discipline. They are to ensure maximum participation in line with the mission and are to maintain property on their account. They are also empowered to take individual contributions to offset event entry fees/costs if appropriate to do so.

17. It is the responsibility of those groups, which have been allocated vehicles or property, to ensure that this vehicle or property is maintained in a serviceable condition.

18. Sponsorship plays a large part in motorsport through the direct input of cash, but also in the form of the supply of goods and materials at discounted rates. The various motorsport disciplines have, over time, developed their own links and sponsors within their respective disciplines, the overall effect of which is to lower the individual contributions required. This is in line with BAMA's Mission and Vision, is to be widely encouraged, and should be compliant with ASCB direction regarding direct sponsorship routes. Additionally, the ASCB sponsorship delivery partner corrals offers of sponsorship from major defence contractors and allocate it to beneficiaries. BAMA regularly bids for this funding, with bids co-ordinated through the Group Directors.

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<sup>5</sup> ASCB annual grant and Army Sports Equipment Public Funds.

<sup>6</sup> ASCB sponsorship delivery partner and other sponsorship arrangements.

19. In order for individuals to benefit from the separate ASCB grant, they must contribute to the Army Sports Lottery (ASL), details of which can be found at Reference F. Secretaries are to ensure that any competitor selected to represent the Army is a fully paid up member of the ASL. This can be achieved by contacting the ASL at the ASCB and referencing the individual regimental number against the ASL Members database.

20. **Personal Contributions.** It is likely that public funding will be insufficient to cover all costs. For example, the “*recognised*” sport status will allow for travel at public expense but will not cover food or accommodation. Personal contributions will therefore be required and the amount will vary depending upon the discipline and type of event.

21. **Fund Raising.** Motorsport participation is expensive and Groups may seek to raise funds to offset discrete events or enable participation through a wider section of military personnel. Fund raising efforts must comply with wider defence policy - advice can be obtained from the UK Armed Forces Sports Board (UKAFSB).

## Competing

22. **Event Insurance.** Third party liability insurance is provided by the NGBs to cover participation in authorised events, but where vehicles are used on the public highway, participants are to be responsible for their own insurance cover; for navigation events, this will be arranged by the organiser. Information on insurance and motor competitions is highlighted below.

23. **Use of Green Fleet.** The use of Green Fleet (GF) vehicles to participate in officially organised BAMA events may be authorised by respective COs or Head of Establishment (HoE), as detailed in Reference I. Vehicles leased or hired to the MOD (such as White Fleet (WF)) 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 and any subsequent orders issued by BAMA officials for each particular event.

24. **Driving to and from Sporting Events.** Participating in authorised sport involves the risk of fatigue or injury which may affect an individual’s ability to drive (in accordance with Reference D) following the activity or even prior to it. To mitigate the risk, the following driver options should be considered in order of priority (Drivers Hours regulations are to be enforced):

- a. Provide a dedicated vocational non-participant driver.
- b. Nominate a non-participant driver.
- c. Identify all qualified drivers in the team to enable rotation of driving duties.
- d. Only authorise a single driver when there is no other option available.

25. **Towing Trailers for Authorised Sports.** The Regulations for towing trailers, either military or civilian, once the journey is authorised, are contained within JSP 800 Vol 5, Pt 3, Ch 2.

26. **Carriage of Fuel as dangerous goods.** BAMA Direction for the Carriage of DG whilst using MOD White Fleet Vehicles is detailed at Annex N.

27. **On-event safety management.** Safety management on BAMA events is based on the following principles:

- a. Safe Vehicles are assured by complying with the relevant NGB regulations on what type of vehicle can be entered in the event. This will be further clarified in the event Additional Safety Regulations (ASRs).
- b. Safe maintenance will be assured by complying with NGB regulations on pre-event documentation or scrutineering checks. In addition, military vehicles used in navigation events must be recorded on the JAMES Vehicle Use Record (VUR) as '*Taskworthy*'.
- c. Safe operation is assured by complying with NGB rules on training, qualification and licensing. Where a military vehicle is used in a Navigational event, this is further assured by the requirement to comply with all aspects of JSP800 Vol. 5, including licensing requirements. Safe Operation also includes the need to ensure that adequate insurance arrangements are in place; these include:
  - (1) Third party cover arranged by the NGB to indemnify the organisers, officials and competitors against third party off road risks.
  - (2) Third party road risk cover for competitors in civilian (non-MOD) vehicles using the public highway for part of the event, against third party on road risks. This can also be arranged to cover civilian support or marshals vehicles not covered under normal civilian policies.
  - (3) Personal accident cover for officials arranged by the NGB as part of the event license.
  - (4) Personal accident and Vehicle Damage cover for non-MOD service crews and non-MOD competitors may be arranged via specialist brokers such as JLT or REIS. ASRs should make clear that this is the responsibility of individual competitors.
  - (5) All Armed Forces personnel (not MOD civil servants) who are listed on Part 1 Orders as being "On Duty" for a BAMA event are covered by the Armed Forces Compensation Scheme. It is imperative that all BAMA Members understand the importance of ensuring that they have 'On Duty' status, and the significant financial repercussions for not appearing on Part 1 Orders. Where achievable, all Discipline Secretaires should ensure that all those participating in Representative Motorsport have been authorised and recorded on unit Part 1 Orders.

## **Safety and Risk**

28. Reference K contains the latest direction on the management of safety and risk in Army Sport. The OPCOM Chain of Command retains responsibility, accountability and authority (RA2) for the authorisation of soldiers' participation in sport through publication of names on Part 1 Orders. The ASCB retains RA2 for duty of care within sporting events<sup>7</sup>.

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<sup>7</sup> So meeting the Army's obligations to HASWA 74.

Sports secretaries, through BAMA, provide direction on the safe conduct and governance of specific events, in line with clear rules and regulations<sup>8</sup>. It is the duty of event organisers to issue instructions and manage arrangements for their events, in line with direction received, and confirm compliance back to respective sports secretaries.

29. In accordance with ACSO 1200, Chap 4, every activity will have a named and appointed 'Activity (Risk) Owner' and it is this individual or their delegate (ACSO 1200 refers) who will be responsible for the SRM (Safety Risk Management). Prior to the activity commencing, all participants and their CoC will be made aware of who the Activity Owner is. By following the guidance set out by the NGB and ACSO 1200, all BAMA disciplines will ensure that a 'safe system of work' is in place. Should COs have concerns over the risk management of an event they should, in the first instance, seek further assurance from the Activity Owner or their delegate (if applicable). If still dissatisfied they should then apply to the relevant sports secretary, or direct to BAMA. BAMA is responsible for ensuring that all events reflect the requirements for best practice on all issues. The BAMA Safety and Assurance Officer is a member of the Executive Committee, providing advice to the Group Directors and assurance to ASCB. Group Directors are also responsible for ensuring, where relevant, that Affiliated and Local Clubs comply with NGB Regulations.

30. **Safety management Plan (SMP).** The BAMA SMP is shown at Annex H.

31. **Injured personnel.** SP who are medically downgraded are only permitted to participate in service sport if it is specifically documented on the Light Duties Proforma, annotated on the individual's Appendix 9/26, or authorised through a unit Medical Officer. It is the SPs duty to inform the Team Principal of any medical restrictions, constraints or concerns that could affect the delivery of Army level sport. Section 5 of the App9 details any applicable driving/riding restrictions.

32. **Risk Assessment.** The aim of a Risk Assessment (RA) is to reduce as much as possible the potential for accidents to happen; an example of a RA is contained within an Event Action Safety Plan (EASP) is shown at Appendix 1 to Annex H. When completing a RA the following should be considered:

- a. It is the event organiser/coach/official's responsibility to ensure that the RA is made available to all participants/competitors and that key points are briefed to them beforehand.
- b. During competitions, any significant or notable changes are to be notified to competitors at the earliest opportunity.
- c. Sports officers, whether they conduct and supervise sport in a unit, Bde or Div must have a RA for their particular sport. In addition, they are to revise their RA on the day of training, or competition, which is to include any environmental conditions and adjustments, which could affect the performance and health of those participating.
- d. Responsibility for First Aid cover lies with the organiser who should, for major competitions, notify the local emergency services of the event.
- e. All Service personnel participating in an officially recognised sport should be

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<sup>8</sup> As supplied by NGBs – in our case the ACU and Motorsport UK, as well as ASCB or UK AFSB.

identified as being 'On Duty' and have their names recorded on Part 1 Orders.

33. **Residual risk factor and minimum medical cover.** Residual Risk is the level of risk remaining after regulatory controls have been applied to the normal hazards of the sport. Reference B has categorised all forms of Motorsport with a residual risk factor of **High** requiring a minimum medical cover of **3** when undertaking organisation of events or training. The definitions are:

a. **High.** There is still significant risk of injury or danger associated with normal conduct of the sport. Officials and participants must understand this and remain alert at all times to them occurring, being prepared to take preventative or restorative action.

b. **Minimum Medical Cover 3.** Mandatory Annual Training Test (MATT) 3 Battle Casualty Definition (BCD) Level 2 trained personnel present, appropriate First Aid Kit, mobile phone, number to nearest Accident and Emergency unit and Risk Assessment. MATT 3 BCD Level 2 covers the following subjects:

- (1) Conduct Adult Basic Life Support (External Cardiac Compression & External Artificial Respiration).
- (2) Treat a casualty with breaks and dislocations.
- (3) Treat a casualty with burns.
- (4) Treat a casualty with heat/cold injury.
- (5) Treat a casualty suffering from the effects of shock.
- (6) Implement accident management.
- (7) Conduct casualty management.
- (8) Treat an unresponsive casualty.
- (9) Treat a casualty who is bleeding.

### **Drivers' Hours**

34. Discipline Secretaries, event organisers and team managers must ensure that drivers comply with Drivers Hours regulations as set out in Scheme B as a default. Advice should be sought, in advance through the executive committee or group director, in any case where activity does not fit within Scheme B.

35. **Recording Drivers' Hours.** The CO/HoE must ensure that drivers of MOD vehicles record their driving hours using Form F/MT 105 (Drivers' Record: NOS) or F/MT 106 (Drivers' Record: EOS). The Discipline Secretaries, event organisers and team managers must ensure that drivers update their records at every available opportunity and that they are regularly monitored; details regarding unit procedures for monitoring drivers' hours must be contained within event admin instruction or EASP.

## **Competition Licences**

36. The requirement for competition licences for motorsport is governed by Motorsport UK and the ACU. The Army MCA Group is governed by the ACU National Sporting Code. The Group is fully compliant with the NGB's licence requirements, which are in some cases more stringent than the Cat A requirement. Licences are checked by the event organisers prior to any competition. There is no requirement to hold a Cat A Licence when competing off public roads (most Trials, most Enduro, Motocross, and Road Race). A Cat A licence is occasionally required for Trials (eg Scottish 6 Day, Long Distance Trials), some Enduro (eg ISDE) and Adventure.

## **Branding**

37. BAMA brands are protected under Defence Intellectual Property Rights (DIPR). All BAMA Members should consider and protect the use of these exclusive and valuable brands. Rules on use of BAMA branding are detailed at Annex G.

## **Civilian Support**

38. BAMA encourages civilians to join under the Associate Member category. Other civilians who enjoy helping but are not members will be identified as 'helpers' and are to be recorded on a register. A register is to be held of all civilian volunteers (shown at Annex J) who provide support to BAMA. Evidence of technical qualifications and personal insurance arrangements should be seen prior to any support being given and recorded on the Risk Matrix shown at Annex H. It is further advised that a certificate of indemnity be signed by the civilian volunteers as an additional measure in protecting the MOD and President from any litigious action. Discipline Secretaries are to maintain their register and include names of helpers in their EASP.

## **Discipline**

39. Members of BAMA are representing the British Army and consequently conduct should be beyond reproach at all times. Where necessary, discipline proceedings can be instigated as detailed in Annex I.

## **Relationship with other Motor Sports Organisations**

40. BAMA represents all aspects of Army Motor Sports at national level and is affiliated as a member club of ACU and Motorsport UK. The BAMA Secretary is responsible for liaison with Motorsport UK and for updating the BAMA entry on the Motorsport UK website.

41. All events organised by the BAMA groups and disciplines will be subject to the rules of the respective NGB.

## **Qualifications**

42. The requirements for qualifications for competition licences are laid down in ACU and Motorsport UK regulations. Compliance with these regulations is the responsibility of organisers and individuals.

## Recognition

43. Recognition of individual achievement is an important reward and a motivator for others. BAMA recognise the following awards:

- a. **BAMA Colours.** BAMA colours are awarded for outstanding contribution to motorsport and should be earned and not given out lightly. Nominations are to be completed by the various Discipline Secretaries and forwarded to the Group Directors in the format of Annex K. There is no set timeframe for submission, nor is there a quota. The decision for the award of colours resides with the President.
- b. **ASCB Sports Awards.** The ASCB conducts an annual sports award ceremony. These highly prestigious awards are given for the best individual, team and manager and are based on commitment, performance and results. Group Directors are to identify and propose individuals/teams and present citations to the ASCB well in advance of the AGM (normally held in Oct).

## Adaptive Motorsport

44. Adaptive motorsport is the term used to assist wounded, injured and sick (WIS) soldiers (mainly, but not limited to, those returning from operations) in their rehabilitation through the medium of motorsport and associated activities. BAMA will assist and embrace as required.

## Media and Communications

45. The promotion of motorsports within the Army is vital to the mission. BAMA has its own website and links into the ASCB website which in turn is widely publicised on 'Army Web'. It is the responsibility of the Group Directors, through their Discipline Secretaries (reports and photos) to ensure the maximum exposure of their chosen activity is presented to media organisations. Success breeds success – but only if others know of it! Discipline Secretaries must ensure that they maintain and regularly update their own webpages.

## Safeguarding

46. In compliance with Safeguarding policy mandated by the NGB for motorsports, BAMA subscribes to the requirement that all children and vulnerable young people involved in motor sport should participate in a safe environment which protects them from abuse and harm. BAMA accepts both the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice which protects children and young people from abuse and harm and that it is compliant with statutory responsibilities, legislation and national guidance.

47. BAMA has adopted a Safeguarding Policy which is mandatory for all members involved in motor sport to comply with. BAMA and Motorsport UK may take appropriate and proportionate action with individuals for non-compliance. All adults involved in motor sport have a responsibility to protect children and young people whether directly engaged in BAMA activity or not.

48. BAMA policy and rules in regard to Safeguarding are contained in Annex L to this Charter and are generated from the suggested Motorsport UK Safeguarding documents. All adults must take action where concerns are identified, and doing nothing is not an option. The statement, policy and procedures have been developed from legislation and

national guidance, and will be reviewed by the AGM or earlier in the following circumstances:

- a. Change in the Motorsport UK Mandate.
- b. Change in legislation.
- c. Requirements of Local Safeguarding Boards/safeguarding committees.
- d. Feedback from adverse event monitoring.

## Privacy Notice

49. The BAMA Privacy Notice, in compliance with the General Data Protection Regulation (GDPR), is at Annex M.

### *Original Signed*

S Hutchings  
Maj Gen  
President  
BAMA

## Annexes:

- A. Officers and Committees of the British Army Motorsports Association<sup>9</sup>.
- B. 4 Wheeled Group Charter<sup>10</sup>.
- C. ~~Armed Forces Rally Team Charter.~~ **Removed**
- D. Army Motorcycle Association Charter<sup>11</sup>.
- E. BAMA Membership Categories<sup>12</sup>.
- F. Financial Management in BAMA<sup>13</sup>.
- G. Branding<sup>14</sup>.
- H. Safety Management Plan<sup>15</sup>.
- I. Discipline<sup>16</sup>
- J. Civilian Helper Register
- K. Nomination for BAMA Colours.
- L. Safeguarding Policy<sup>17</sup>.
- M. BAMA Privacy Notice<sup>18</sup>.
- N. BAMA Direction for the Carriage of DG whilst using MOD White Fleet Vehicles Governance and Assurance<sup>19</sup>
- O. ASCB Representative Sport 1<sup>st</sup> Party Assurance (1PA) Question Set (QS)

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<sup>9</sup> Annex managed by BAMA Secretary

<sup>10</sup> Annex managed by BAMA 4wh Group Director

<sup>11</sup> Annex managed by BAMA 2wh Group Director

<sup>12</sup> Annex managed by BAMA Membership Secretary

<sup>13</sup> Annex managed by BAMA Treasurer

<sup>14</sup> Annex managed by BAMA Secretary

<sup>15</sup> Annex managed by BAMA Assurance/Safety Officer

<sup>16</sup> Managed by BAMA Chairman

<sup>17</sup> Annex managed by BAMA Secretary

<sup>18</sup> Annex managed by BAMA Secretary

<sup>19</sup> Annex managed by BAMA Assurance/Safety Officer



**Annex A to  
BAMA Charter  
Dated Apr 22**

**OFFICERS AND COMMITTEES OF THE BRITISH ARMY MOTORSPORTS  
ASSOCIATION BAMA**

<b>Committee / Board</b>		<b>Position Title</b>	<b>Name</b>
<b>Strategic Board</b>		President	Maj General Simon Hutchings
		Chairman	Maj Mark Saunders
		Secretary	Capt Simon Skerton
		Treasurer	Maj Stuart Keenan
		Non-Executive Trustee	Lt Col Nicholas Foulerton
<b>Executive Committee</b>		MCA 2wh Group Director	Lt Col Rob Amor
		4wh Group director	Maj Clive Allford
		Assurance/Safety Officer	WO2 Iain Rowatt
		Female Rep	Maj Jenny Long
		Reserve Rep 4 Wheeled	Maj Donald Urquhart
		Reserve Rep 2 Wheeled	
		MCA Group Deputy Director	Lt Col James Alder
		Road Race Secretary	Maj John Miller
		Enduro/MX Secretary	WO2(SSM) Kalum Hicks
		Adventure/Cross Terrain Secretary	Lt Col Nicholas Foulerton
		Trials Secretary	Maj Alexander Mack
		4wh Group Deputy Director	Gapped
		Rally Secretary	Sgt Jonathan Quintrell
		Karting Secretary	SSgt Aaron Harvey
		Sports Cars Secretary	SSgt Dan Tedstone
		Navigation Secretary	Maj Donald Urquhart
		Manager Elite Motorsport	Maj Alexander Mack
		Media Officer	Cfn Laura Thomson
		Membership Secretary	Cpl Ryan Thomson
		Safeguarding Officer	



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## **4 WHEELED GROUP CHARTER**

### **History**

1. Joining forces with the extant Army Motorcycling Association (MCA), the British Army Motoring Association was formed in 1960 with Lt Col Noddy Lowe as the first Secretary. Based at the Army School of Mechanical Transport (ASMT) in Bordon as part of the Driver Training School, the 4x4 element combined essential training with fun, focusing upon accurate navigation off and on road, trialling and orienteering for cargo and utility vehicles.
2. The British Army Motoring Association enjoyed a high profile exposure, appearing on BBC's Grandstand on prime time viewing; the annual Auto Point competition against the London Motor Club attracted F1 champions including Jim Clark and Graham Hill. In 1964, the British Army Motoring Association grew in strength across BAOR and the annual driving championship ROADMASTER was formed. Diversifying across the motorsport sphere, the British Army Motoring Association was invited to participate in the Scottish Stage Rally as course closers to assist stricken competitors. Through popular demand, a Land Rover category within the Scottish Rally was created and the Army Rally Team was formed, now known as the UK Armed Forces Rally Team (UK AFRT, this now exists as a Tri Service Sport Team under the UK Sport Control Board).
3. ASMT moved to Leconfield and the Secretary's post moved to the Advanced Driver Training Wing. ASMT became the Defence School of Transport (DST) and in 2003, BAMA and Army MCA were re-titled British Armed Forces Motoring Association (BAFMA) to reflect the Tri-Service support of their parent organisation, DST. In Jul 10, all authorised motorsport was temporarily stopped; BAFMA made a case for Motorsport to be recognised as an Army sport and after representation to the ASCB, Motorsport and Army Motorcycling were accepted as sports on 16 Dec 10.

### **Background**

4. For more than 50 years, the Association (in its various forms) has been based upon training value and not competition, with an emphasis to improve off road navigation and off road driving skills though the premise of Advanced Driver Training. The move to a sport has increased the scope for Motorsport with Sports Cars and Karting joining the already established Navigation and Rally events. The emphasis has changed from training to competitions where there must be a winner. Motorsport has a growing portfolio; whilst at the moment there are only 4 disciplines, there is scope to increase activity across the whole of the 4 wheeled spectrum.

### **Responsibilities**

5. The responsibilities of the Group Director and Discipline Secretaries are as follows:
  - a. **4 Wheeled Group Director:**
    - (1) Lead on all 4 Wheeled Motorsport matters.

- (2) Produce the annual budget plan.
- (3) Control all funding and maintain property – income and expenditure .
- (4) Produce all Reports and Returns to ASCB by the timelines.
- (5) Endorse recommendations for BAMA Colours.
- (6) Produce the Army summer and winter fixture lists for approval by the ASCB.

b. **Navigation Secretary:**

- (1) Lead on all navigation matters
- (2) Provide input into the navigation forecast of expenditure for inclusion in the annual budget plan
- (3) Control all funding – income and expenditure
- (4) Provide input into Reports and Returns
- (5) Recommend nominees for BAMA Colours
- (6) Produce the Army summer and winter navigation fixture lists for endorsement by the 4 Wheeled Group Director

c. **Army Sports Car Racing (ASCR) Secretary / Team Principal:**

- (1) Team Principal elected yearly by way of vote by the ASCR Board (5 members<sup>20</sup>) and ratified by Director 4 Wheel Group.
- (2) Lead on all sport cars matters
- (3) Provide input into the ASCR forecast of expenditure for inclusion in the annual budget plan
- (4) Control all funding – income and expenditure
- (5) Provide input into Reports and Returns
- (6) Recommend nominees for BAMA Colours
- (7) Produce the Army summer and winter ASCR fixture lists for endorsement by the 4 Wheeled Group Director

d. **Karting Secretary:**

- (1) Lead on all karting matters.

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<sup>20</sup> ASCR Board elected by vote from ASCR members and ratified by Director 4 Wheel Group

- (2) Provide input into the karting forecast of expenditure for inclusion in the annual budget plan.
- (3) Control all karting funding – income and expenditure.
- (4) Provide input into Reports and Returns.
- (5) Recommend nominees for BAMA Colours.
- (6) Produce the Army summer and winter karting fixture lists for endorsement by the 4 Wheeled Group Director.

e. **Adventure Secretary:**

- (1) Lead on all adventure matters.
- (2) Provide input into the adventure forecast of expenditure for inclusion in the annual budget plan.
- (3) Control all funding – income and expenditure.
- (4) Provide input into Reports and Returns.
- (5) Recommend nominees for BAMA Colours.
- (6) Produce the Army summer and winter adventure fixture lists for endorsement by the 4 Wheeled Group Director.

f. **British Army Rally team (BAR) Secretary:**

- (1) Lead on all BAR matters.
- (2) Provide input into the BAR forecast of expenditure for inclusion in the annual budget plan.
- (3) Control all funding – income and expenditure.
- (4) Provide input into Reports and Returns.
- (5) Recommend nominees for BAMA Colours.
- (6) Produce the Army summer and winter BAR fixture lists for endorsement by the 4 Wheeled Group Director.

### **Motorsport UK Affiliation and Licensing**

6. BAMA, as a member of Motorsport UK, operates under the Motorsport UK's National Sporting Code and the Yearbook ('Blue Book') rules, with all events run in compliance with the Blue Book with changes outlined in the Supplementary Regulations. Competitors are required to hold the appropriate class of licence when they compete in an event for which a Motorsport UK permit has been issued.

## Property

7. All 4 Wheeled Group property is to be recorded on an AB115 and maintained on a regular basis. Overall responsibility resides with the Group secretaries who must account for capital items under their disciplines. Discipline Secretaries are to sign the AB115 annually in preparation for the AGM. Property includes the following:

- a. **Archive material.** Presentations received by BAMA. Historical documents, photographs and video footage.
- b. **Trophies.** See Appendix 1 to this Annex.
- c. **Equipment.**
  - (1) Equipment purchased from the Sports Equipment Public Fund.
  - (2) Capital equipment procured by the disciplines or donated by sponsors.
- d. **Presentations.** A small stock of BAMA, ties, plaques and badges is to be maintained. (This lies with the BAMA Secretary)
- e. **Clothing.** Is at the discretion of the individual disciplines and ordered via the Team Secretary.

8. The main 4 Wheel Group's account is held as a sub-account in the ASCB account and controlled by the ASCB Accountant. Where a grant is allocated from the Group's account to an individual to organise an authorised event, the grant must be spent in accordance with Service Funds Regulations and a record of income and expenditure maintained. This record is subject to audit.

## Meetings

9. The Discipline Secretaries are responsible for holding their sporting discipline AGM. Minutes are to be produced and distributed to the President. The meeting should be held prior to the budgetary submissions which are due in Feb of each year.

10. 4 Wheel Group management committee meetings can be called at the discretion of the Director.

11. The meetings are to be called in order to discuss important issues affecting the running of the Group. Typical agenda items may include:

- a. Additions to the fixture list.
- b. Annual budget allocation.
- c. Key event planning.

## Appendix:

1. 4 Wheeled Group Trophy List.











**Appendix 1 to  
Annex B  
to BAMA Charter  
Dated Apr 22**

**4 WHEELED GROUP TROPHY LIST**

<b>Trophy</b>	<b>Designation</b>	<b>Picture</b>	<b>Estimated value £</b>
President's Cup (Gigantic)	Best Reserve Forces Team Ex Roadmaster		2500
Silver Cup	Ex Roadmaster Best Novice Crew		500
WRAC Rosebowl	Ex Roadmaster Best Female Crew		50
George Hearn Trophy (Silver Cup)	Ex Roadmaster 1st Unit Team		350
Duckhams Trophy (Plate on Wooden Base)	Ex Roadmaster Best Infantry Crew		100
Rhine Army Trophy (Silver Cup)	Ex Roadmaster Best BFG Crew		350
Wilkinson Shield (Bdr Wilkinson Memorial KIA Afghanistan 2008)	Ex Roadmaster Best Newcomer Crew		80
PM UKLF Trophy (Silver Cup)	Ex Roadmaster 1st Overall crew	To Follow	250

Trophy	Designation	Picture	Estimated value £
RAFMSA Cup	Ex Roadmaster 1st RAF Driver		100
RAF MSA Cup	Ex Roadmaster 1st RAF Navigator		100
Joint Helicopter Command Trophy (Silver Cup)	Ex Roadmaster Best JHC Crew	To Follow	250
Standard Triumph Trophy (Silver Cup)	Ex Roadmaster Best Beginner		350
REME Cup	Ex Roadmaster Best REME Crew		200
Champion Navigator Trophy (Silver Cup)	Ex.Roadmaster Champion Navigator	To Follow	500
BAMA Trophy (Silver Cup)	Ex.Roadmaster Champion Driver		200
RLC Trophy	Ex Roadmaster Best RLC Crew		200
RN Trophy (silver cockerel on stand)	Ex Roadmaster Best RN/RM Crew		500

Trophy	Designation	Picture	Estimated value £
RAFMSA Trophy	Ex Roadmaster Best RAF Crew		100
Southern Command Trophy	Ex Roadmaster 2nd crew Overall		50
Northern Command Trophy (Silver Cup)	Ex Roadmaster 1st Expert Crew		200
RMP Shield	Ex Roadmaster 1st RMP Crew		50
Royal Signals Cup	Ex Roadmaster 1st R Sig Crew	To Follow	
BBC TV Autopoint Trophy (wheel on rough ground – silver – previously purloined by Federation of Police MC – but see early inscriptions)	Previously awarded by Police at 4WDF but currently unallocated		350
Rickshaw Ramble Cup	Rickshaw Ramble Winning Crew		100
Magnum Spirit Cup (shabby – needs replating)	Magnum Spirit Winning Unit Team		60
BAFMA Championship Shield	BAFMA Championship Winning Unit		50

Trophy	Designation	Picture	Estimated value £
Eastern District Cup	Best NI Crew		50
¼ Tonne Trophy	Best RE Crew		50
Scottish Rover Shield	1st Overall Crew		150
Rawlings Bowl			60
Southern Coaches Trophy			50
The David Pallard Trophy			50
Champion Driver Trophy			
Champion Navigator Trophy		To Follow	
Man of the Year Trophy		To Follow	
Karting Trophy		To Follow	

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Annex C to  
BAMA Charter  
Dated Oct 22

~~ARMED FORCES RALLY TEAM~~ Annex Removed





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## **ARMY MOTORCYCLING ASSOCIATION CHARTER**

### **History**

1. The Army Motorcycling Association (Army MCA) was formed in 1937 – details are scarce from this period but it is known that Army MCA teams entered the International Six Days Trial (ISDT) in 1937 and 1938 using Matchless M5 machines, and the inaugural Army Motorcycle Championships took place in 1938. In Oct 1939, the ISDT was held in Austria. On day 5, the Army MCA team were leading overall when representation from the British Embassy appeared ordering the team to withdraw immediately and return home via France. Despite many difficulties they did. WW2 was declared 2 days later.
2. Post war years saw a massive increase in the number of motorcycles in military service especially the BSA M20 with plenty of talented riders such as John Giles and Arthur Lampkin. There were Trials run at all levels and Army participation started in the ISDT and Scottish Six Day Trail (SSDT). In 1960 Army MCA came under the newly formed British Army Motoring Association with Lt Col Noddy Lowe in charge as the Association's first Secretary based at the Army School of Mechanical Transport (ASMT) in Bordon. During the mid-60s, the BSA M20 was replaced by the Triumph TRW, but this machine was considered unsuccessful and was replaced by the BSA B40 in 1967.
3. Military motorcycling flourished under the guidance of the Army MCA, the major events ISDT and SSDT had highly competitive Army Teams each year. The ASMT moved to Leconfield, and the Secretary's post moved to the Advanced Driver Training Wing. The BSAs were replaced by the Armstrong MT500 in the late 70s which was much loved by motorcyclists but hated by Army riders due to the difficulty in starting a 500cc single. In the early 80s, the Enduro discipline gained in stature – this became the main focus for military participation while Trials evolved into a more specialised nature and the Trials machines became ever smaller, lighter and more delicate. A core of Army MCA riders continued and, although the ISDT adopted an Enduro format (later becoming the ISDE), a strong cadre of Trials riders have kept the discipline intact with annual participation in the internationally recognised SSDT. In the mid 90s, the Armstrong was replaced by the Harley Davidson MT350 and with disc brakes and an electric start it was deemed an immediate success. In April 2009, use of the Harley Davidson MT350 stopped and the British Armed Forces Motoring Association (BAFMA) carried on as a training activity using civilian machines for a further 18 months.
4. From Jul 2010, all mainstream military motorcycling ceased, but riders and teams still continued to ride with no real authority and at increasing risk, hence the requirement to formalise the activity as a sport under the ASCB

### **Background**

5. For the majority of its history the Army MCA has been based upon training value and not competition. The role of BAMA/BAFMA was to improve off road riding skills though the premise of Advanced Driver Training. The move to a sport has reversed this role and now Army MCA activity is based around competitions where there must be a winner. Although

the only motorcycle disciplines currently recognised are Trials, Enduro, Motorcross and Road Race, this may not always be the case. As technology develops and if there is sufficient interest at rider and managerial level, other 2-wheel sport such as, Supermotard, Speedway, e-scooters and Grass track etc could be included in the future.

## **Responsibilities**

6. The responsibilities of the Group Director and Discipline Secretaries are as follows:
  - a. Army MCA Director:
    - (1) Lead on all Army MCA matters.
    - (2) Produce the 5 year budget plan.
    - (3) Control all funding and maintain property – income and expenditure.
    - (4) Produce all Reports and Returns to ASCB by the timelines.
    - (5) Endorse recommendations for BAMA Colours.
    - (6) Produce the Army summer and winter fixture lists for approval by the ASCB.
  - b. Army MCA Deputy Director:
    - (1) Deputise for the MCA Director in all matters.
    - (2) Lead on the development of budgetary and sponsorship plans.
    - (3) Provide routine support and coordination for sub-discipline secretaries.
  - c. Trials Secretary:
    - (1) Lead on all Trials matters.
    - (2) Provide input into the Trials forecast of expenditure for inclusion in the 5 year budget plan.
    - (3) Control all funding – income and expenditure.
    - (4) Provide input into Reports and Returns.
    - (5) Recommend Trials Enduro riders for their BAMA Colours.
    - (6) Produce the Army summer and winter Trials fixture lists for the MCA Director.
  - d. Adventure/Long Distance Trials Secretary:
    - (1) Lead on all Adventure/Long Distance Trials matters.

- (2) Provide input into the Adventure/Long Distance Trials forecast of expenditure for inclusion in the 5 year budget plan.
- (3) Control all funding – income and expenditure.
- (4) Provide input into Reports and Returns.
- (5) Recommend Adventure/Long Distance Trials riders for their BAMA Colours.
- (6) Produce the Army summer and winter Adventure/Long Distance Trials fixture lists for the MCA Director.
- (7) Act as an Army advisor on the planning and conduct of motorcycle expeditions.

e. Enduro/MX Secretary:

- (1) Lead on all Enduro/MX matters.
- (2) Provide input into the Enduro/MX forecast of expenditure for inclusion in the 5 year budget plan.
- (3) Control all funding – income and expenditure.
- (4) Provide input into Reports and Returns.
- (5) Recommend Enduro/MX riders for their BAMA Colours.
- (6) Lead on all matters relating to the ISDE.
- (7) Produce the Army summer and winter Enduro/MX fixture lists for the MCA Director.

f. Road Race Secretary:

- (1) Lead on all Road Race matters.
- (2) Provide input into the Trials forecast of expenditure for inclusion in the 5 year budget plan.
- (3) Control all funding – income and expenditure.
- (4) Provide input into Reports and Returns.
- (5) Recommend Road Race riders for their BAMA Colours.
- (6) Lead on all matters relating to the Isle of Man TT Race.
- (7) Produce the Army summer and winter Road Race fixture lists for the MCA Director.

## Key Events

7. Army motorcycling supports the following key events on an annual basis:
  - a. **SSDT.** Arguably the greatest motorcycle trial in the world, since its origin in 1909, no other trial has captured the imagination of rider and spectator in the same way. Riders are lured to the SSDT from all over the world, and the event has the same status for trials riders as the Isle of Man TT has for road racers. Army participation started in the 60s and for the past 20 or so years the Army has entered a team of 3 riders supported by a crew of 3. Riders compete for the Best Service team and individual awards against the other teams including the RAF and Police.
  - b. **ISDE.** The premier world Enduro event, the ISDE has been running since 1913. Countries are appointed by the FIM<sup>21</sup> to run the event on an annual basis, where national teams compete against each other. GB enters senior (Trophy) and junior (Vase) teams of 4 riders with the best of 3 to count. The standard of participation is high (this is not an event for novices) and numbers are limited, to this end the ACU<sup>22</sup> will vet teams to ensure riders are of sufficient standard and may put a cap on the numbers. Army participation can be dated back to 1937, and we have competed on a regular basis ever since, occasionally sending two teams. The Army is classed a club team and usually enter a team of 3 riders. The Army has a good standing with the ACU due to our commitment over many years and vetting and team allocation is normally not an issue. The Army team has strong links with the GB team and assist them with training and logistics where possible.
  - c. **Anglo - Swedish/Dutch Competitions.** The Anglo/Swedish competition was first run in 1953 and has been running annually ever since. The event is run on a home and away basis with the venue alternating every year; Sweden and the UK. The competition is based on a team of 4 riders with the best 3 to count and follows the format of a 3 Stage Trial as dictated by the host country. The competition is held concurrently with the host country's annual Army Championships and forms part of a competition within the main competition. After the event it is customary to have a dinner where the riders and managers exchange gifts. Recent events have used the following formats:
    - (1) **Sweden.** The Army team are invited to the Swedish Army winter competition held in Feb in Alvdalen or Ostersund. Temperatures are always well below freezing and typically around -20°C with heavy snow. The Army team are loaned Swedish Army motorcycles which are fitted with skis and the competition follows an enduro format in two stages, day riding and night riding.
    - (2) **UK.** Due to the demise of the general service motorcycle, the Swedish team have to bring their motorcycles to the UK. They arrive a few days prior to the event and will settle and carry out low level training. The event format follows the Army Championships which is normally a two day event covering both Trials and Enduro. Since 2008 a team from the Netherlands Military has also competed in the Army Motorcycle Championships. This partnership is due to be formalised into a competition with trophy in 2023.

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<sup>1</sup> Fédération Internationale de Motocyclisme – the world governing body.

<sup>2</sup> Auto Cycle Union – the UK governing body.

d. **Army Motorcycle Championship.** The Army Championship is the Army flagship event of the year and has been running since 1938. It attracts a large number of entrants and is normally run over two days, but can in extremis be run over a single day. The event takes the format as dictated by the organiser but covers both Trials and Enduro disciplines and follows ACU rules. Special Tests, Mechanical Tests, Map Reading, Shooting, Acceleration and Brake Tests and Graded Hills have all been included in the past, largely depending upon the time and resources open to the organiser. Open to serving members of Army, TA and civil servants who are full members of BAMA, the event could be opened up to associate members and past members of the Armed Forces and on an invitation basis. There are many individual awards and trophies to be competed for; a complete list is at Appendix 1 to this Annex.

e. **Road Race Inter-Service Championship.** Road Race Inter-Service Championship. Road Race continues to be the route by which most recreational motorcyclist are drawn to two-wheel motorsport. The discipline currently consists of two Army representative teams that compete in UK national level competitions with the No-Limits Endurance and Sprint Championship series. Each of the representative teams comprises of 12 riders and 8-10 support crew that compete over eight separate rounds for each series. The Inter-Service competition, which is run as a separate event within the Sprint Race series, remains the pinnacle of the sport, provides the biggest attraction for external engagement and truly embodies the best of Army and Joint sport.

f. **British Superbikes.** In recent years a number of riders have competed at an international level in a support class of the British Superbikes series and guested in the same class at the UK rounds of the World Superbike championship.

## ACU Affiliation and Licensing

8. The Army MCA is affiliated to the ACU as a non-territorial club. It operates under their National Sporting Code and Rules of the Union and any events are run in compliance with the ACU Standing Regulations with modifications outlined in the Supplementary Regulations.

a. **Riders.** Riders are required to hold the appropriate class of licence when they ride in ACU organised and run events.

b. **Organisers.** Army MCA event organisers are required to hold a Clerk of the Course licence. Training courses are run twice a year at the ACU's head office, with places allocated by the ACU.

c. **Army Championship.** The Army Championship is an Army Sports Control Board endorsed event and riders are classed as being on duty. Although the event is run in accordance with ACU regulations, there is no requirement to apply for an ACU permit or comply with ACU licensing. However, if the event is open to BAMA members/associate members who are not serving members of the Army or Reserve then the requirement for ACU permits and licensing is extant.

## Property

9. All Army MCA property is to be recorded on an AB115 and maintained on a regular basis. Overall responsibility resides with the Army MCA Director. Property includes the following:

- a. **Archive Material.** Presentations received by the Army MCA. Historical documents, photographs and video footage.
- b. **Trophies.** See Appendix 1.
- c. **Motorcycles.** On occasion, Army MCA may purchase motorcycles for use.
- d. **Consumables.** In order to run events, consumables such as tape, arrows, time cards and punch cards are required.
- e. **Presentations.** A small stock of Army MCA plaques, ties and badges are to be maintained.

## Meetings

12. The Army MCA Director is responsible for holding an AGM. Minutes are to be produced and distributed to the President. The meeting should be held prior to the budgetary submissions which are due in Feb of each year. Attendance is:

- a. Army MCA Director – Chairman.
- b. Army MCA Deputy Director.
- c. All Discipline Secretaries.
- d. Treasurer or ASCB Accountant.
- e. All full members of BAMA are invited to attend the AGM.

13. Army MCA management committee meetings can be called at the discretion of the Director. The meetings are to be called in order to discuss important issues affecting the running of the association. Typical agenda items may include:

- a. Additions to the fixture list.
- b. Annual budget allocation.
- c. Key event planning.

## Media and Communications

14. Army MCA will use the winged wheel as their emblem – illustrated on page D-1. The emblem identifies Army MCA amongst other clubs and should be used widely to adorn clothing and motorcycles.

15. Discipline Secretaries are responsible for updating the Army MCA Director on the performance of individuals. They are to update websites, produce post event reports and



maximise opportunities to promote their sport in a positive manner and in line with the BAMA mission.









**Appendix:**







1. Army MCA Trophy List.







**Appendix 1 to  
Annex D  
to BAMA Charter  
Dated Apr 22**

**ARMY MCA TROPHY LIST**

Trophy	Awarded For	Picture
<b>Team Trophies</b>		
Gort Trophy	Best Team Overall	
Graham Walker Cup	Runner Up Team	
Silver Cup	Third Placed Team	
Illing Trophy	Best REME Team	
Buckley Trophy	Best All Novice Team	
Anglo-Swedish Trophy	Winning Team	
<b>Individual Trophies</b>		
Norton Trophy	Winner Army Champs  The Army Champion	
Motorcycle Industries Trophy Challenge Cup	2nd Overall	

Silver Cup	3rd Individual	
Motorcycle Industries Trophy	Best Novice Rider	No photo
Holden Trophy	Best Reserve Forces Rider	
RLC Cup	Best RLC Rider	No photo
John Clover Cup	Best RLC Novice	
REME Cup	Best REME Rider	
Turner Trophy	Best RE Rider	
Gwinnell Memorial Trophy	Best AAC Rider	No photo
Shuggy Pascoe Cup	Best Special Test Time	

Noy Trophy	Best Novice Test Time	
<b>Trophy</b>	<b>Awarded For</b>	<b>Picture</b>
BAOR Cup	Best Veteran Rider	
Mills Trophy	Best Trials Rider	Missing
Lennerman/Westerberg Trophy	Individual Winner Anglo - Swedish Competition	
Paul Grace Trophy	Spirit of the Event	
TBC	Anglo – Netherlands Trophy	

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## BAMA MEMBERSHIP

### Membership

1. **Categories of membership.** There are two categories of membership within BAMA:
  - a. **Full Membership.** Full membership is open to Regular and Reserve Army personnel.
  - b. **Associate Membership.** Associate membership is open to any applicant sponsored by a full member.
2. **Applying for Membership<sup>23</sup>.** Applications can be made using the online at <https://forms.office.com/r/1GsjzLF4KK> or alternately by returning the completed form to Ryan Thompson via email to [ryan.thompson995@mod.gov.uk](mailto:ryan.thompson995@mod.gov.uk). Membership applications can also be made via the QR code below. This process **MUST** be followed each year to ensure data held by BAMA remains current; failure to resubmit annual membership via the aforementioned process will result in your membership lapsing.



**Figure 1.** BAMA membership application form QR code

3. **Subscriptions.** All members are to pay an annual subscription of £15.00<sup>24</sup> which covers the Calendar year from 01 Jan – 31 Dec. The subscription renewal date for all members is 1 January. Membership is valid from the date of payment until 1 January irrespective of when the initial payment is made.
4. **BAMA Membership App.** As of August 2022 BAMA will be using the CardSkipper mobile app as its only official membership card. Physical membership cards will no longer be produced. CardSkipper replaces the traditional membership card and gives members constant digital access to membership details. It can also deliver membership renewal

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<sup>23</sup> The application process has been reviewed and refined with effect 01 August 2022; all previous processes are now invalid.

<sup>24</sup> to be periodically reviewed by the Execs

reminders and therefore removes any chance of membership accidentally lapsing, additionally it means that lost cards will no longer prevent participation in events. Important points to note about the CardSkipper app:

a. **Privacy.** CardSkipper is an external, 3<sup>rd</sup> Party company that hosts the application and so some personal information may need to be shared for the purpose of membership and event administration; access to this information is strictly limited to relevant personnel and information will not be retained longer than required. The information held will be destroyed on receipt of written confirmation that membership is no longer required (in accordance with BAMA Charter for Privacy Notice).

b. **Push Notifications.** CardSkipper has the built-in ability to use push notifications on mobile devices. This means that you will be alerted anytime there is new information or changes have taken place within the application, where relevant to you. This feature can be turned off by members from within the application, however, the default setting is for push notifications to be active.

c. **Access rights.** Discipline Secretaries have all been granted administrative rights within the CardSkipper app and are responsible for conducting their own assurance checks. Discipline Secretaries are also responsible for ensuring that all members of their discipline are listed within the membership database. Members that are not saved within the database will be considered as not having an active membership and so will not be afforded the privileges associated.

5. **Code of conduct.** Despite membership being open to civilian Associate Members, BAMA remains a military organisation whereby the British Army's core values are expected to be maintained and followed. All members are to conduct themselves in the appropriate manner to ensure they do not in any way bring Defence, the Army, or BAMAs reputation into disrepute. Members should defer to Annex I of this Charter for further information regarding the code of conduct and discipline.







**Annex F to  
BAMA Charter  
Dated Apr 22**

**FINANCIAL MANAGEMENT IN BAMA**

References:

- A. AGAI Vol 1 Chap 5 - Sport.
- B. [2014DIN01-099 - Status of Sports in the Services.](#)
- C. JSP 752 Chapter 6 Section 1 - Sports Travel.
- D. [2022DIN10-016 - Army Sports Lottery.](#)

**Introduction**

1. The BAMA accounts are run in accordance with the Army Sports Control Board policies and processes. The BAMA financial account is held and controlled by the ASCB Central Bank in conjunction with the Treasurer. The BAMA account is divided into individual sub-accounts to manage funds allocated to the respective disciplines in support of the annual activities and 5-year financial plan.

**Aim**

- 2. The aim of this Annex is to set out the financial process to be implemented to ensure BAMA supervises its expenditure appropriately.
- 3. The President/Chairman, Group Directors and Discipline Secretaries or their appointed representative may access BAMA funds. To access funds, the Discipline Secretary (who is the only authorised person, unless otherwise stated by them to the ASCB Accountant) is required to email the BAMA Treasurer with the type of transaction to take place and the amount of money to be debited/credited. Discipline Heads can only access their own discipline areas. The Central Fund account is accessed by the President, Chairman and Treasurer only, with delegated authority to Discipline Secretaries when directed.

**Transactions**

- 4. The ASCB conduct a payment run every Thursday each week. Requests for payments must be with the finance team by Wednesday lunchtime. Payments are made via BACS. Payments will take up to two working days to reach the suppliers' / individuals' accounts.
- 5. Requests for transactions should be notified by email to the BAMA Treasurer using Payment and Receipt Vouchers provided by the Treasurer on request. It is the responsibility of the respective BAMA authorised discipline account holder to complete and submit accurate transaction requests to the BAMA Treasurer.
- 6. Payment into the account from entry fees/sponsorship can be made by cheque or BACS payment. BACS is the preferred method, individuals must ensure the

discipline account code is clearly marked by the payer to avoid confusion. Bank details for payment into the account are:

- Bank: Holts
- Account Name: ASCB
- Acct No: 10529980
- Sort Code: 16-19-26

### **Financial Restrictions**

7. Financial requests over the amounts detailed in the Delegated Authorities matrix, will require the approval of the wider Strategic Committee. Email confirmation is sufficient and is required prior to the submission of payment requests to the ASCB Accountant. This ensures sufficient funds are available to complete the transaction and satisfies the account audit trail.

### **Sub-Account Names**

8. In order to track spending and provide accurate data for audits, the following sub-account names are set up within the BAMA account:

- a. 4 Wheel - Main.
- b. 4 Wheel - Sports Cars.
- c. 4 Wheel - Karting.
- d. 4 Wheel - Stage Rally.
- e. 4 Wheel - 4x4 Navigation.
- f. 2 Wheel - Main.
- g. 2 Wheel - Trials.
- h. 2 Wheel - Road Race.

9. The selection of the Treasurer is to be approved by the President. The Treasurer is to monitor expenditure levels and prepare a statement of accounts for the Chairman on request and prior to all Executive Committee Meetings and Annual General Meetings.

10. Financial expenditure for all BAMA motorsport disciplines is to be managed in line with the BAMA 5-year plans and business case. The transfer of funds between sub-accounts can only be authorised by the Treasurer, Chairman or President, with delegated authority to Discipline Secretaries when directed.

### **End of Year activity**

11. The accounts are run in line with the financial year, 1 Apr to 31 Mar. A timetable is sent out prior to the end of the Financial Year detailing the accounts closedown procedures being conducted in the lead up to year end. The Treasurer will arrange for a committee member to visit the ASCB to complete an audit of the supporting payment and receipt vouchers once the closedown procedures have been completed. Once the audit report has been completed, a copy of the signed end of year report will be sent to the President along with any points highlighted as the result of the audit.

12. It is incumbent on BAMA Discipline Secretaries to ensure expenditure is committed and incurred only in accordance with financial regulations and direction from the BAMA executive committee. Where there is any concern regarding propriety, such matters are to be raised through the Treasurer for the attention of the Chairman. Ignorance is not an excuse for non-compliance with policies, procedures and regulations. The MOD's zero tolerance policy on fraud, theft, corruption and irregularity will continue to be rigorously adhered to.

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## BAMA Branding

### The Brand

1. The current Army Motorsport brand image, illustrated below, is held on the Defence branding portal<sup>25</sup>. Any older branding<sup>26</sup> on clothing, vehicles or media platforms should be removed and replaced.



2. **BAMA branding.** BAMA operate an association specific brand that is useable by members of BAMA.



3. **Army MCA specific branding.** The 2 wheel ACU Group also have their own specific brand which is detailed below.



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<sup>25</sup> Code BA 0393 army-logo-lockup-motorsport

<sup>26</sup> Work is ongoing to update the brands to account for the change in design wrt the Kings crown.

## Brand ownership

4. The Army Sports identity is owned by the Secretary of State and protected on his behalf by Defence Intellectual Property Rights (DIPR). As a general rule, sports associations are permitted to use the identity for MOD purposes without charge or licensing and this includes the provision of branded sports equipment. The Army Motorsport brand is officially recognised on the Authorised Badges Database on the Defence Brand Portal, a copy of which can be downloaded from there.

5. Being a member of BAMA does not automatically entitle an individual to utilise the Army Motorsport Brand, whether that is in any form of media (including social media), competition vehicles, equipment and or on clothing. **No one is permitted to use the BAMA branding without the express permission of the relevant sub-discipline secretaries. Where there maybe some doubt, reputational risk or where additional clarification is required, the Gp Directors should issue direction and guidance for use; when necessary this could also be elevated to the Strategic Committee.**

## Commercial use of branding

6. Any commercial purpose, in particular external merchandising with an equipment provider, is likely to require licensing and the approval of Defence Intellectual property Rights(DIPR). 2017DIN05-009 – Creation and Use of Names Insignia and Logos, refers. BAMA members must be cautious when providing Army branding to commercial outlets and must seek advice from the Executive Committee before entering into any agreement.

7. The Army Motorsport branding **MUST NOT** be used for personal financial gain. All BAMA members must be aware that individuals, who were not BAMA members have falsely represented themselves as Army Motorsport Representatives and/or Officials in the past, in order further their own financial sponsorship potential. These individuals operate outside the ASCB rules for sponsorship and nearly always damage the brand to the detriment of those legitimately using it. Individuals found to be exploiting the branding for their own financial betterment maybe committing fraud and as result may face disciplinary action, as detailed in Annex I.

## Use of Army Motorsport branding on vehicles

8. **Authority to use branding on vehicles.** Members of BAMA that have been formally selected to compete in representative Army level events as official Army team competitors, are required to display Army Motorsports branding on their vehicles. BAMA members that are not formally selected as Army Motorsport competitors that wish to utilise the Army Motorsport Branding, must seek permission from the relevant discipline secretary on an annual basis. An example of this could be where there is a requirement to deliver Army Engagement activity.

9. **Layout and conformity.** In order to maintain BAMA's corporate image, branding used on vehicles must be high quality and uniform across competitors. Sub disciplines should have their own branding policy to manage team uniformity.

## Use of Army Motorsport branding on clothing

10. **Race Suits.** Members of BAMA that are formally selected to compete in Representative Army level events as official Army team competitors, are required to



display Army Motorsports branding on their clothing. BAMA members that are not formally selected as Army Motorsport competitors that wish to utilise the Army Motorsport Branding on their race suits, must seek permission from the relevant discipline secretary on an annual basis. There are specific requirements from the NGBs on how these brands must be applied to certain clothing items such as Fire-Proof suits.

11. **General clothing wear.** All current members of BAMA, full and associate, may wear shirts, jackets jumpers etc with the any of the Army Motorsports brands once authorised by the relevant discipline secretary, Gp Director or Chairman.



**Annex H to  
BAMA Charter  
Dated Apr 22**

**Annex H to BAMA Charter Dated Mar 23  
SAFETY MANAGEMENT PLAN**

References:

- A. [ACSO 1200 The Army Safety and Environmental Management System](#)
- B. [JSP 375 Management of Health and Safety in Defence](#)
- C. [Managing for health and safety \(HSG65\)](#)
- D. [Health and Safety at Work etc Act 1974](#)
- E. [Managing Health and Safety at Motorsport Events HSG112 \(2nd Edition\)](#)
- F. [DSA01.1 Defence Policy for Health, Safety and Environmental Protection](#)

**RECORD OF AMENDMENTS**

Change Number	Authority	Date	Amendment
001		29/03/23	Addition of Moto-Cross discipline. Change Event Director to Activity Deliverer. Amendment of Incident Management Process.

**Introduction**

1. This Safety Management Plan (SMP) is designed to provide a framework to define how the British Army Motorsports Association (BAMA) and its members identify hazards and control risks, whilst maintaining assurance that these risk controls are effective. It is intended to be a systematic, explicit, and comprehensive process for managing the safety risks associated with a broad range of motorsports activities. As with all management systems, this SMP provides for goal setting, planning, and measuring performance. It forms a key part of the BAMA Charter and is designed to offer clear direction to all participants. It is also a key part of our culture, defining how we deliver motorsport safely. The delivery of safe events shall be continued through:

- a. Learning From Experience (LFE), taking lessons from previous events.
- b. Continuous improvement through member feedback.
- c. Safety monitoring will be performed during every event and recorded where necessary.

This SMP will follow the methodology at Reference E which can be summarised as follows: Plan, Do, Check, Act.

**Document Purpose**

2. This SMP defines how hazardous events associated with motorsport events will be identified, analysed, and managed. It outlines how safety activities, safety methodology

and safety procedures will be performed, recorded, and monitored whilst delivering motorsports for members of BAMA.

### **Evolution Procedure Management**

3. Following any major changes to assumptions, processes, organisation, legislation, or methods the SMP shall be updated. When a change has been incorporated this will be written precisely (the nature of the change and the corresponding paragraphs) in the Record of Amendments. Modifications will be authorised by the BAMA Secretary and Safety and Assurance Executive by signature.
4. Where this SMP is not fully applied, a deviation will be submitted by the discipline head or a delegate.

### **SMP Document Monitoring and Review**

5. The SMP is established, maintained, and updated on behalf of BAMA. The SMP will be worked on in conjunction with the NGB, discipline heads, affiliated organisations, and members in order that a complete appreciation of the safety concerns is explored and developed with the objective of addressing those concerns raised during events.
6. The SMP will be reviewed bi-annually by the Safety Working Group (SWG) consisting of the President and the Group Directors and the Discipline Secretaries. This will include a review of progress on resolving issues captured on the risk register and confirming the Risk Rating for each area of the Association. The BAMA Risk Matrix will be updated and reviewed. Further control measures will then be considered for the coming year; these include plans for audits, safety tours, routine refresher training or special training for specific individuals or groups.
7. Safety will be reviewed as the first agenda item on all BAMA discipline meetings. It will include reportable incidents, changes to operations affecting risk assessments, risk registers and risk ratings for the association.
8. Additional bench marking will be carried out by comparing statistics and examples of best practice with similar motorsports organisations external to BAMA. Senior BAMA stakeholders will attend licensed officials' seminars organised by the relevant NGB, to share information and ideas. This is intended to utilise the LFE process from within BAMA and from the wider motorsport community.

### **Aims**

9. The aims of the SMP are:
  - a. To ensure that the associated risks with BAMA activities are either broadly acceptable, or tolerable and As Low as Reasonably Practicable (ALARP); this applies also to environmental impacts and risks.
  - b. To provide and maintain adequate assurance information that this is being achieved.

### **Event scope**

10. This section describes the typical events undertaken by the various BAMA disciplines.

11. **Outline.** The British Army Motorsports Association (BAMA) was formed in 1960 for the purpose of co-ordinating motorised wheeled driver training in the Army and in the form of competitive motorsport events and to represent the interests of Army Motor Sports at Service, National and International level. In 2010 BAMA was awarded the status of 'Recognised Sport' and organised itself into 3 Groups covering 8 motorsport disciplines as follows.

a. Four Wheel:

- (1) Army Sports Car Racing
- (2) Karting
- (3) Army Stage Rallying
- (4) 4x4 & Navigation

b. Two Wheel:

- (1) Trials
- (2) Enduro
- (3) Motorcycle Road Race
- (4) Moto-cross

c. **Adventure.** The adventure sub-discipline operates independently from the main BAMA Groupings, incorporating aspects of several 4 and 2 wheeled disciplines and drawing on SME and support from both as appropriate.

12. All participants are members of BAMA (or approved invited guests) which as an organisation operates under the rules and regulations of the Army Sports Control Board and is affiliated to their respective National Governing Bodies (NGBs), Motorsports UK and the Auto Cycle Union (ACU).

13. Each discipline has a secretary who is responsible to the President of BAMA via the respective Group Director for the safe running of events in their domain. Each event will have an Activity Deliverer who will be responsible to the Discipline Secretary for the safe running of their event. The Exercise Director is to be supported by an Activity Lead who is responsible for monitoring the planning, execution, and review of each BAMA event. The BAMA structure is shown in the chart at Para 6 of this Charter.

## **Sport Car Racing**

14. The Sports Car team have two team owned vehicles and the remainder are privately owned. The vehicles are prepared in accordance with the MSUK Yearbook (aka

as Blue Book) and this is assured through scrutineering at every event by Motorsport UK qualified marshals. Race licences are acquired in a progressive format dependant on level of racing and can be gained through the ARDS (Association of Race Drivers School) test. All PPE is subject to scrutineering and must meet the minimum levels prior to competition.

15. Training and competition take place on Motorsport UK approved circuits throughout the UK. Competition is carried out using 750 Motor Club who are governed by Motorsport UK. The discipline aspires to send personnel to attend the ARDS instructor courses and other motorsport official training.

### **Karting**

16. The Karting team have four team owned endurance karts and one privately owned sprint kart. The vehicles are prepared in accordance with the Motorsport UK Kart Race Yearbook and machinery is assured through scrutineering at events by Motorsport UK qualified marshals. Race licences are acquired in a progressive format dependant on type of machine being raced and can be gained through the ARKS (Association of Race Kart Schools). All PPE is subject to scrutineering and must meet the minimum levels prior to competition.

17. Training and competition take place on National Karting Association approved tracks throughout the UK. Competition is carried out using the RAF Motor Sports (Kart Sect).

### **Army Stage Rallying**

18. All vehicles within the Stage Rallying team are privately owned. For stage rallying the vehicles are prepared using the Stage Rally Safety Regulations and will require a full MOT and vehicle tax (age dependant) and for road rally the vehicles will require just the MOT and road tax and these will be assured prior to competition through scrutineering by Motorsport UK qualified marshals. Race licences are acquired through the BARS (British Association of Rally Schools) test. All PPE is subject to scrutineering and must meet the minimum levels prior to competition.

19. Training and competition take place across the UK in forests, on old airfields and current race tracks. Competition is carried out using NGB (National Governing Body) approved 3rd parties. The discipline have a Level 2 Motorsport Coach, a trained Clerk of the Course and a number of Motorsport UK trained marshals.

### **4x4 & Navigation**

20. Competitors taking part in 4x4 & Navigation events can use privately owned vehicles or suitable military vehicles. A list of specific vehicle requirements will be posted prior to the event and where events use public roads a valid MOT and the appropriate road tax are required, and these will be assured through scrutineering by Motorsport UK trained marshals. An RS Clubman licence can be obtained through a Motorsport UK affiliated club and this is the minimum licence requirement for all competitors with a valid UK driving licence required where the use of public highways takes place. All PPE requirements will be listed in the event regulations and are subject to scrutineering.

21. Training and competition take place on military training areas across the UK. Competition is carried out using the SQEP from within the discipline or through NGB

affiliated 3rd parties. The team have a number SQEP including a non licenced clerk of the course, secretary of the event, motorsport UK trained marshals, trained recovery operators and stage safety car drivers.

## **Trials**

22. The vehicles used for Army trails are a mix between privately owned and loan bikes. The vehicles are prepared by the team in accordance with the ACU (Auto Cycle Union) Handbook and this is assured through scrutineering prior to competition by ACU qualified marshals. Competition licences are acquired through the ACU, SACU (Scottish Auto Cycle Union) and FIM (Federation Internationale de Motocyclisme). All PPE is subject to scrutineering and must meet the minimum levels prior to competition.

23. Training and competition take place at locations throughout the UK and specific multi-national events will take place overseas. Competition is carried out through ACU, SACU and FIM affiliated clubs and Army Enduro run 2 events per year through the SACU. The discipline have trained Clerk of the Course Secretaries and Environmental Officers.

## **Enduro**

24. The vehicles used for the Army Enduro team are owned by the riders respective Corps/Regiment. The vehicles are prepared in accordance with the ACU Handbook and this is assured through scrutineering prior to competition by ACU qualified marshals. Competitors can purchase an ACU day licence (qualification terms apply) to take part in events but the Army team generally purchase an annual ACU licence. All PPE is subject to scrutineering and must meet the minimum levels prior to competition.

25. Training will take place on military training areas and competition will take place on tracks deemed suitable by ACU affiliated organisations. Competition is carried out through numerous ACU affiliated clubs at venues throughout the UK. The discipline have trained ACU Club Coaches, Clerks of the Course and Secretaries.

## **Motorcycle Road Race**

26. All vehicles within the Motorcycle Road Race team are privately owned. The vehicles are prepared in accordance with the Road Racing Standing Regulations and this is assured through scrutineering prior to competition by ACU qualified marshals. Race licences are acquired through ACU approved events and can progress with recorded experience. All PPE is subject to scrutineering and must meet the minimum levels prior to competition.

27. Training and competition take place on Motorsport UK and ACU approved tracks across the UK or in Europe. Competition is carried out using No Limits Racing and British Superbikes who are both governed by the ACU. The discipline have a number of race coaches for developing junior riders.

## **Moto-cross**

28. Currently all the bikes within the Motocross discipline are privately owned and are prepared in line with the ACU regulations and are subject to scrutineering at events by ACU qualified marshals. Race licences are acquired through ACU approved events and

can progress with recorded experience. The riders PPE is also subject to scrutineering and must meet the minimum levels set out by the NGB.

29. Training and competition take part on Motorsport UK and ACU approved tracks across the UK. Competition is carried out using VMX MXC who are governed by the ACU.

### **Adventure**

30. The adventure discipline are primarily non-competitive and carry out their activities on privately owned vehicles. Events take place on UK roads and military training areas and as such, all machines must meet the minimum standards for road going vehicles ie MOT, Road tax where applicable. Participants must hold the respective licence for the machinery and wear the mandatory safety equipment. This will be checked by event organisers and recorded should scrutiny be required.

31. The event organiser will provide a list of requirements other than those mandatory for normal road use. Machines and safety equipment will be checked by SQEP prior to any activity. This discipline will also conduct competitions under the 4x4 Navigation and the trials disciplines in accordance with their rules and regulations.

### **Responsibilities**

32. This section details the safety responsibilities of the BAMA Chain of Command (CoC).

### **President**

33. The President of BAMA is ultimately responsible to the personnel taking part in all BAMA activities. The President will chair the bi-annual SWG. The President, advised by the Safety & Assurance Advisor, delegates responsibility for safety through the chain of command to Group Directors, Discipline Secretaries and Exercise Directors. This includes ensuring that all events are run in accordance with:

- a. The BAMA Charter.
- b. The regulations of the relevant National Governing Bodies (NGB).
- c. JSP 800 Vol 5.
- d. The event Additional Supplementary Regulations (ASR) and Final Regulations.
- e. The event Risk Assessments<sup>27</sup>.
- f. The event EASP (see template at Appendix 1) if applicable.

### **Group Directors**

34. The Group Directors are responsible for all personnel taking part in BAMA activities within their group. The Group Directors will be part of the bi-annual SWG. The Group Director is responsible for the passage of information to the discipline heads and the



collation of information to report to the President. The Group Director will be the Activity (Risk) Owner.

### **Discipline Secretaries and Activity Deliverers**

35. The Discipline Secretaries and Activity Deliverers are responsible for ensuring that Risk Assessments are suitable and sufficient and that they are reviewed before and after each event and that any additional control measures are identified. They are also responsible for ensuring that all officials and competitors maintain an effective awareness of their responsibilities. In short, each Activity Deliverer is responsible for the officials, competitors and others under their control and affected by their activities. The Discipline Secretaries will be part of the bi-annual SWG.

### **Safety & Assurance Executive**

36. The Safety and Assurance Executive should be prepared to advise the President and his delegates on all safety matters. The Safety and Assurance Executive is responsible for ensuring all referenced safety documents are in date and that any changes in legislation are conveyed to the Group Directors. The Safety and Assurance Executive is available to assist with the production of Risk Assessments and understanding of NGB regulations. Where necessary the Safety and Assurance Executive can carry out assurance assessments on locations or external parties. The Safety and Assurance Executive will be part of the bi-annual SWG.

### **BAMA Members**

37. BAMA Members are responsible to themselves, other members, and other competitors to attend all safety briefs and adhere to guidance and regulations whilst undertaking activities under BAMA. BAMA members are responsible for ensuring they have the correct clearance through their unit CoC. BAMA members are responsible for the correct maintenance of their machinery and compliance with scrutineering requirements. BAMA Members are responsible for the timely reporting of incidents and near misses through the BAMA CoC.

### **Training**

38. This section details the minimum training requirements for the BAMA CoC.

### **President**

39. The BAMA President will complete:

- a. Safety Risk Management Training – Army Force Protection Advisor.
- b. Institution of Occupational Safety and Health (IOSH) Directing Safely (1 Day).

### **Group Directors, Discipline Secretaries and Activity Deliverers**

40. All Group Directors, Discipline Secretaries and Exercise Directors will complete:

- a. Sports Appointment Course – DLE.

- b. Safety Risk Management Training.
- c. Heat Illness Prevention – DLE.
- d. Motorsport UK or ACU Level 1 (Basic) Marshals' Training (2 hours) – Online.

### **Safety & Assurance Executive**

41. The President will be advised by a suitably qualified individual who has completed the following as a minimum:

- a. Sports Appointment Course.
- b. Heat Illness Prevention.
- c. NEBOSH National General Certificate – (2 weeks) Various Providers.
- d. Motorsport UK or ACU Level 1 (Basic) Marshals' Training.
- e. Safety Risk Management Training

### **BAMA Stewards**

42. All BAMA stewards will complete:

- a. Safety Risk Management.
- b. Motorsport UK licensed officials' seminar (annually).

### **BAMA Members**

43. All BAMA Members will complete the relevant licence requirements for their chosen discipline and should consider carrying out the Safety Risk Management and the Heat Illness Prevention Training.

44. Where a BAMA Member is non-competitive then suitable approved training to support the discipline should be carried out and recorded where necessary.

### **Officials/Marshals**

45. All BAMA event officials will have received written instructions and a briefing from the Exercise Director or Chief Marshal and are strongly encouraged to attend a Motorsport UK or ACU Level 1 (Basic) Marshals' Training session. This may include specific training in responding to incidents and the use of fire extinguishers.

### **First Aiders**

46. Each BAMA event is to have a Risk Assessment completed to assess the level of First Aid cover required, in accordance with the regulations of the NGB, also considering local conditions and factors. The level of first aid cover is to be documented in accordance with the Event Action Safety Plan (EASP) where applicable.

## Recovery Teams

47. Each BAMA event is to include an On Event recovery plan, nominating suitably qualified individuals to carry out on and off-road recovery. These individuals should be registered by the NGB.

## BAMA EVENTS

### Participants

48. All those taking part in BAMA events as either officials, competitors or press are to sign-on in accordance with the rules for the NGB. They are also to be recorded in their Unit's Part 1 orders as being On Duty. Non-military personnel are to register with the Exercise Directors so that they can be covered by appropriate personal injury insurance.

49. Additional Safety Regulations must require all competitors to attend a mandatory safety brief delivered by the Exercise Director; this is to allow Director to stamp their safety leadership intention on the event.

### Arrangements

50. **Outline.** In order to deliver an effective SMS, BAMA has developed several arrangements to ensure that the President's H&S policy can be implemented effectively. These consist of detailed procedures and systems in several specific areas. Whilst these arrangements are mandatory for all participants, it may be necessary to comply with a number of local site procedures, which may be MOD or another civilian organisation's rules and policies. Although highly unlikely due to the overarching authority of the Health and Safety at Work Act 1974 on all organisations, where there is a conflict of procedure, this should be raised with line management in consultation with the H&S Advisor. The final decision on the safe operation of BAMA activities will rest with the President.

50. The detailed procedures fall in several sections:

- a. Risk Assessments.
- b. Safe Systems of Work.
- c. Stewards' Reports.
- d. Reporting and Investigation.
- e. Safety Working Group meetings.
- f. Annual General Meeting.

### Risk Assessments

52. Each discipline will have a generic Risk Assessment which can be utilised for specific events. All discipline Risk Assessments will be reviewed annually, or after an accident or significant incident (e.g., near miss). All Risk Assessments are to be reviewed by a team consisting of a suitably qualified individual (normally an Activity Deliverer or

BAMA Steward), a competitor and at least one other official or marshal and signed off by a suitable person. All assessors are to be involved in the annual review of at least one risk assessment, so that they understand the relevance and their part in the process. The assessor should have completed the SRM training. Risk assessments shall be kept on record for a minimum of 3 years in accordance with Ref A.

53. Care must be taken to ensure that the generic assessment is adapted to consider local circumstances. It is important to realistically review all activities to identify all hazards to identify and implement the control measures. Records must be kept of the annual review of completed Risk Assessments by named individuals to the effect that they have read and understood them and agree to comply with them.

Safe Systems of Work

54. Safe Systems of Work rely on the following:

- a. Safe People
- b. Safe Equipment
- c. Safe Place
- d. Safe Practice

55. Safe people shall be identified by the level of licence or certification held. Each member of BAMA is required to inform the members secretary of the level of licence or qualification held for the records.

56. Safe Equipment shall be assured by compliance with the relevant NGB regulations on type of vehicle and the safety requirements by type. Clothing shall meet the minimum requirements for competition use as per the NGB regulations. These will be assessed at every event during compulsory scrutineering. Where military vehicles are to be used the Authority to Use Document (ATUD) should be raised, and the vehicle should be 'Taskworthy' or 'Limited Role' where applicable). Where military vehicles are to be used, reference should be made to 2022DIN10-007.

57. Safe Places will be assured through a number assurance checks. The track/circuit itself will be checked daily by a Suitably Qualified and Experienced Person. Any real estate should have suitable in date certification for electrical, sanitary and fire suppression systems and these should be provided when requested.

58. Safe Practice shall be assured through compliance with the NGB rules on training, qualification, and licensing. Safe maintenance shall be assured through compliance with the relevant NGB regulations on pre-event documentation or scrutineering checks. Safety measures highlighted in the Risk Assessments shall be adhered to and any deviations from these could result in the cessation of the event or disqualification. Where a military vehicle is used in a Navigational event, this is further assured by the requirement to comply with all aspects of JSP800 Vol 5, including licensing requirements. Safe operation also includes the need to ensure that adequate insurance arrangements are in place; these include:

- a. Third party cover arranged by the NGB to indemnify the organisers, officials, and competitors against third-party off-road risks.

- b. Third party road risk cover for competitors in civilian (non-MOD) vehicles using the public highway for part of the event, against third party on road risks. This can also be arranged to cover civilian support or marshals' vehicles not covered under normal civilian policies. Such insurance should be arranged by event organisers via specialist brokers such as JLT or REIS; ASR should make clear that this is available to individuals.
- c. Personal accident cover for officials arranged by the NGB as part of the event license.
- d. Personal accident and Vehicle Damage cover for non-MOD personnel in private vehicles is a personal responsibility.
- e. All serving military personnel who are listed on Part 1 Orders as being "On Duty" for a ASCB listed or BAMA authorised event are covered by the Armed Forces Compensation Scheme.

## **Stewards Reports**

59. Stewards Reports are to be completed by the nominated BAMA Steward after each event, highlighting examples of best practice and areas for improvement. These reviews are to be sent to the Discipline Head after each event.

## **Reporting and Investigation**

60. After any accident, incident or near miss, a suitable Incident Controller will be identified. The Incident Controller is to follow the Incident Management and Reporting Guide at Appendix 2 and initiate the DURALS. When using the incident reporting guide, the list of authorities to be contacted should be done in the order listed at the earliest opportunity as per Reference A. A copy of the initial report is to be included in the report to the Discipline Secretary. This is to be copied to the Group Director and in the case of major injury or high impact near miss, to the President. A finalised copy of the report is to be sent to the BAMA Assurance/Safety Officer for retention as laid out in Reference B.

## **Communication Plan**

61. BAMA business and announcements will be made through the BAMA Microsoft Teams site. Event specific instructions will be sent via email according to the mailing list.

62. Communication during events will be dictated on the time and location of the event and will range from site fixed tannoy systems to NGB approved flags. Where the event is BAMA led the communication plan will be directed in the EASP and this will be part of the preliminary briefs.

## **SAFETY REQUIREMENTS AND TARGETS**

### **Risk Ratings**

63. Each BAMA discipline is to be given a risk rating of broadly acceptable, tolerable, or intolerable, based on a review of the inherent risks involved and the current management of those risks. When all possible control measures are in place then the risk rating should be no higher than tolerable. If controls are not deemed adequate, then the risk rating may

be intolerable, in which case activities may be suspended until effective additional controls have been implemented to bring the risk level back down to tolerable or below. A basic diagram showing the categories of risk is shown at figure 1.

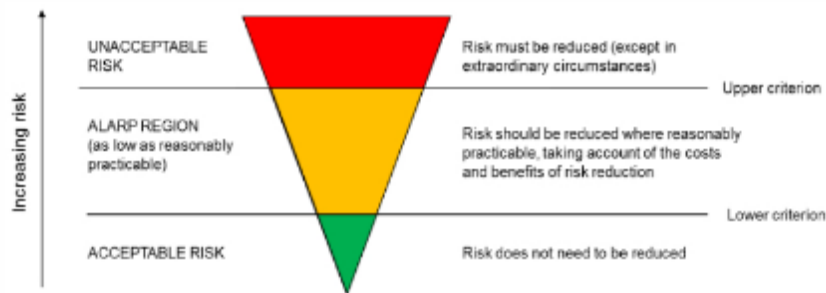


Figure 1. Risk Ratings

## Safety Requirements

64. Safety management is to be achieved and maintained by operating within the stated limitations in this document in accordance with any recommendations made by the UK Government, and by implementing a rigorous set of safety management processes including.

- a. Hazard identification and analysis.
- b. Hazard management
- c. Continuous review and mitigation of tasks
- d. Incident, accident and near miss reporting
- e. Training and development of BAMA safety personnel
- f. Developing and maintaining a safety culture within BAMA which influences the wider motorsport community.

## Safety Targets

65. The risk associated to all BAMA disciplines should be reduced to a level that is either broadly acceptable or tolerable and As Low as Reasonably Practicable (ALARP) for the following groups.

- a. BAMA Members
- b. BAMA Staff
- c. Civilian (or other service) competitors
- d. Venue staff (where applicable)
- e. Spectators (Where applicable)
- f. Members of the public

## **Fire safety**

66. Fire safety is a key aspect of running any motorsport event. Where possible, all participants should arrive with a full fuel tank so no on-site refuelling is required. Where this cannot happen, participants are advised on the nearest fuel stations to the event location. Where off site refuelling is not an option there will be a dedicated refuelling point and participants are mandated to use authorised fuel cans for the carriage of flammable liquids. This refuelling point will be identified and established at the start of the event and its location will be given during the safety brief.

67. There will be a dedicated smoking/vaping area within the boundaries of the event. Due to the nature of the event this area may not be within the paddock area but the location will be identified and established at the start of the day and its location will be given during the safety brief.

## **Fire Safety Equipment**

68. Where an event is held at a purpose-built venue such as a racetrack there will be fixed firefighting equipment. Participants should make the locations of firefighting equipment known to them. Where there is no venue firefighting equipment, the organisers will provide suitable firefighting equipment which will be placed at suitable locations such as the refuelling area and smoking area.

69. Where practicable, marshals shall hold a fire extinguisher at their station.

## **Fire Alarms**

70. Where an event is held at a purpose-built venue such as a racetrack there will be a fixed alarm system. Where there is no fixed alarm system the organisers will provide a suitable means (airhorn or megaphone) to alert participants. Anybody can raise the initial alarm but the organiser, or delegate will be responsible for sounding the main alarm ensuring the relevant authorities have been notified and all participants, safety staff and spectators are accounted for.

## **External Review**

71. BAMA activities may be subject to external review by NGBs or from within the MOD including Army Sports Control Board (ASCB), Master Drivers (MD) or the Army Safety Centre (ASCen). This represents an opportunity for improving the governance and delivery of BAMA activities, ultimately making them more sustainable in the long run.





**Appendix 1 to  
Annex H to  
BAMA Charter  
Dated Apr 22**

**EVENT ACTION SAFETY PLAN (EASP) – TEMPLATE – [Event name](#)**

**References:** as required:

- A. [JSP 375, Volume 1, Chapter 40 \(Military Training for Land Systems\).](#)
- B. [JSP 800 \(Defence Movement and Transport Regulations, Volume 5\).](#)
- C. <http://www.acu.org.uk>
- D. <http://www.motorsportuk.org>
- E. [FRAGO 01 to OPO 14/002, The Army's Approach to 'Risk to Life' Sport & AT.](#)
- F. [AGAI Vol 1, Chapter 5, Annex M: Minimum Medical Cover Requirement for Unit Level Competitive Sport](#)

**General**

1. As required, eg 27 Regt RLC is to run a 101 Log Bde Safe and Skilled Driving competition on allocated areas of SPTA over the period 26-28 Feb 16. The event will take the form of a competitive motorsports event and be based at Rolleston Camp. Motorsport expertise is to be provided by nominated senior members of BAMA.

**Aim**

2. The aim of this EASP is to guide all participants to the correct procedure to be adopted should an emergency arise.

**Appointments**

3. The following personnel are nominated to fill the appointments listed:

Ser	Appointment	Name	Remarks
1	Event Technical Director		
2	Event Assurance Director		
3	Clerk of the Course		
4	Clerk of the Course		
5	OIC Life Support		
6	Ex Con		
7	Med Team		

**Coordinating Instructions**

- 4. **Risk Assessment.** A current risk assessment is shown at Para 14.
- 5. **Medical Risk Assessment.** A medical risk assessment has been completed.
- 6. **Immediate Action Plan (IAP).** The following plan will be implemented in the event of a casualty during this event:

- a. The first person coming across the accident is to stop and administer First Aid.
- b. The second person to arrive is to offer assistance if required. The second person becomes the incident controller and is to decide if an ambulance is required and must remain at the scene.
- c. If an ambulance is required, the incident controller is to refer to ExCon who will task the med crew. The incident controller is to guide the med team to the casualty. They will also keep ExCon apprised of developments.
- d. Treatment will be administered as required. Further actions will be carried out as directed by the medical team as follows:
  - (1) **Minor Injuries.** Qualified personnel will treat minor Injuries or sick on the area.
  - (2) **Serious Injuries.** Serious injuries are to be transferred to the civilian emergency services, telephone number is 999. The following information must be passed in the event of emergencies eg (the nearest NHS A&E facility is Salisbury District Hospital, Oddstock Road, Salisbury, Wiltshire, SP2 8BJ. (Map Sheet 184, SU 147 272). Telephone 01722 336262):
    - (a) Nature of accident.
    - (b) Location of accident.
    - (c) Number and nature of casualties.
    - (d) Assistance required.
    - (e) RV for Ambulance. In the event of a NHS ambulance being called, a RV must be established which the road going ambulance can get to.
- e. The DURALS SPOC will generate either a DURALS Alert or DURALS Report depending on the available devices and telecom reception ASAP and preferably before dispersal from the event.

7. **Comms.** Eg A comms plan is in place using portable telephones and radio. Emergency telephone numbers are to be made known to all participants. The location of all radio points are to be, likewise, made known.

### **Staff duties**

9. **Activity Deliverer.** They are responsible for all technical (motorsports) aspects of running the event.
10. **Event Assurance Director.** They are responsible for all aspects of the event.
11. **Officials.** All personnel working on the day are deemed to be officials. They are allocated to specific locations and tasks but can be asked to undertake various other

tasks including Route Checks and marshal duties.  
Individual briefs

12. The following briefs are to be given as indicated:

a. To Clerks of the Course and marshals by the Event Director:

- (1) Individual Tasks.
- (2) Safety Issues.
- (3) Medical Plan.

b. To Competitors at an event briefing by Event Director and Clerks of the Course:

- (1) Routes.
- (4) Rules.
- (5) Safety Issues.
- (6) Medical Plan.
- (7) Recovery Plan.
- (8) Actions on:
  - (a) Accident.
  - (b) Lost.
  - (c) Injury.

c. To all life support personnel by ExCon:

- (1) Safety Issues.
- (2) Medical Plan.
- (3) Recovery Plan.
- (4) Actions on:
  - (a) Accident.
  - (b) Lost.
  - (c) Injury.

## **Completion of the Event**

13. On completion of the final serial, the following procedure is to be followed:
  - a. Recover all stores.
  - b. Check areas for cleanliness.
  - c. Report to ExCon Track Control that all vehicles, equipment and personnel have left the area, the area is clean and that buildings are ready to be secured.
  - d. Ensure that all incidents, occurrences or near misses have been reported in a timely fashion.
  
14. Changes/Amendments to Event Instruction. In the event of circumstances arising which dictate change to activities, Clerks of the Course will consult with the Event Director who will amend the plan. Clerks of the Course may make changes in an emergency at their discretion. All changes are to be recorded.

**Appendix 2 to  
Annex H to  
BAMA Charter  
Dated Apr 22**

**INCIDENT MANAGEMENT AND REPORTING GUIDE**

References:

- A. [JSP 751 Joint Casualty and Compassionate Policy and Procedures](#)
- B. [2022DIN06-008 Annual Defence Road Safety Awards 2023](#)
- C. [2022DIN06-020 The Defence Accident Investigation Branch \(DAIB\)](#)
- D. [AGAI Vol 1, Chap 5, Sport](#)
- E. [DURALS Alert User Guide](#)

**General**

1. All disciplines within BAMA are to use the diagram at Fig 1 to manage, and report, Incidents which occur during BAMA supported events. Each event will be supported by an Administration Instruction which will list those attending and have contact details for each individuals parent unit.

**Aim**

2. The aim of this instruction is to provide a standard management and reporting process for all disciplines within BAMA and act as a guide for individuals who have no prior experience in incident management to follow.

**Action**

3. Prelims. At the beginning of each event, a hard copy of this instruction is to be placed into a folder along with:

- a. The event Administration Instruction
- b. A nominal roll of those attending, including unit, unit POC and UIN
- c. A paper copy of each participating Soldiers unit Pt1 Orders

4. The Team manager, or suitable delegate, will brief all attendees at the beginning of each event on the contents and location of the folder and give a brief description of the process to follow.

5. **Method.** In the case of an Accident, Serious Incident, Incident or Near Miss, the DURALS SPOC is to the access the folder and follow the flow chart at Fig 1 using information available within the other documents where applicable. The DURALS SPOC should be in constant contact with other participants so that any TRiM requirements can be identified at the event.

6. **Close down.** Where any DURALS have been raised, the DURALS SPOC is to keep in contact with outside authorities for as long as is deemed necessary. The DURALS SPOC should remain the Single Point of Contact for outside authorities unless otherwise detailed (this may be a substantial time following the event). The DURALS SPOC should be able to keep all individuals informed of any developments throughout.

7. The Discipline Secretary should contact each participating individuals parent unit so they can be made aware if there is any requirement for TRiM post event.

Incident/Accident occurs at a BAMA Event involving a team member or authorised guest.

The DURALS SPOC is to raise a DURALS Alert or Report in line with Ref E<sup>1</sup>.

The DURALS SPOC is to make the initial assessment on any injuries they think require immediate medical assessment prior to dispersal from the event<sup>2</sup>.

The DURALS SPOC is to assess the incident/accident in line with Ref C, Paras 6 & 7 and contact DAIB if required on 01980 348622. DAIB will advise if they wish to carry out an investigation.

Where an Incident/Accident has caused an obvious serious Injury or Fatality, or an injury worsens to the point it is classed as serious or fatal, the DURALS SPOC is to take charge and ensure no social media or information is transmitted outside of unofficial channels. ie Op MINIMISE

Authorities to contact:  
Unit CoC See Admin Inst  
DAIB 01980 348622  
JCCC 01452 519951  
(unless SF then DSF)  
BAMA CoC As per  
discipline

The DURALS SPOC is to keep communications with relevant authorities open. The relevant authorities will notify NoK where the notified NoK is not present at the event or known to the DURALS SPOC<sup>3</sup>.

The DURALS SPOC is to make provisions for the safe return of equipment for any involved personnel where they are not able to conduct this themselves.

Once all equipment and loan items are returned, NoK and CoC notified the DURALS SPOC can close the incident (DURALS SPOC must remain available to provide further information where necessary) (other witnesses may also be required to give more information).

The DURALS SPOC should make a list of witnesses for future reference, request reports from event organisers and remind those present of the possible implications of any unauthorised social media activity about any accidents/ incidents.

<sup>1</sup>A DURALS report should be raised for all incidents, accidents or near misses by the DURALS SPOC. This ensures that person has access rights if the report requires additional information at a later date. Raising a DURALS does not automatically inform DAIB.

<sup>2</sup>As a general rule, any incident/accident involving a knock to the head or back/neck or limbs where that SP is required to drive away from the event, should be seen by the event medical staff prior to dispersal.

<sup>3</sup>If the DURALS SPOC is not comfortable informing the NoK and/or has had no Casualty Notification Officer (CNO) training then the relevant authorities will do this.

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## **DISCIPLINE & STANDARDS**

### **Values, Standards and Social Conduct**

1. **Introduction.** Despite membership being open to civilian Associate Members, BAMA remains a military organisation whereby the British Army's core values are expected to be maintained and followed. All members are to conduct themselves in the appropriate manner to ensure they do not in any way bring Defence, the Army, or BAMA's reputation into disrepute.

2. **The British Army's core values.** The Army's Values are at the very centre of what we all do and define who we are, both as individuals and as an organisation. They are the bedrock or foundation, the guiding principles that remain constant, whatever the situation<sup>27</sup>. These values are:

- a. Courage.
- b. Discipline.
- c. Respect for others.
- d. Integrity.
- e. Loyalty.
- f. Selfless commitment.

3. **British Army's standards.** Equally important are our Standards, the way in which we put our Values into practice, ensuring that everything we do is Appropriate, Lawful and Totally Professional. All ranks must avoid behaviour that risks degrading their professional ability or which may undermine morale by damaging the trust and respect that exists between teams and individuals who depend on each other.

4. **Social conduct.** The Armed Forces Code of Social Conduct<sup>28</sup> explains the Armed Forces' policy on personal relationships involving Service personnel. It applies to all members of the Armed Forces regardless of their gender (including gender reassignment status), sexual orientation, race, religion, belief, ability, rank or status. The provisions apply equally to members of the Regular and the Reserve Forces. In the area of personal relationships, the overriding operational imperative to sustain team cohesion and to maintain trust and loyalty between commanders and those they command imposes a need for standards of social behaviour that are more demanding than those required by society at large. Such demands are equally necessary during peacetime and on operations. It is not practicable to list every type of conduct that may constitute social misbehaviour

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<sup>27</sup> Extract from CGS Intent delivered at the Army Conference 15

<sup>28</sup> JSP 887 DIVERSITY INCLUSION & SOCIAL CONDUCT

however examples of inappropriate social conduct are detailed in JSP 887. Unacceptable social conduct requires prompt and positive action to prevent damage.

5. **Breaches of conduct in general.** Whilst representing BAMA, whether competing or merely wearing branded clothing, members, both serving soldiers, Officers, Civilian Officials and/or associates, are expected to adhere to the values, standards and codes of conduct detailed above. Should it be deemed that they have failed the Service Test the BAMA Executive Committee<sup>29</sup> reserve the right to take administrative action against any such individual. The Service Test is: *“Have the actions or behaviour of an individual adversely impacted or are they likely to impact on the efficiency or operational effectiveness of the Service?”*. Maintenance of discipline is in accordance with the King’s Regulations, JSP 830, and Values and Standards via AGAI 67

6. **Breaches of conduct on events (safety and sportsmanship).** The NGBs will lead on judicial matters pertaining to safety and sportsmanship at events in line with their governing literature. However, BAMA reserves the right to conduct its own disciplinary proceedings should an incident deem further investigation, or the incident or issue fall outside of the NGB disciplinary remit.

7. **“Don’t Walk By”.** All BAMA members should look to enforce and encourage behaviours that show BAMA in the correct manner. Where personnel see a breach they should look to resolve it at the lowest level if at all possible; however if that is not possible or an incident is deemed serious enough, it should be raised to the appropriate level for consideration by the Executive Committee.

### **Complaints or report process**

8. **Reporting.** Members should in the first instance inform their Discipline Director for consideration and advice whether by email or face to face. Should this not be a viable course of action, all members should not be afraid to raise the issue to another member of the Executive Committee. The Executive committee will consider all complaints using the following process.

- a. Step 1 – Understand the problem.
- b. Step 2 – Follow a fair procedure.
- c. Step 3 - Carry out an investigation.
- d. Step 4 – Conduct a hearing<sup>30</sup>.
- e. Step 5 - Decide on the appropriate outcome.
- f. Step 6 – Promulgate the outcome to the necessary audience.

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<sup>29</sup> Refer to Annex A for committee members.

<sup>30</sup> Likely formed of the Executive Committee Group or as deemed appropriate by the BAMA Chairman or President.

- g. Step 7 – Determine if there is a lesson that can be exploited to prevent/minimise the risk of something similar occurring in the future.

9. **Potential outcomes.** Service personnel may be dealt with using Minor or Major AGAI action dependant on the incident. All personnel must accept that poor behaviour or social misconduct could lead to temporary or permanent expulsion from BAMA.





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**Annex K to  
BAMA Charter  
Dated Apr 22**

**NOMINATION FOR BAMA COLOURS**

<b>PERSONAL DETAILS</b>			
Number:	Rank:	Name/Initials	
Unit:	Discipline:		
Address:	Appointment Held: Driver / Rider / Support / Manager		
<b>SUMMARY OF PARTICIPATION AND STANDARD</b>			
<b>Dates</b>	<b>Events</b>	<b>Position</b>	<b>Remarks</b>
<b>CITATION</b>			
Signature .....		Date .....	
<i>Notes: To be completed by Discipline Secretary – try to keep to single page.</i>			
<b>Group Director</b>			
Approved. Yes/No		Signature .....	Date .....
<b>President</b>			
Approved. Yes/No		Signature .....	Date .....

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## **SAFEGUARDING POLICY**

“The Child’s Welfare is Paramount.”<sup>31</sup>

1. **Introduction.** National Guidance (Laming 2003) requires all organisations to adopt and implement a written Safeguarding Policy which relates to the management of any child protection concern. In response to Laming (2003), further guidance issued “*Every Child Matters*” (HM Government 2003) outlines a framework of five outcomes that all children should achieve: a. Stay Safe.
  - a. Be Healthy.
  - b. Enjoy and Achieve.
  - c. Make a Positive Contribution.
  - d. Achieve Economic Wellbeing.
2. **General.** Safeguarding and promoting the welfare of children is the broad term that describes child protection and for the purposes of this policy as:
  - a. Protecting children from maltreatment.
  - b. Preventing impairment of children’s health and development.
  - c. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
  - d. Taking action to enable all children to have the best life chances (HM Government 2015:92).
3. **Aim.** The aim of this document is to detail the Safeguarding procedures to be adopted by BAMA.
4. **Application of the Policy.** This policy is relevant to all BAMA members and includes volunteer helpers. The policy applies to the management of any safeguarding concern, at any event in which members or helpers participate, in any capacity and whether arising from that event or not.
5. **Geographical Variation.** The Safeguarding Policy is written as an umbrella policy for universal application across the United Kingdom and British Isles. BAMA recognises that there is different legislation and guidance across the British Nations. Adoption of this Safeguarding Policy is a minimum requirement for BAMA and should be implemented alongside the regional variations. It is imperative for those disciplines which operate across Nation boundaries such as England/ Scotland or England/Wales to be aware of and comply with the variations shown in this table:

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<sup>31</sup> The Children Act 1989.

England	Children Act 1989 Children Act 2004 Children And Families Act 2014 Working Together 2015
Wales	Children Act 1989 Children Act 2004 Children And Families Act 2014 Working Together 2015 All Wales Child Safeguarding Procedures 2008
Scotland	National Guidance For The Protection Of Children In Scotland 2012
Northern Ireland	Children Order 1995 Cooperating to Safeguard Children 2003

Table 1: Regional Variations

## Definitions

6. **Safeguarding.** This is a broader term than “Protection” which includes prevention activities, see para 2.
7. **Child.** A child is described as is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection (Children Act 1989 & 2004; HM Government 2015:92). Therefore, the generic term child refers to children and vulnerable young people throughout. This is important in the case of BAMA, which has ‘child’ members.
8. **Protection.** This is the specific aspect of safeguarding that protects children from harm or abuse or risk of either, or both.
9. **BAMA Event.** Any event in which BAMA members participate as competitors, organising officials or helpers. This includes all competitive and non-competitive meetings, and therefore includes club meetings, management meetings, and social activities undertaken by association members.
10. **Children’s Social Care.** This is a generic term for Local Authorities’ services provided to support children and families, and undertake child protection investigations. Other terms for the same department include: Children’s services, Social services, social care, children and young people’s services.

## Roles and Responsibilities

11. **The BAMA Executive Committee.** The Executive Committee will ensure that Safeguarding and Protection are regularly discussed. It will provide support and access to BAMA Safeguarding Officers and ensure that those officers are trained by the NGB1. The NGB is responsible for initial and refresher training for Club Safeguarding Officers.
12. **The Charter.** The BAMA Charter is to be reviewed annually to ensure that this policy reflects current National and NGB mandates, the responsibility for this rests with the Chairman.

13. **Annual General Meeting.** The members are to appoint one or more Safeguarding Officers each year and support those officers in their role.

14. **Safeguarding Officers.** Those appointed to these roles with BAMA are to:

- a. Comply with the Safeguarding Officer Job Description which is attached as Appendix 1 to this Annex.
- b. Attend initial and refresher training opportunities.
- c. Raise the profile of child welfare within the Association and ensure that safeguarding is a standing agenda item for the Executive and Members' Meetings.
- d. Cooperate with the NGB Safeguarding Co-ordinators and event officials thus ensuring that every event or activity in which BAMA is involved, has access to an NGB Club Safeguarding Officer and these details are published at each event.

15. **Club Members.** All adults within BAMA have a responsibility to recognise actual and potential child abuse and safeguarding concerns and report them to the Safeguarding Officer. Where no BAMA Safeguarding Officer is on duty, these concerns should be reported to the event organisers or direct to NGB Safeguarding Co-Ordinators.

16. **Governance.** This Policy will be regularly reviewed annually prior to the AGM and updated if required, however, a review may be initiated earlier due to legislative, national or NGB guidance changes. This Policy and any applicable guidelines are seen as live documents, capable of being reviewed and amended by BAMA according to need on an ongoing basis. Written comments or suggestions regarding the Policy and any applicable Guidelines, and their application, are welcome at any time.

#### **Appendix:**

1. Safeguarding Officer Job Description.



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## **SAFEGUARDING OFFICER JOB DESCRIPTION**

**Reports To:** Executive Committee

**Accountable to:** Chairman (usually via Group Directors)

1. **Role.** The role of the BAMA Safeguarding Officer is to be the first point of contact for all child safeguarding enquiries within the Association and to ensure that children's welfare is considered in all aspects of the Association activities.
2. **Responsibilities.** The following list outlines the key responsibilities of the BAMA Safeguarding Officer. These are:
  - a. To assist and liaise with the NGB to fulfil their responsibilities to safeguard children at all levels and to implement the NGB and National Safeguarding Policy.
  - b. To ensure BAMA adopts the NGB policy statement on safeguarding within its Charter and provide basic advice and support to members, children and young people by giving information about local and national resources relating to child safeguarding.
  - c. To be the first point of contact for Association enquiries and approaches from other officials, parents, guardians, carers, and young people themselves where issues of concern regarding children's welfare, poor practice or child abuse are identified. Promoting confidentiality and ensuring that this is maintained, especially in the making and maintenance of records. When records of incidents are made these must be accurate and handled in accordance with data protection legislation.
  - d. To maintain a child focused approach at all times. Attend NGB initial and refresher Safeguarding Officer Training.
  - e. To maintain contact details for local social services and police and obtain the local safeguarding children board policy or procedures. This is to be achieved by the maintenance of a comprehensive information pack.
  - f. To ensure that all events organised by BAMA have notices displaying the details of the Safeguarding Officer.
  - g. To keep the Executive Committee informed of matters relating to child safeguarding and welfare.
  - h. Ensure the BAMA Safeguarding Policy is reviewed to remain in alignment with NGB Safeguarding Policy following any revision.





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## **BAMA PRIVACY NOTICE**

### **General**

1. BAMA respects your privacy and will only use your information in the way described in this notice. When using your information, BAMA aims to be fair and transparent, and to follow its obligations under EU General Data Protection Regulations (GDPR). Your information is used for administering Association membership, activities and competitions.
2. BAMA is the data controller for the purpose of GDPR 2018. Contact details are as follows:
  - a. The registered address of the Association is:  
1 Little Green Orchard  
ALVERSTOKE  
Hampshire PO12 2HX
  - b. The BAMA contact for privacy and data is the Membership Secretary.

### **Collecting your information**

3. BAMA will collect your information when you fill in membership application or renewal forms. You can give your information using paper forms or online forms. The information you give could include your contact details (name, address, telephone number, email address), personal information and identifiers (date of birth, membership number, competition licence number), and other information (vehicle details). When you give information about another person, such as a child, parent, guardian, or emergency contact you should let that person know that you have given the information and that BAMA is GDPR compliant. If you are under 18 years old, BAMA could also ask for information from your parent or guardian.

### **Using your information**

4. We use your information when you first apply to become a member of the Association and then to administer and renew your Association membership, your information could also be used when you enter Association competitions or attend Association events. For competitions, your information could be published in the programme and the results, which will be in the public domain. Your information is used in these ways to fulfil our contract with you.
5. You could be asked to provide information on an emergency contact and next of kin details, which is used for a legitimate interest. You should let the contact and next of kin know that you have given this information to this Association and tell them that BAMA is GDPR compliant. **Note.** Service personnel are not to provide personal information for emergency purposes. They are to provide the details of unit duty staff for emergency contact.

6. The Association will not use your information for any marketing purposes other than to send calling notices for the Army Motorsports Day (AMD), Members Annual Meeting (MAM), the annual Dinner and events in which you have expressed an interest. This will only be done if you have agreed that we can do this by giving us your clear consent. You can change your mind at any time just by informing the Data Controller. BAMA will not sell your information to another organisation. Your information will only be retained for as long as your membership remains valid.

### **Sharing your information**

7. We may share your information with the Auto Cycle Union and Motorsports UK as required by their, respective, General Regulations for governing motor sport, with medical personnel, or any other person or organisation if there is requirement for BAMA to comply with a legal obligation.

8. The responsibility for sharing information with other ACU or MSUK clubs rests with the individual, for example when entering competitions. Members should be aware that any information they provide could be shared with third parties, for example in the production of programmes.

### **Our website**

9. When you use the BAMA website no information will be collected, processed or retained. The Association's website does not use cookies.

10. The BAMA website does contain links to other websites. If you follow links to other websites please review the privacy policy for each site because BAMA is not responsible for information you share on those sites.

### **Security for your information**

11. Your information is held securely by BAMA, which has taken all reasonable steps, and has in place appropriate security measures, to protect your information. BAMA will not transfer your information outside the EU.

### **Your rights**

12. You have rights under GDPR which are summarised below:

- a. You have the right to be informed.
- b. You have the right to access and are entitled to know what information BAMA holds about you.
- c. You have a right to rectification, and can ask for any inaccuracies to be corrected.
- d. You have the right to erasure and may ask BAMA to stop using your information, and to delete it. If you ask the Association to do this it will not be able to continue its contract with you.

e. You have the right to restrict processing and can ask BAMA not to use your information for marketing purposes.

f. You may make a complaint to the Information Commissioner [www.ico.org.uk](http://www.ico.org.uk).

### **Updates**

13. This privacy statement could be updated in the future and any changes will be communicated to you.



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**Annex N to  
BAMA Charter  
Dated Apr 22**

**BAMA Direction for the Carriage of DG whilst using MOD White Fleet Vehicles  
Introduction**

1. A new document has been issued (08 Apr 2022) by the Army Dangerous Goods Safety Advisor on guidance for the transport of dangerous goods (DG) by road for motorsports events using MOD White Fleet vehicles. That document and those linked within have been studied and this direction for BAMA personnel has been generated.
2. This direction applies to any BAMA personnel transporting a petrol powered motor vehicle or generator and associated DG in a white fleet vehicle<sup>32</sup> where an entitlement to use MOD owned transport has been identified / authorised<sup>33</sup>. The direction within this document will cover:
  - a. What is classed as Dangerous Goods.
  - b. Minimum White Fleet Vehicle Requirements.
  - c. Training Requirements.
  - d. Preparation, Packaging and labelling requirements.
  - e. Documentation.
  - f. Responsibility.

**Dangerous Goods**

3. Where a petrol powered motor vehicle or generator is transported in the upright position and is secured sufficiently to withstand the rigours of transport AND the fuel tap between the tank and engine has been turned to the off position, this is not classed as dangerous goods and no further requirements are necessary.
4. Any maintenance products (cleaners, lubricants etc) which are aerosol based or labelled as hazardous goods (as per <https://www.hse.gov.uk/chemical-classification/labelling-packaging/hazard-symbols-hazard-pictograms.htm>) are considered to be dangerous goods where section 14 of the Safety Data Sheet (SDS) dictates. It is the quantity of dangerous goods carried which determines the training requirements. Containers 1 litre or less and not exceeding 30kg are considered Limited Quantity (LQ). Where the container is single skin this is considered the inner packaging and this will require further packaging (see para 9).

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<sup>32</sup> Where a trailer is towed this is deemed as an extension of the prime mover and the regulations still apply.

<sup>33</sup> See [JSP 752: Tri-Service Regulations for Expenses and Allowances](#)

5. Any quantity of petrol is considered to be dangerous goods. Individual containers 30 litres or less and not exceeding total quantity of 333 Litres is considered under the threshold level for Transport Category 2 when packaged and labelled correctly.

### Vehicle Requirements

6. Where the carriage of DG is required then an S1 (meets ADR requirements up to 3.5 Tonne) vehicle can be requested. It must be annotated that DG are to be transported. Where an S1 vehicle is not available, an F7 (Load Partition Bulkhead) vehicle can be with a fitted 2Kg Dry Powder Fire extinguisher by using the code S9. The following vehicles can be utilised; F110, F112, F130, F160 and F165. Spare fuel for the White Fleet vehicle can be carried (up to 60L) without any DG requirements.

### Training Requirements

7. All training can be found on the Movement and Transport Safety Regulator (MTSR) webpage [here](#), and must be delivered and recorded by a Suitably Qualified and Experienced Person (SQEP). The training required is as follows:

Drivers of a road vehicle carrying small loads under the ADR threshold require driver / attendant DG General Awareness training and General (CT1.1) as a minimum.

a. Passengers are not permissible in vehicles carrying DG; therefore, any other occupants must be deemed as vehicle crew and also require driver / attendant DG General Awareness training as a minimum.

b. Consignors<sup>34</sup> of small loads under the ADR threshold by road require DG General Awareness training and Consignor Awareness (CT3.1) as a minimum.

8. Upon completion of training the appropriate certificate shall be issued and the DG Awareness Training Card and FMT600 annotated to reflect the training. All training records will be held for a minimum of 2 years.

### Preparation, Packaging and Labelling Requirements

9. Oils and aerosols will most likely have been supplied in retail packaging and will require re packing to meet the applicable packing instruction. Packaging will be sufficiently robust to withstand the rigours of carriage (i.e. a hard walled plastic container with packing foam, bubble wrap etc) with the relevant LQ DG warning label (figure 1) attached. (NB: LQ DG is UN 1950)

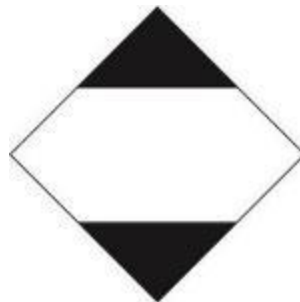


Figure 1. Surface transported LQ

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<sup>34</sup> The consignor and the driver can be the same person so long as all the required training has been completed and recorded.

10. Petrol must be stored with UN approved containers. Military style metal fuel cans are a good example. Where the container is of plastic construction it MUST be within 5 years of manufacture. Petrol containers must be individually labelled as per figure 2. (NB: Petrol is UN 1203)

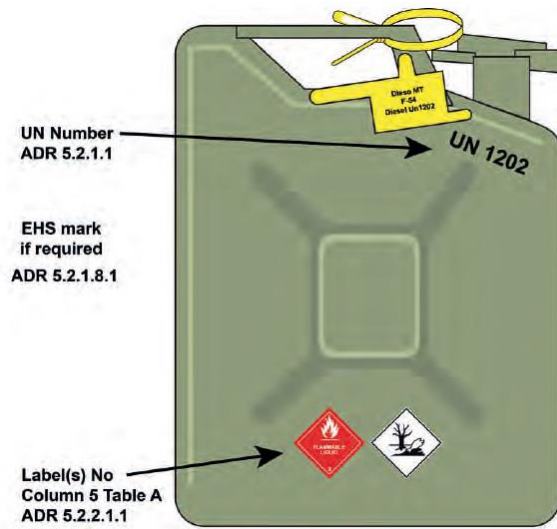


Figure 2. Fuel Can Label Example

11. All labels can be demanded through the military stores system and a list can be found at Para 14.

NB: All DG must be loaded and unloaded by suitably trained personnel.

**Documentation**

12. The Consignor will complete the required transport document as per the instructions found on the MTSR website [here](#). This shall be accompanied by all relevant Safety Data Sheets (SDS) for all items of DG.

**Responsibility**

13. For the transport of DG using MOD vehicles for sporting events the accountable person would be the head of the organisation transporting DG. The accountable person has a duty under HS&EP law to ensure that personnel transporting DG are suitably qualified and experienced (SQEP) and that regulations are complied with.

**List of Dangerous Goods Labelling**

NSN	Item	Description
091LAN1387912	FPKG 1054#618	Limited Quantity Dangerous Goods Label (Surface) – Roll of 100
091LAN0014100	FPKG 0738#595	This Way Up (Roll 100-63x120mm)
091LAN1386534	FPKG 0255#917	Flammable Liquid (100x100) Roll of 100
091LAN1384533	FPKG 0857#1116	Miscellaneous Dangerous Goods (Class 9) 100x100mm
091LAN1386675	FPKG 1051#1017	Environmentally Hazardous (100x100mm) Roll of 50



## **Assurance & Governance**

1. **Governance.** Sport in the military is governed in accordance with UK National Governing Body<sup>35</sup> (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.
2. **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<sup>36</sup>. 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, as listed in the extant version of JSP 660, are as follows.
  - a. **4 Wheeled motor Sport - Motorsport UK.** Motorsport UK is the national membership organisation and governing body for four-wheel motorsport in the UK, representing competitors, volunteers, clubs and fans. As a member focused organisation, we embrace a diverse community that includes 720 affiliated motor clubs, 30,000 competition licence holders, 10,000 volunteer marshals, 4,000 officials and a legion of passionate motorsport spectators and fans. We issue over 5,000 event permits every year providing everyone with the opportunity to get close to the action. Motorsport UK is a not-for-profit organisation (limited by guarantee) that exists to service and grow the sport.
  - b. **2 wheeled Motorsport - Auto Cycle union.** The ACU is the internationally recognised National Governing Body for motorcycle sport in the British Isles (less Northern Ireland).
3. **Army Sport Control Board (ASCB).** The governance of sport in the Army is the responsibility of the ASCB, which is formed by senior military members and supported by a civilian Executive Secretariat (known as HQ ASCB). The ASCB's Constitution is shown in the structure below and its Charter is at [Annex C to AGAI 005](#).
4. **Army Sport Associations and Unions.** BAMA is subordinate to HQ ASCB and are responsible (through DASCB's Secretariat) to the ASCB for the organisation, administration and delivery of the sport in accordance with the ASCB Annual Directive, the rules and regulations of their NGB and inclusive of any applicable Service regulations
5. **Assurance requirements in representative sport.** 1<sup>st</sup> party assurance should be delivered internally by discipline secretaries on an annual basis or more frequently if deemed a requirement, a template for first party audits is at Appendix 1 to this Annex. Within resources, random 2PA checks are to be conducted by HQ ASCB. Sports

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<sup>35</sup> sports are governed by individual NGBs.

<sup>36</sup> Sport England, Sport Scotland, Sport Wales and Sport Northern Ireland.

conducted at Representative level are to be assured at least once in a 3-year cycle. Records of assurance are to be retained by Safety Assurance Officer HQ ASCB.

### **Safe delivery of Sport**

6. Sports Appointment Course that was originally hosted on the Defence Learning Environment (DLE) is now out of date and has been removed from the online platform. A replacement course has not yet been produced. As an interim measure, HQ RC PD Branch has developed a one-page flow chart that captures the key considerations when looking to plan a safe sporting activity. Whilst primarily developed for sport at unit level, the document has relevance to sport conducted at all levels. Organisers of Corps and Army sporting activity are encouraged to use the flow chart at Appendix 2 to this Annex as a guide.

7. **Assurance of Corps level sport.** Assurance of Corps level sport is as yet not specified, but likely to become a requirement. Further information will be provided by the ASCB at which point, this charter will be updated to reflect new direction. In the interim, and where possible BAMA should seek to assist Corp or Unit level by offering SME advice in the safe and sustainable delivery of Army Motorsport.

**Appendix 1 to  
Annex O to  
BAMA Charter  
Dated Apr 22**

**ASCB REPRESENTATIVE SPORT 1<sup>ST</sup> PARTY ASSURANCE (1PA) QUESTION SET (QS)**

1. Assurance processes provide a mechanism to ensure that sport activity is being conducted appropriately and to provide a handrail for those engaged in authorising, organising or assuring sport activity.
2. This QS must be completed at least annually and is to be forwarded to the SAO ASCB.

Sport/Discipline:

Completed by:

Date:

**1<sup>st</sup> LoDA**—This is internal assurance; it is also known as 1st Party Assurance (1PA) and is to be conducted by those responsible for delivering the sport to measure their own levels of conformity. All sports should nominate a 1PA Officer.

Ser	Activity	Y/N	Comment
	Completion of the Sports Appointment Course or equivalent.		
	Completion of a Risk Assessment for all activities.		
	Sport delivery is iaw and compliant with JSP 660, AGAI Vol 5 & ACSO 1200.		
	Compliance with NGB Rules & Regulations (specific to sport). <i>(Often the MOD or single Service requires a higher standard)</i>		
	Activity (Risk) Owner – Chair authorises each sport activity iaw Chap 4 ACSO 1200 and DoC. Therefore, ensuring activity is correctly authorised and recorded.		
	Activity Deliverer - Nominated for each sport activity iaw Chap 4 ACSO 1200.		
	Activity Lead - Use of SQEP individuals (Coaches and Officials) to supervise activity as required iaw Chap 4 ACSO 1200.		
	Production and compliance of an in-date (annually) Sport Safety Management Plan (SSMP).		
	Production of a detailed Administration Instruction (for all events).		
	Ensuring activity is correctly authorised and recorded.		
	Use of SQEP individuals (Coaches and Officials) to supervise activity.		
	Provision of adequate activity medical arrangements.		
	Authorised use of Service travel entitlements.		
	Discourage Substance Misuse and report offenders.		
	Adherence with Army Sponsorship regulations (where applicable).		
	Adherence to own Sports 1 <sup>st</sup> LoDA, including data capture of such visits.		
	Nominate a DURALS person for each event/activity. All occurrences (Accidents/Incidents) of any level of severity or outcome, Unsafe Act/Condition, Dangerous Occurrence, Near Miss or Fatality are to be submitted on DURALS. Investigations and recommendations are to be raised against the DURALS occurrence report.		
	Submit activity reports (when requested)		

**2<sup>nd</sup> LoDA** – This is the assurance oversight provided by HQ ASCB and is also known as 2nd Party Assurance (2PA) in order to ensure adherence to wider MoD policy and that those involved are complying with Army and NGB policy for Army Representative Sport. 2PA Visits are conducted by the Safety & Assurance Officer (SAO).

18	A chain of command management check of those delivering the respective sport activity against the criteria listed at serials 1-17 above. Sports will be notified in advance of a 2PA Visit.
<b>3<sup>rd</sup> LoDA-</b> Assurance conducted by external auditors and regulators.	
19	For Army Representative Sport, a 3PA Visit will be delivered by an external 3rd party, such as the appropriate NGB or the Defence Safety Advisor (DSA). Sports will be notified in advance of a 3PA Visit.

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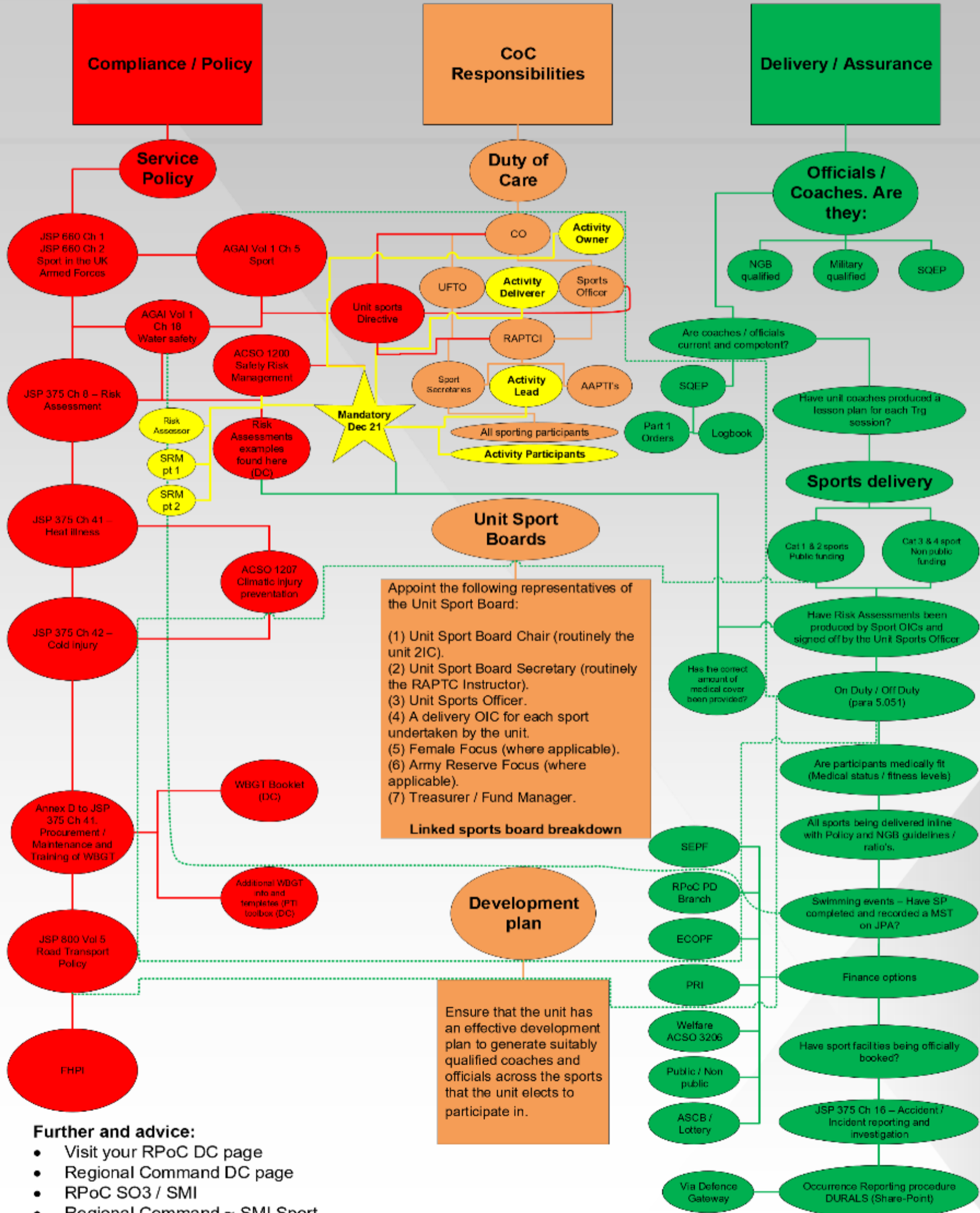




# SAFE DELIVERY OF MILITARY SPORT



This hyperlinked flow diagram is intended for the use of the CoC and sport secretaries. The aim of this document is to provide you with the relevant information to **safely deliver sport** within your units in line with the 'Safe System of Work'.



- Further and advice:**
- Visit your RPoC DC page
  - Regional Command DC page
  - RPoC SO3 / SMI
  - Regional Command ~ SMI Sport