



BRITISH ARMY MOTORSPORTS ASSOCIATION (BAMA)

Rules & Regulations

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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 Charitable Fund.
- K. ASCO 1200 THE ARMY'S SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM.
- L. BAMA CIO Constitution.
- M. [Army Sport Sponsorship Directive](#)

RECORD OF AMENDMENTS

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BRITISH ARMY MOTORSPORT ASSOCIATION (BAMA) – RULES & REGULATIONS

Introduction

1. The British Army Motorsport Association (BAMA) is a registered Charitable Incorporated Organisation (CIO 1209856) formed by the incorporation of the previously unincorporated 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 training¹ 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 Sport² and as such moved from the Land training environment to that of an Army Sports Control Board (ASCB) governed sport. In 2023 the ASCB was redesignated as Army Sport (AS). They continue to provide governance oversight and authority to sporting activities.

4. These rules and regulations outline how BAMA is organised, managed, and complies with References A to L. For the purposes of these rules and regulations, Army motorsport includes rallying, off road driving, karting, circuit and track racing, endurance (Enduro) motorcycling events, motocross (MX) & trials, and any other motorised wheeled activity recognised by JSP 660, BAMA under the following National Governing Bodies (NGBs):

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

5. The charity 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 relationship that the Charity has to the Executive Committee of the Army Board (ECAB) to act as the regulating authority of any Army activity and to the charity commission as the regulating authority for charities in England and Wales.

Objectives of the Association

6. The objectives of the BAMA CIO are, for the benefit of the public, to promote the efficiency of the Armed Forces of the Crown, in particular but not exclusively, by encouraging and facilitating participation in all forms of motorsport by current and former members of the British Army in order, for example, to:

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

² 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.

- a. develop leadership, teamwork, mechanical prowess and self-reliance.
- b. encourage esprit de corps and increase morale.
- c. promote the health and welfare of participants both physically and mentally; and
- d. recruiting and retention;

Mission and Vision

7. **Mission.** BAMAs mission is *'To give serving and former³ members of the Army the opportunity to participate in motorsport.'*

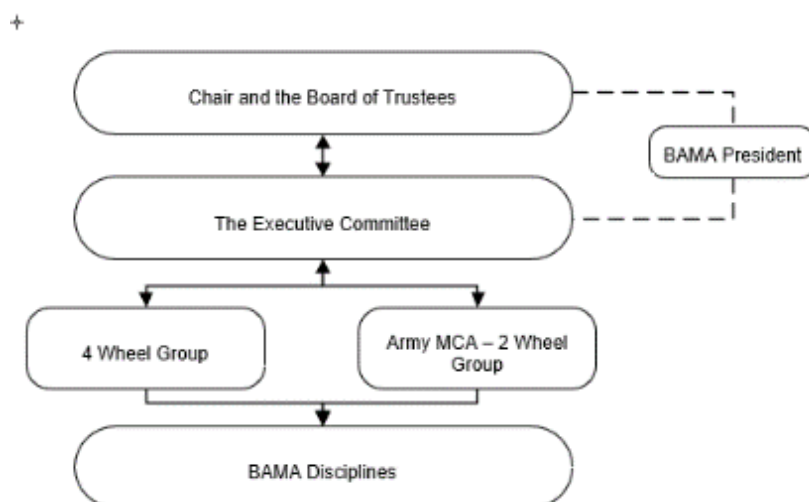
8. **Vision.** BAMAs vision is *'to excel in the promotion and participation of Army motorsports, allowing individuals and teams to reach their full potential in order to become the best motorsport organisation in the Armed Forces.'*

Organisation of the Association

9. BAMA shall be organised to act as a regulating body and to serve its membership. BAMA shall consist of three main entities: The Board of Trustees, The Executive Committee and the Operating Groups. The operating groups are further subdivided into two main groups who maintain the history and traditions of their respective disciplines highlighted below:

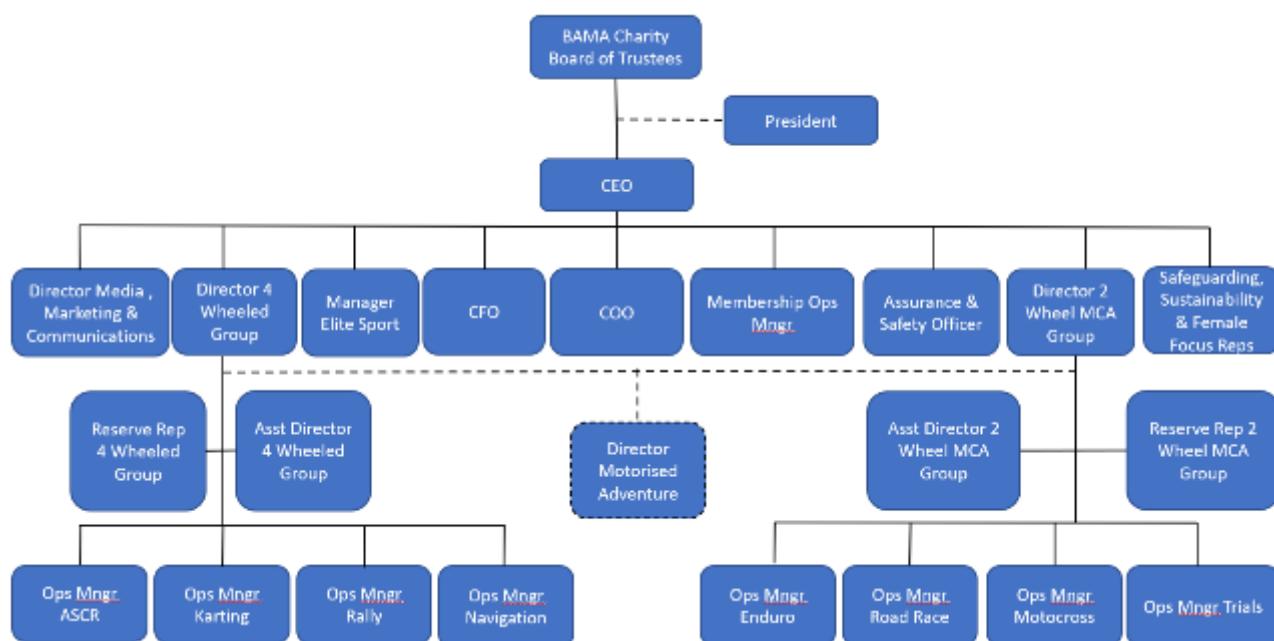
- a. **4 Wheel Group.** Motoring events using military vehicles and privately owned vehicles.
- b. **Army MCA - 2 Wheel Group.** Motorcycling events on privately owned machines.

10. BAMA's high level architecture is outlined below:



11. BAMA's Executive Committee and Operating groups construct is highlighted below:

³ Not financially.



Governance

12. **Boards and Committees.** BAMA has a two-tiered governance which comprises of the Board of Trustees and the Executive Committee.

a. **The Board of Trustees.** The Board of Trustees sets the strategic direction of BAMA and is responsible for ensuring BAMA executes its functions in accordance with the guidance set out in Reference L. Most importantly, the Board of Trustees allocates funds and oversees the mechanism of confirming (and matching resource to) the annual ambitions of the executive committee in support of the respective BAMA disciplines. It owns, iterates and leads the long-term strategy for BAMA as well as overseeing the institutional viability of the charity. The Board of Trustees shall meet no less than quarterly during the year.

b. **Executive Committee.** The Executive Committee is responsible for the running of the charity's activities on a day-to-day basis. The terms of reference for the Executive Committee can be found at Annex C. The Board of Trustees delegate financial and operational powers to the Executive Committee in order to enable the effective operation of BAMA in accordance with Annex C and Reference L. The Executive Committee are responsible for reporting to the Board of Trustees on a quarterly basis and in the event of any exceptional events. The President and CEO of BAMA can call an extraordinary Executive Committee Meeting at any time. The Committee has the power to appoint Group Directors and approve other positions within the wider groups. Additionally, all groups have their own rules and regulations that can be found at Annexes B and D.

The BAMA President. The President of BAMA is the senior serving figurehead of BAMA who acts in a supporting and advisory role and is neither a trustee nor a formal member of the executive. The President is responsible for:

- (1) Providing support and advice to the CEO and to the Chair of Trustees.
- (2) Leading on senior internal Army and external engagement.

13. **AGM.** The Chair of Trustees is responsible for calling an AGM, normally in the autumn. 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 Board of Trustees at a later date, to which an open reply will always be made. Minutes will be produced on behalf of the Chair and circulated to all members and the operations managers of Army Sport and UKAFSB.

14. **Policy decisions.** Policy shall be decided by a two-thirds majority of the voting members of the Board of Trustees and informed by the Executive Committee or exceptionally, it may be directed by the Chain of Command. Such direction will need to be endorsed via the Board of Trustees.

15. Under the support and advice of the President, the Group Committees (consisting of the group officers) run the Association according to policy decided by the Board of Trustees and the Executive Committee and are responsible to the CEO for the good administration of their disciplines.

Trustees

16. **Trustee Reference.** Reference L details the existing guidelines pertaining to the functioning of the Board of Trustees. These rules and regulations provide supplementary guidance to the operation of the Board of Trustees.

17. **Nomination of Trustees.** The President and CEO have the right to nominate trustees to the Board of Trustees for consideration. They are to be consulted on any proposal by the Board of Trustees to nominate new trustees or to seek a reappointment of an existing trustee at any point during their tenure.

18. **Appointment of Trustees.** When a new trustee is proposed for appointment, the Board of Trustees must invite an independent member to the meeting where the appointment will be made. For the purposes of these rules and regulations, BAMA will seek to nominate the CEO of Army Sport to be the standing independent member of the appointment board. If the CEO of Army Sport is not available, a suitable representative from Army Sport is to be nominated. A majority of 50% of the existing trusteeship is the threshold required for the appointment of a trustee.

Membership

19. **Categories of Membership.** As a Foundation CIO, the only formal voting membership of BAMA are those members of the Board of Trustees. The bulk of BAMA's membership fall under the category of non-voting members. The details and categories of membership within BAMA are summarised at Annex E. In order for personnel to receive the benefits associated with the BAMA CIO, they must ensure they register as non-voting members.

Property

20. **Purchase of property.** Group Directors are appointed by the President to advise Army Sport 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 Operations Managers who are also responsible for accounting for their equipment. The programme will be co-ordinated between disciplines by the CEO 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 Operations Manager. An AB115 (unit record of distribution of accommodation stores book) may be used⁴ indicating the purchase date, value and where applicable its depreciation. Group 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 bought and loaned (including MOD garages/hangars⁵) is to be adequately insured. Appropriate fidelity, stock and cash insurance are to be maintained by the Accountant/CFO.

Funding

21. **Funding sources.** BAMA is funded from a mixture of public⁶ and non-public funds⁷ 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 Army Sport (from 1 Apr to 31 Mar). A 5-year forecast of proposed income and expenditure is to be presented annually (normally in Nov) by the Group Committees to Army Sport for approval by the end of each financial year. The BAMA CEO 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. Army Sport annual grant – Non-public funds bid annually.

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

⁵ Suitable public liability insurance required for use of MOD garages/hangars.

⁶ Army Sports Equipment Public Funds.

⁷ AS annual grant, AS sponsorship delivery partner and other sponsorship arrangements.

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

22. **Funding responsibilities.** The funds are held centrally and administered by the BAMA CFO through the Army Sport 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.

23. It is the responsibility of BAMA groups, which have been allocated vehicles or property, to ensure that funds are bid for to enable the vehicle or property to be maintained in a serviceable condition.

24. Reference M is the Army Sport Sponsorship Directive that BAMA will conform to. 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 Army Sport direction regarding direct sponsorship routes. Additionally, the Army Sport sponsorship delivery partner corrals offers of sponsorship from major defence contractors and allocates it to beneficiaries. BAMA regularly bids for this funding, co-ordinated through the Group Directors.

25. In order for individuals to benefit from the separate Army Sport grant, they must contribute to the Army Sports Lottery (ASL), details of which can be found at Reference F. Operations managers 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 Army Sport and referencing the individual regimental number against the ASL Members database.

26. **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.

27. **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

28. **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.

29. **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.

30. **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.

31. **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.

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

33. **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

34. 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. Army Sport retains RA2 for duty of care within sporting events⁸. Sports secretaries, through BAMA, provide direction on the safe conduct and governance of specific events, in line with clear rules and regulations⁹. 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.

35. 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 operations manager, or direct to BAMA. BAMA is responsible for ensuring that all events reflect the requirements for best practice on all issues. The

⁸ So meeting the Army's obligations to HASWA 74.

⁹ As supplied by NGBs – in our case the ACU and Motorsport UK, as well as AS or UK AFSB.

BAMA Safety and Assurance Officer is a member of the Executive Committee, providing advice to the Group Directors and assurance to AS. Group Directors are also responsible for ensuring, where relevant, that Affiliated and Local Clubs comply with NGB Regulations.

36. **Safety Management Plan (SMP).** The BAMA SMP is shown at Annex H.

37. **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.

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

39. **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

40. Discipline operations managers, 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.

41. **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 operations managers, 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

42. 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 (e.g. Scottish 6 Day, Long Distance Trials), some Enduro (e.g. ISDE) and Adventure.

Branding

43. BAMA brands are protected under Defence Intellectual Property Rights (DIPR). All BAMA members should exploit our brand to further our marketing and sponsorship reach. All Operation Managers must however consider and protect the use of these exclusive and valuable brands by those who may wish to abuse or exploit for their own personal gain. Rules on use of BAMA branding are detailed at Annex G.

Civilian Support

44. 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 operations managers are to maintain their register and include names of helpers in their EASP.

Discipline

45. 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

46. BAMA represents all aspects of Army Motor Sports at national level and is affiliated as a member club of the ACU and Motorsport UK. The BAMA Chief Operations Officer (COO) is responsible for liaison with Motorsport UK and for updating the BAMA entry on the Motorsport UK website. The 2-Wh Group Director is responsible for maintaining the registration of the BAMA/Army MCA with the ACU.

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

Qualifications

48. 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

49. 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 operations managers 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. **Army Sports Awards.** Army Sport 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 Army Sport well in advance of the AGM (normally held in Oct) for the AS awards (usually held in Nov).

Adaptive Motorsport

50. 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

51. The promotion of motorsports within the Army is vital to the mission. BAMA has its own website and links into the Army Sport website which in turn is widely publicised on 'Army Web'. It is the responsibility of the Group Directors, through their Discipline operations managers (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 operations managers must ensure that they maintain and regularly update their own webpages.

Safeguarding

52. 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.

53. 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.

54. 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

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

Original Signed

D Reeve
Maj Gen
President
BAMA

Annexes:

- A. Officers and Committees of the British Army Motorsports Association¹⁰.
- B. 4 Wheeled Group Rules and Regulations¹¹.
- C. BAMA Executive committee Terms of Reference.
- D. Army Motorcycle Association Charter¹².
- E. BAMA Membership Categories¹³.
- F. Financial Management in BAMA¹⁴.
- G. Branding¹⁵.
- H. Safety Management Plan¹⁶.
- I. Discipline¹⁷.
- J. Civilian Helper Register
- K. Nomination for BAMA Colours.
- L. Safeguarding Policy¹⁸.
- M. BAMA Privacy Notice¹⁹.
- N. BAMA Direction for the Carriage of DG whilst using MOD White Fleet Vehicles Governance and Assurance²⁰
- O. Army Sport Representative Sport 1st Party Assurance (1PA) Question Set (QS)

¹⁰ Annex managed by BAMA COO

¹¹ Annex managed by BAMA 4wh Group Director

¹² Annex managed by BAMA 2wh Group Director

¹³ Annex managed by BAMA Membership Operations Manager

¹⁴ Annex managed by BAMA CFO

¹⁵ Annex managed by BAMA COO

¹⁶ Annex managed by BAMA Assurance/Safety Officer

¹⁷ Managed by BAMA CEO

¹⁸ Annex managed by BAMA COO

¹⁹ Annex managed by BAMA COO

²⁰ Annex managed by BAMA Assurance/Safety Officer

**Annex A to
BAMA Rules and Regulations
Dated Feb 24**

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

Boards			Position Title	Name
Board of Trustees			Chair of BAMA Charity Trustees	Maj Gen Si Hutchings OBE
			BAMA Charity Trustee	Brig (Retd) Richard Brown CBE
			BAMA Charity Trustee	Brig (Retd) Mike Hickson OBE
			BAMA Charity Trustee	Lt Col (Retd) Mike Tizard
			BAMA Charity Trustee	Mr Jon Davis
	Strategic Board		President	Maj Gen Dan Reeve MC
		Executive Board	Chief Executive Officer (CEO)	Maj Mark Saunders
			Chief Operations Officer (COO)	Maj Matty Davidson
			Chief Finance Officer (CFO)	Maj Stuart Keenan
			2wh Group Director	Maj Alexander Mack MBE
			4wh Group Director	Maj Clive Allford
			Marketing, Communications and Media Director	Maj Pep Brown
	Assurance/Safety Officer		WO1 Iain Rowatt	
	Reserve Rep 4 Wheeled		Maj Donald Urquhart	
	Reserve Rep 2 Wheeled		Maj Alexander Mack MBE	
	MCA Group Deputy Director		Maj John Miller	
	Road Race Operations Manager		WO2 Gav Watts	
	MX Operations Manager		WO1 Kalum Hicks	
	Enduro Operations Manager		SSgt Joe Sullivan	
	Adventure Operations Manager		Lt Col Nick Foulerton	
	Trials Operations Manager		WO1 Paul Kingswood	
	Rally Operations Manager		Sgt Jonathan Quintrell	
	Karting Operations Manager		WO2 Toby Knight	
	Sports Cars Operations Manager		WO2 Dan Tedstone	
	Navigation Operations Manager		Maj Donald Urquhart	
	Manager Elite Motorsport	Capt Nick Smalley		
	Safeguarding Officer	Lt Eilidh Urquhart		
	Motorsport Sustainability and Female Focus Representative	Lt Col Chloe O'Brien		
	Membership Operations Manager	Cpl Ryan Thompson		

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4 WHEELED GROUP RULES AND REGULATIONS

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 Army Sport, 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 operations managers 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 Army Sport by the timelines.
- (5) Endorse recommendations for BAMA Colours.
- (6) Produce the Army summer and winter fixture lists for approval by the Army Sport.
- (7) Support the production of Reports and Returns for the Board of Trustees.

b. Navigation Operations Manager:

- (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) Operations Manager / Team Principal:

- (1) Team Principal elected yearly by way of vote by the ASCR Board (5 members²¹) 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

²¹ ASCR Board elected by vote from ASCR members and ratified by Director 4 Wheel Group

d. **Karting Operations Manager:**

- (1) Lead on all karting matters.
- (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 Operations Manager:**

- (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) Operations Manager:**

- (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 operations managers who must account for capital items under their disciplines. Discipline Operations managers 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 are to be maintained. (This lies with the BAMA COO)
- e. **Clothing.** Is at the discretion of the individual disciplines and ordered via the Team Operations Manager.

8. The main 4 Wheel Group's account is held as a sub-account in the Army Sport account and controlled by the Army Sport 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 operations managers 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 Rules and Regulations
Dated Feb 24**

4 WHEELED GROUP TROPHY LIST (removed from WWW Online version)

Trophy	Designation	Picture	Estimated value £
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BAMA EXECUTIVE COMMITTEE TERMS OF REFERENCE

The Committee was constituted, and its Terms of Reference were approved at a meeting of the Board of Trustees (the **Board**) of The British Army Motor Sport Association (BAMA) (the **Charity**) held on [insert date].

1. Purpose of the Committee

The Executive committee is responsible for the day to day running of BAMA's activities and reporting to the Chair and Board of Trustees. The Executive committee is led by the CEO, with support and advice by the President of BAMA.

2. Status and authority

The Committee has been established by the Board as a standing committee pursuant to clause 15.2 of the Charity's governing document (**Constitution**). The Committee shall carry out and discharge the duties and responsibilities which the Board has delegated to it, as set out in these Terms of Reference and/or in the Constitution. The Committee shall exercise its powers and fulfil its duties and responsibilities in accordance with the provisions of these Terms of Reference, which represent the rules and regulations which the Board has established for the administration and operation of the Committee.

The Committee has authority to make decisions on behalf of the Board, only to the extent that specific decision-making powers are expressly set out within the scope of the Committee's purpose, duties and responsibilities. Otherwise, the role of the Committee is to advise the Board on matters within the scope of its purpose and to make recommendations.

The Committee may incur expenditure on behalf of the Charity, where such expenditure is within the scope of the Committee's purpose, duties and responsibilities; provided that all such expenditure must be within a budget previously approved by the Board.

The Board may, at its sole discretion, temporarily or permanently revoke all or any of the powers, duties and responsibilities which it has delegated to the Committee, where it considers such revocation to be in the best interests of the Charity.

3. Duties and responsibilities

The specific duties and responsibilities of the Committee are as follows:

- a. The generation of the BAMA management plan detailing proposed activity that the Board of Trustees should support and the anticipated, appropriate financial allocations for each discipline group.

- b. The day-to-day management of the Charity's finances.
- c. The arranging and recording of all committee meetings.
- d. Custodianship of all BAMA documentation.
- e. Arranging and preparing for all external audits and inspections.
- f. Coordinating the annual bids to Army Sport for funding allocation.
- g. Providing a central point of contact for the charity.
- h. The division of allocated funding to respective disciplines.
- i. The management of the Charity's assets.
- j. The Committee shall undertake and discharge such other duties and responsibilities as the Board may delegate to it from time-to-time, which are within the scope of its competence and expertise.

4. Membership of the Committee

The Committee shall comprise:

- a. At least 5 individuals who hold appointments within BAMA and who must be members of the Charity. in each case, appointed by a majority decision of the Board.

Each person appointed as a member of the Committee shall serve for such period as the Board shall determine at the time of appointment which, unless otherwise specified, shall be:

- b. in the case of a Trustee, for the period of three years or (if sooner) until they cease to be a Trustee; and
- c. in all other cases, for a term of three years and appointments may be renewed at the discretion of the Board, provided that no person may serve on the Committee for more than nine consecutive years without exceptional circumstances being applied that must be agreed by the Trustees.
- d. On or prior to their appointment, each member of the Committee who is not a Trustee must (a) sign a conflict of interests declaration; (b) commit to maintaining the confidentiality of all information relating to the Committee's work; and (c) commit to act at all times in accordance with the Board's Code of Conduct.
- e. A Committee member may be removed from their position as such, at any time, by a majority decision of the Board, where the Board considers such removal to be in the best interests of the Charity.

f. The CEO of BAMA shall act as the Executive Committee chair. The chair of the Committee shall be responsible for chairing meetings of the Committee and otherwise coordinating and leading the Committee's work. In the absence of the Committee chair, the COO will chair the meeting, provided that no person shall be entitled to chair any part of a Committee meeting in respect of which they have (or might be seen to have) a personal interest.

5. Proceedings of the Committee

Save as otherwise provided in these Terms of Reference, proceedings of the Committee shall be governed by the rules of procedure for the Board, as set out in the Constitution, insofar as the same are applicable to the Committee, including (without limitation) procedures for calling meetings, chairing meetings and holding meetings by remote attendance.

The Committee shall meet as required, typically four times a year. The chair of the Committee shall work with the Chair of Trustees to ensure that the meetings of the Committee are synchronised with both the meeting schedule of the Board (and other committees) and with the Charity's annual governance cycle.

The quorum necessary for the transaction of business at meetings of the Committee shall be two members of the Committee.

Decisions of the Committee at a quorate meeting shall be determined by a majority of those members present and eligible to vote on the matter in question. Decisions of the Committee may also be made in writing by a majority of the Committee members then in post and eligible to vote on the decision. In either case, in the event of an equality of votes, the chair of the Committee (or such other person appointed to chair the meeting) shall have a second or casting vote.

The Committee chair may invite any other person(s) to attend all or part of any meeting of the Committee and any person so invited shall be entitled to speak at the meeting but not vote. In particular (but without limitation) the following roles will usually be invited to attend meetings of the Committee:

- a. President.
- b. CEO.
- c. COO.
- d. CFO.
- e. Director 4 wheel.
- f. Director Army MCA - 2 wheel.

The secretary of the Committee shall be the BAMA COO. In consultation with the Committee CEO, the COO shall circulate agendas and papers to all members of the Committee approximately one week before each meeting. Other attendees at the meeting may receive

all or part of the agenda and papers at the discretion of the chair of the Committee.

The members of the Committee may be reimbursed by the Charity for any reasonable expenses which they properly and reasonably incur in connection with their work for the Committee. No remuneration shall be paid to members of the Committee.

6. Reporting

The COO, in liaison with the chair of the Committee, shall be responsible for ensuring that full and accurate minutes of all meetings and other proceedings of the committee are promptly produced.

Following approval by the chair of the Committee, all minutes (and records of other proceedings of the Committee) shall be circulated to the other members of the Committee and to the Board as soon as is reasonably practicable. Such circulation may be restricted, at the discretion of the Committee chair, where necessary for reasons of confidentiality. The formal approval of each set of minutes shall take place at the next meeting of the Committee.

The chair of the committee shall report to the Board as required and typically at the Board meeting which follows each Committee meeting.

The chair of the committee will submit an annual report to the Board highlighting the previous year's operating activity and the proposed bids for Operating Grants from Army Sport for the next financial year.

7. Review

These Terms of Reference shall be reviewed by the Committee and by the Board not less than once every three years, provided that any failure to complete a review shall not invalidate any proceedings or decisions of the Committee. The Committee may make recommendations on any amendments which it considers would be desirable, provided that the final decision rests with the Board.

Last reviewed and approved by the Board on: [...]

Date of next review: [...]

Person responsible for coordinating review: [COO]

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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 Operations managers 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 Army Sport by the timelines.
- (5) Endorse recommendations for BAMA Colours.
- (6) Produce the Army summer and winter fixture lists for approval by the Army Sport.
- (7) Support the production of Reports and Returns for the Board of Trustees.

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 Operations Manager:

- (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 Operations Manager:

- (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 Operations Manager:

- (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 Operations Manager:

- (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 FIM²² 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 ACU²³ 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

¹ Fédération Internationale de Motocyclisme – the world governing body.

² Auto Cycle Union – the UK governing body.

also competed in the Army Motorcycle Championships. This partnership is due to be formalised into a competition with trophy in 2023.

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, timecards 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. CFO or Army Sport 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 Operations managers 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 (removed from WWW Online Version)

Trophy	Awarded For	Picture
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**Annex E to
BAMA Rules and Regulations
Dated Feb 24**

BAMA MEMBERSHIP

Membership

1. As a Foundation CIO, the only formal voting membership of BAMA are those members of the Board of Trustees.
2. **Categories of membership.** In order to continue the effective functioning of BAMA, and pursuant to the clauses 17 and 18 of Ref L two informal categories of membership have been established 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.
3. **Applying for Membership²⁴.** 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. 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

4. **Subscriptions.** All members are to pay an annual subscription of £15.00²⁵ 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.

²⁴ The application process has been reviewed and refined with effect 01 August 2022; all previous processes are now invalid.

²⁵ to be periodically reviewed by the Execs

5. **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 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, 3rd 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 Operations managers have all been granted administrative rights within the CardSkipper app and are responsible for conducting their own assurance checks. Discipline Operations managers 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.

6. **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 Rules and Regulations
Dated Feb 25**

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 AS Central Bank in conjunction with the CFO. 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 Operations managers or their appointed representative may access BAMA funds. To access funds, the Discipline Operations Manager (who is the only authorised person, unless otherwise stated by them to the AS Accountant) is required to email the BAMA CFO 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 CFO only, with delegated authority to Discipline Operations managers when directed.

Transactions

- 4. The AS 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 CFO using Payment and Receipt Vouchers provided by the CFO on request. It is the responsibility of the respective BAMA authorised discipline account holder to complete and submit accurate transaction requests to the BAMA CFO.
- 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: AS
- 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 AS 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 CFO is to be approved by the President. The CFO 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 CFO, Chairman or President, with delegated authority to Discipline Operations managers 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 CFO will arrange for a committee member to visit the AS 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 Operations managers 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 CFO 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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**Annex G to
BAMA Rules and Regulations
Dated Apr 22**

BAMA Branding

The Brand

1. The current Army Motorsport brand image, illustrated below, is held on the Defence branding portal²⁶. Any older branding²⁷ 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.



²⁶ Code BA 0393 army-logo-lockup-motorsport

²⁷ Work is ongoing to update the brand 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 operations managers. Where there may be some doubt, reputational risk or where additional clarification is required, the Group 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 AS 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 Operations Manager 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 BAMAs 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 operations manager 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 operations manager, Gp Director or CEO.

SAFETY MANAGEMENT PLAN as at Jan 25 (live)

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](#)
- G. [AGAI 063 Volume 2 Chapter 63 Alcohol Misuse](#)
- H. [JSP 835 Alcohol and Substance Misuse and testing](#)
- I. [AGAI Vol 1](#)

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.
002	COO	19 Jun 24	Updated terminology, references and name changes.
003	COO	27/09/24	Amended terminology ASCB to AS (Army Sport)
004	COO	10/12/24	Insert reference to AGAI 063 and JSP 835 – Alcohol Misuse and Alcohol and Substance Misuse and Testing
005	COO	28/02/25	New incident reporting flowchart inserted ahead of Ref I update.

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 Rules and Regulations 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 COO 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 Sport and is affiliated to their respective National Governing Bodies (NGBs), Motorsports UK and the Auto Cycle Union (ACU).

13. Each discipline has an operations manager 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 Operations Manager 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 R&R.

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 are 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 racetracks. Competition is carried out using NGB (National Governing Body) approved 3rd parties. The discipline has 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-licensed 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 trials 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 has trained Clerk of the Course Operations managers 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 has 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 less 2 x BMW F900 machines which are owned by the team. 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 has a number of race coaches for developing junior riders.

Motocross

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 is 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 i.e. 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 Operations managers and Exercise Directors. This includes ensuring that all events are run in accordance with:

- a. The BAMA Rules and Regulations.
- 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.
- 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 Operations Managers and Activity Deliverers

35. The Discipline Operations managers 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 Operations managers 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 Operations managers and Activity Deliverers

40. All Group Directors, Discipline Operations managers 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 on 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.

56. The detailed procedures fall in several sections:

- e. Risk Assessments.
- f. Safe Systems of Work.
- g. Stewards' Reports.

- h. Reporting and Investigation.
- i. Safety Working Group meetings.
- j. 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 operations manager 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 the latest DIN for that event²⁸.

²⁸ E.g. Ex Autumn Leaves, Roadmaster, Mudmaster, Saxon Express etc.

57. Safe Places will be assured through a number of 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 are a personal responsibility.
- e. All serving military personnel who are listed on Part 1 Orders as being "On Duty" for a AS 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 MYSAFETY. 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 Operations Manager. 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.

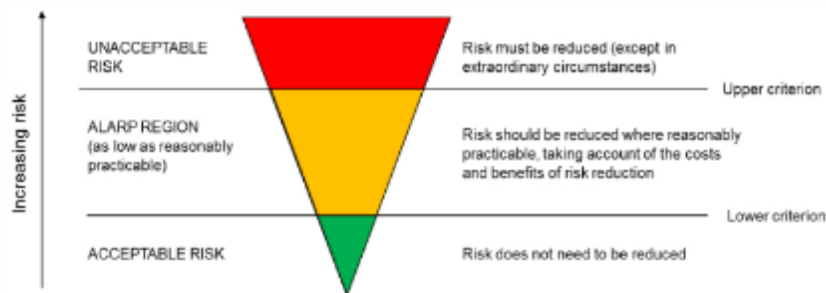


Figure 1. Risk Ratings

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 Sport (AS), 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.

EVENT ACTION SAFETY PLAN (EASP) – TEMPLATE – Event name

References: as required:

- A. [JSP 375: Volume 1, Chapter 8 – Safety Risk Assessment and Safe Systems of Work](#)
- B. [JSP 800: Defence Movements and Transport Policy](#)
- 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, e.g. 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

8. 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 e.g. (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 MYSAFETY SPOC will generate either a MYSAFETY Alert or MYSAFETY Report depending on the available devices and telecom reception ASAP and preferably before dispersal from the event.

7. **Comms.** E.g. 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 Rules and Regulations
Dated Jan 25**

INCIDENT MANAGEMENT AND REPORTING INSTRUCTION

References:

- A. [JSP 751 Joint Casualty and Compassionate Policy and Procedures](#)
- B. [2024DIN06-027-Annual Defence Road Safety Awards](#)
- C. [2024DIN06-024-The Defence Accident Investigation Branch](#)
- D. [AGAI Vol 1, Chap 5, Sport](#)
- E. [MYSAFETY User manual, Issue 2](#)

General

1. All disciplines within BAMA are to use this instruction to manage, and report, Incidents, involving Service Personnel (SP), which occur during BAMA supported events. Each event will be supported by an Administration Instruction (AI) which will list those classed as 'on duty' however this instruction also applies to all SP in attendance.

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.** This instruction is to be added to the AI or Addendum as an Annex.

4. At the beginning of each event, the Activity Deliverer will place a hard copy of the AI into a folder along with:

- a. An up-to-date nominal roll of all SP in attendance including visitors.
- b. A paper copy of each 'on duty' SP unit Pt1 Orders.

5. At the beginning of each event, the Activity Deliverer is to brief all personnel on the location and contents of the folder and the importance of social media discipline following an incident.

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

7. The Incident SPOC shall alert the Risk Owner through the Signal reporting chain.

8. Where possible it should be the injured party who initiates the MYSAFETY Alert as this will go to their unit for further input as a MYSAFETY Report. Where this is not possible, the Incident SPOC should initiate the Alert. The Incident SPOC shall keep a record of all telephone calls made using Fig 2.
9. **Exemption.** The only exemption to this instruction is where an SP is serving as part of, or with a unit where name and details may be withheld. Where this is the case the incident controller shall contact the exchange on Tel: 01432 357311.
10. **Close down.** The MYSAFETY SPOC is to keep in contact with outside authorities for as long as is deemed necessary. The MYSAFETY SPOC should remain the Single Point of Contact for outside authorities unless otherwise detailed (this may be a substantial time following the event). The MYSAFETY SPOC should be able to keep all individuals informed of any developments throughout. Where a MYSAFETY Report is closed down by an individual's unit, that SP should inform the MYSAFETY SPOC.
11. The Discipline Operations Manager should contact each participating individual's parent unit so they can be made aware if there is any requirement for TRiM post event where necessary.

BAMA Incident Management Instruction

All occurrences (accidents, incidents, dangerous occurrences, unsafe acts and near misses) as well as those involving the hospitalisation of a SP, or if the Coastguard has been called out, **MUST** be reported using the MySafety system on Defence Connect at ASCEN-ARC-Mailbox@mod.gov.uk.

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

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

The number that is to be used is for JCCC is: **01452 519951**. This number is manned 24 hours daily. Further information is here, [JSP751_Part1_Vol1](#).

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

The number that is to be used for the DAIB is: **01980 348622**. This number is manned 24 hours daily. Further information is here, [2024DIN06-024-DAIB](#).

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

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

Figure 1. Incident reporting flowchart

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.

As per paragraph 8, a MYSAFETY Alert should ideally be raised by the individual involved. This ensures that person has access rights if the report requires additional information at a later date. Raising a MYSAFETY Alert does not automatically inform any other organisation.

DTG	Caller	Receiver	Outline of call

Incident Call Register

Figure 2. Call Register

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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 situation²⁹. 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 Conduct³⁰ 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

²⁹ Extract from CGS Intent delivered at the Army Conference 15

³⁰ 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 Committee³¹ 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 hearing³².
- e. Step 5 - Decide on the appropriate outcome.
- f. Step 6 – Promulgate the outcome to the necessary audience.

³¹ Refer to Annex A for committee members.

³² 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.

CIVILIAN HELPER REGISTER

Ser	Discipline	Name of Helper	Helper's Technical Ability/Competence	Date Helper has been Briefed on Event Action Safety Plan and associated Risk Assessment	Discipline Sec Name and Signature

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SAFEGUARDING POLICY

“The Child’s Welfare is Paramount.”³³

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:

³³ 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 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:
Mackenzie Building Fox Lines
Aldershot
GU11 2LB
 - b. The BAMA contact for privacy and data is the Membership Operations Manager.

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.

Updates

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

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

Introduction

1. A document was 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 vehicle³⁴ where an entitlement to use MOD owned transport has been identified / authorised³⁵. 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).

³⁴ Where a trailer is towed this is deemed as an extension of the prime mover and the regulations still apply.

³⁵ 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. Consignors³⁶ 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)

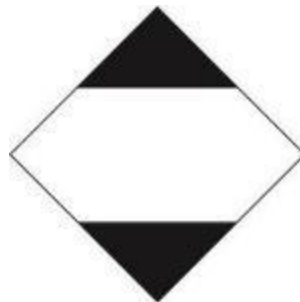


Figure 1. Surface transported LQ

³⁶ 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)

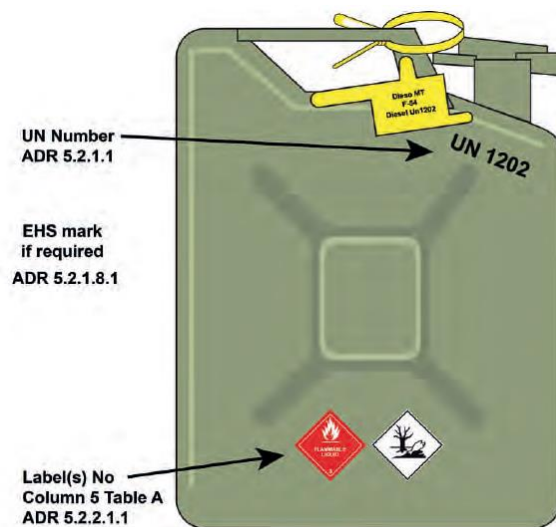


Figure 2. Fuel Can Label Example

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 Body³⁷ (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 Country³⁸. 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 motorsport - 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 (AS).** The governance of sport in the Army is the responsibility of the AS, which is formed by senior military members and supported by a civilian Executive Secretariat (known as HQ AS). The AS'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 AS and are responsible (through DAS's Secretariat) to the AS for the organisation, administration and delivery of the sport in accordance with the AS Annual Directive, the rules and regulations of their NGB and inclusive of any applicable Service regulations
5. **Assurance requirements in representative sport.** 1st party assurance should be delivered internally by discipline operations managers on an annual basis or more frequently if deemed a requirement, a temp=late for first party audits is at Appendix 1 to this Annex. Within resources, random 2PA checks are to be conducted by HQ AS. Sports

³⁷ Sports are governed by individual NGBs.

³⁸ 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 AS.

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 AS at which point, this charter will be updated to reflect new direction. In the interim, and where possible BAMA should seek to assist Corps or Unit level by offering SME advice in the safe and sustainable delivery of Army Motorsport.

ARMY SPORT REPRESENTATIVE SPORT 1ST 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 AS.

Sport/Discipline:

Completed by:

Date:

1st 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). (Often the MOD or single Service requires a higher standard)		
	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 st LoDA, including data capture of such visits.		
	Nominate a MYSAFETY 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 MYSAFETY. Investigations and recommendations are to be raised against the MYSAFETY occurrence report.		
	Submit activity reports (when requested)		

2nd LoDA – This is the assurance oversight provided by HQ AS 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.
3rd LoDA- 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.

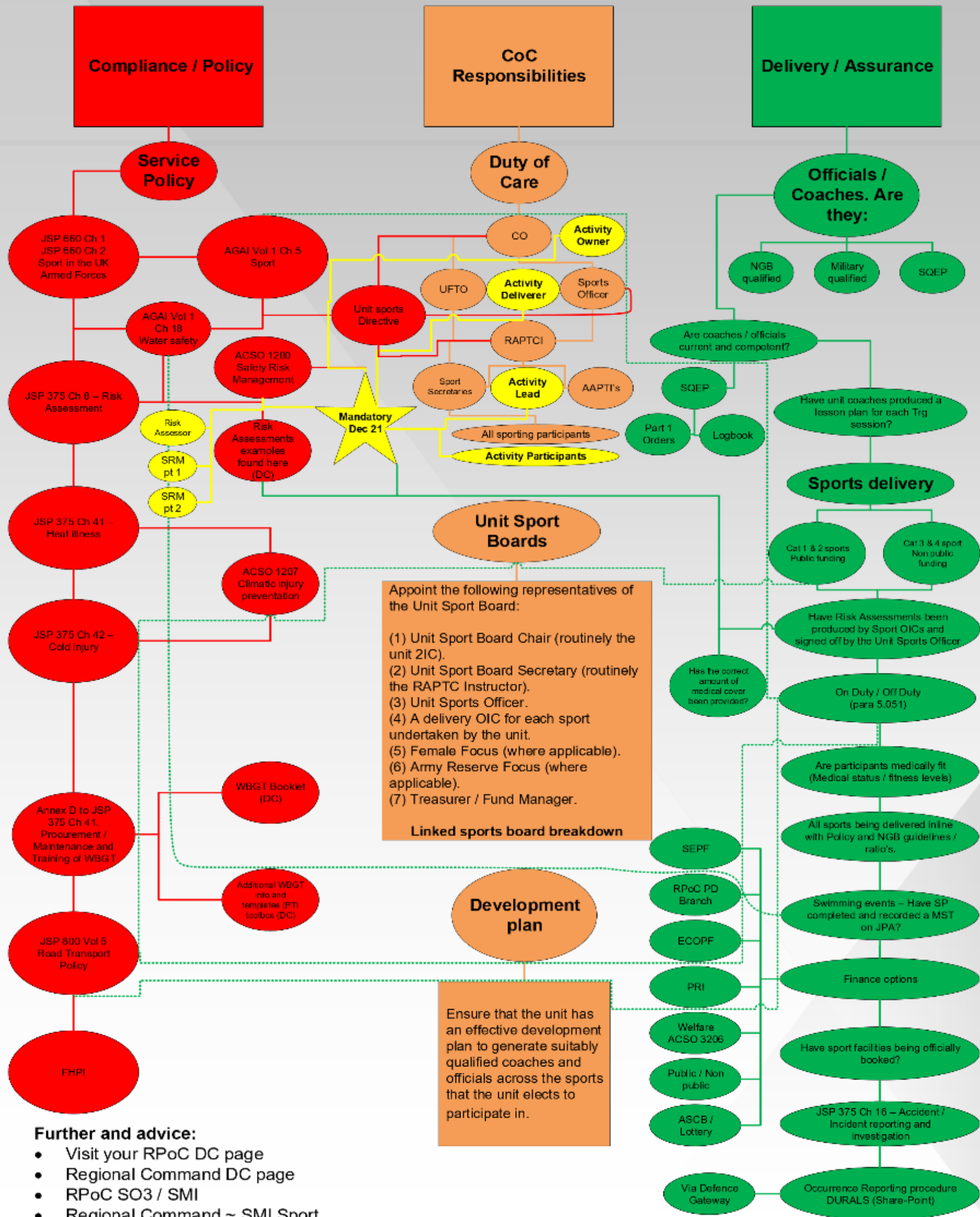
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SAFE DELIVERY OF MILITARY SPORT



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