

HQ ASCB Guidance Note

This Guidance Note does not constitute policy direction, the relevant policy and direction is contained in the references listed below. This note is to provide advice and guidance on the subject to which it refers.

Ser No 003

Statement of Trained Requirement (SOTR)

26 May 22

References:

- A. JSP 660 – Sport in the UK Armed Forces.
- B. AGAI Vol 1 Ch 5 – Sport.
- C. 2022DIN10-016 – Army Sports Lottery.
- D. JSP 752 – Tri-Service Regulations for Allowances & Expenses.

1. **Introduction.** In accordance with References A and B, to ensure that sport in the Army is delivered safely, it is necessary that activity is conducted under the supervision of Suitably Qualified and Experienced Personnel (SQEP). In collaboration with HQ ASCB, Head Personnel Policy (Hd Pers Pol), as the Training Requirements Authority (TRA) for Sport in the Army, secured funding through the Annual Budgetary Cycle (ABC) for the attainment of sports coaching, officiating and safety-related qualifications for service personnel in the Army. Initial funding was secured for an annual allocation over a 4-year cycle commencing FY 20-21.
2. **Aim.** The aim of this Guidance Note is to provide the criteria and process for the funding of sports coaching, officiating and safety-related qualifications for eligible Army personnel as part of the ASCB's SOTR. Funding can be used to deliver safe sport at all levels of participation, including Unit, Corps and Army level.
3. **Eligibility.** To be eligible for funding from ASCB's SOTR, the following criteria apply:
 - a. In accordance with Reference A, only those sports listed as a Category 1 or Category 2 sport are eligible to receive public funding. Other Categorised sports may apply for non-public funding from the Army Sports Lottery as detailed in Reference C.
 - b. ASCB SOTR funding is only available for serving members of the Regular Army and the Army Reserve.
 - c. Only those qualifications delivered or recognised by the respective sport's National Governing Body (NGB) will be eligible. Where a pre-requisite qualification is necessary to achieve a coaching, officiating or safety-related qualification, then the pre-requisite qualification could also be funded, examples include:
 - (1) Safeguarding & Child Protection qualifications.
 - (2) First Aid qualifications.
 - (3) Disclosure & Barring Service (DBS) Checks.
 - d. The payment of membership or affiliation fees (i.e. NGB Membership) cannot be paid from ASCB SOTR funding and must be met by the individual or non-public funds.

- e. SOTR funding for sports qualifications must only be used where the individual is expected to provide a minimum of two seasons' return of service by utilising the qualification in the conduct of sport at Army, Corps or Unit level.
4. **Process.** The process for applying for SOTR funding is as follows:
- a. Army Sports Associations and Unions forecast their SOTR requirement for the next Financial Year (FY) and include the projected funding requirement in their annual ASCB Operating Grant (Op Grant) Bid.
- b. Based on the forecasted requirement, ASCB will apportion the available SOTR funding across all eligible sports and confirm the level of funding in each respective sport's Op Grant allocation letter.
- c. Qualifications can then be obtained through one of two ways:
- (1) A centralised course co-ordinated by the respective Sports Association//Union and delivered by the NGB or a recognised course provider.
- (2) Attendance by an individual or group of individuals on a course co-ordinated by the respective sport's NGB or a recognised course provider.
- d. Prior to co-ordinating a centralised course or authorising course attendance, the Sports Association/Union Secretary must first confirm their intent with ASCB Ops Branch (opsbranch@ascb.uk.com) to ensure it is eligible for SOTR funding. Once eligibility is confirmed, the course can be conducted or attended.
- e. On completion of the course, the following are to be forwarded to ASCB Ops Branch (opsbranch@ascb.uk.com):
- (1) A fully completed copy of the ASCB's SOTR Spreadsheet which will be distributed with this Guidance Note or available on request from ASCB Ops Branch.
- (2) An invoice from the course provider or a receipt¹ from the course attendee.
- (3) The bank details of the organisation or individual to where payment is to be made.
- f. ASCB Ops Branch will check all submitted paperwork for auditability and forward it to ASCB Finance Department for subsequent payment.
- g. ASCB Ops Branch will maintain a record of all SOTR-funded qualifications.
5. **Travel & Subsistence.** Sports courses are the same as any other course and once attendance has been approved by an individual's Unit, the course is eligible for travel and subsistence from the Unit budget in accordance with Reference D.
6. **JPA Input.** On completion of the course, it is an individual's responsibility to have their qualification recorded within their Training History on JPA by the Unit Trg Clerk.
7. **Further Advice.** For further advice on the funding of sports coaching, officiating and safety-related qualifications for service personnel in the Army, please contact the ASCB Ops Branch (opsbranch@ascb.uk.com).

¹ Some form of proof of payment in the individual's name from the course provider, such as a confirmatory email.