



RAF CENTRAL FUND  
ROYAL AIR FORCE SPORT ASSOCIATION (the "Association")

## **REGULATIONS**

### **Background**

1. The Association is established through the joint authority of the Head Royal Air Force Sport and the Royal Air Force Central Fund (the "Fund"). It does not have an independent legal identity, it exists under the aegis of both RAF and the Fund
2. The Association is not a formal part of the Fund's governance structure, and therefore its members do not have any fiduciary duties towards the Fund or any authority to vote on the Fund resolutions or bind the Fund in any way. Responsibility for the operation of the Fund remains with the Fund's Trustees. The Trustees are committed to taking account of the expertise, opinions and recommendations of the Association, but are not bound to do so.
3. For the avoidance of doubt, the Fund may at any time determine to amend or revise these Regulations and furthermore the Fund is entitled to cease to support the Association at any time without any requisite consent from the Association.

### **Adoption of the Regulations**

4. The Association shall be managed and administered in accordance with the provisions of the regulations set out below, the policies and procedures of the Fund, the regulations laid down in JSP 660 (Sport in the UK Armed Forces), AP 3415 (Sport in the RAF) policy and guidance from Directorate of RAF Sport (DRS) and by the sport's National Governing Body.

### **Purpose and role**

5. The committee of the Association is responsible for the organisation, administration and delivery of their Association sport/disciplines in accordance with JSP 660 and AP 3415. Specifically, the Association is expected to:
  - a. Organise, manage and deliver a safe and wholly inclusive (all ranks, ability, ethnicity, age and gender) programme of activity, encouraging participation, competitiveness, winning and value, including regional, RAF level and UKAF Inter-Service events annually.
  - b. Maintain close links with its National Governing Body (NGB) and Sport England and ensure their sport is conducted in accordance with their rules and regulations, within the MOD's wider regulatory framework.
  - c. Advise the RAF and the Fund on matters concerning the sport/disciplines.

### **Chair**

6. The Chair is appointed by the Head of RAF Sport via DRS, in consultation with the Fund.

### **Secretary and Treasurer**

7. The Secretary and Treasurer appointments are made by the Chair, in consultation with the Fund.

### **Committee**

8. The Association will review and action its public and non-public responsibilities through its Committee.



9. Members of the committee must include a Chair, Secretary and Treasurer as a minimum. These committee members will be classed as RAF Central Fund Volunteers and must comply with the Fund's Volunteer Agreement and Code of Conduct and associated policies. Failure to comply with this requirement may cause the Fund to suspend the Association's non-public activity.

10. The Chair will be responsible for ensuring any additional committee members involved with non-public activities are briefed on the Fund's Volunteer Agreement, Code of Conduct and Handbook. The Secretary will be responsible for maintaining an up-to-date record of all volunteers and signed volunteer agreements.

11. Committee members will be selected by a simple majority of votes cast by current committee members at a meeting or by a quorum 'out of committee'. Terms of Reference (TORs) for the Chair, Secretary and Treasurer are at Annex A.

12. Committee members involved in supporting sports association activities in the non-public domain will be considered unpaid volunteers of the Fund.

### **Frequency of meetings**

13. The committee members must hold at least one meeting per year between November to January to agree the previous year's accounts for recommendation to the Fund, set the forthcoming budget and ratify any committee member appointments.

### **Conduct of meetings**

14. The quorum for a meeting is 3 members or 10% of its committee membership, whichever is larger.

15. Minutes of the meeting must be recorded and shared with DRS and the Fund within 14 days.

16. Decisions are to be made by a simple majority of those attending the meeting eligible to vote (an individual who has been selected by a quorum of the committee members).

### **Termination of committee membership**

17. A committee member may resign their position by giving written notice to the Chair and the Association's Fund Ambassador.

18. The Fund or committee (by quorum) may remove any committee member if they decide in their absolute discretion that the committee member should be removed.

19. The Chair, with the support of the wider sport association committee, must ensure the succession planning of the key volunteer appointments, ensuring they do not fall below the minimum requirement.

### **Contracts and Agreements (including funding and sponsorship)**

20. It is anticipated that the Association will receive an annual allocation of funding from the Fund determined via the Joint Planning Process on a triennial cycle. The Association has the responsibility to ensure that:

- a. There are sufficient funds to deliver the key activities that underpin the purpose set out in these regulations; and
- b. A realistic annual budget is maintained, and that any expenditure is justified, value for money and complies with RAFCF Sports Association policy and any other funder's requirements.



21. The Association's financial activity is managed on a day-to-day basis by the Treasurer within the financial regulations and oversight of the Fund.

22. All contracts and agreements are managed by the Fund. As the Association is not an independent legal entity, the Association has no authority to sign any contracts or agreements, including sponsorship, verbal or written; the Association must approach their Fund Ambassador with details of any new contracts or agreements and any renewals.

23. Sponsorship of the Association is managed by the Fund in accordance with the RAF Sponsorship Directive.

### **Sport Safety Management and Assurance**

24. The Chair of the Association is also appointed as the Responsible Person (RP) for the safe conduct of all sport activities conducted under the auspices of JSP 660 or AP 3415 or in the association's name, as per their letter of appointment. As such they are required to comply with the Head RAF Sport's and the Inspector Sport Safety (RAF)'s direction within the Sport Safety Management System and implement an association Sport Safety Management Plan (SSMP) that will enable them to control and supervise all activities and manage related safety hazards and risks, ensuring risks are As Low as Reasonably Practicable (ALARP) and Tolerable, with any 'medium' or above risks referred to the Head RAF Sport for sanction of the activity<sup>1</sup>.

### **Review of regulations**

25. This document shall be reviewed on a triennial basis by the Fund, in consultation with DRS.

### **Annex:**

A. Terms of Reference – Committee Members.

*THIS LIST IS NOT EXHAUSTIVE. FOR FURTHER ADVICE PLEASE CONTACT THE FUND AND DRS SPORT AMBASSADORS.*

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<sup>1</sup> 'Sanction' in this context does not infer elevation, transfer or treatment of the risk, which remains with the RP  
2024.001



## TERMS OF REFERENCE – COMMITTEE MEMBERS

**Chair.** The Chair shall promote the sport at UKAF level and below, and they shall run the efficient administration and organisation of the sport for the benefit of Service personnel in accordance with these Regulations and relevant MOD regulation or direction.

<ul style="list-style-type: none"><li>• Chair a committee to govern and provide direction for the on-going business and best interests of the Association aligned to the strategic objectives of RAF Sport and the Fund.</li></ul>
<ul style="list-style-type: none"><li>• Maintain a succession plan to ensure continuity of effective leadership and management.</li></ul>
<ul style="list-style-type: none"><li>• Alongside the Treasurer, ensure the Association's funds are managed in accordance with the policy and procedures prescribed by the Fund.</li></ul>
<ul style="list-style-type: none"><li>• Develop and maintain sponsorship in accordance with the relevant policies as prescribed by MOD and the Fund.</li></ul>
<ul style="list-style-type: none"><li>• As Responsible Person, ensure the sport is conducted in an appropriately safe manner in accordance with NGB rules and compliance with MOD regulations, and that adequate assurance procedures are in place.</li></ul>
<ul style="list-style-type: none"><li>• Encourage and develop opportunities for the sport to flourish across the RAF.</li></ul>
<ul style="list-style-type: none"><li>• Participate in and be the primary POC for UKAF matters (via DRS) and maintain a relationship with the National Governing Body.</li></ul>

**Secretary.** Coordinates all Association activity and shall run the day-to-day administration of the Association.

<ul style="list-style-type: none"><li>• Act as the primary point of contact for the Association.</li></ul>
<ul style="list-style-type: none"><li>• Communicate any changes to Committee positions to DRS &amp; the Fund.</li></ul>
<ul style="list-style-type: none"><li>• Keep an up to date record of all association volunteers and signed volunteer agreements.</li></ul>
<ul style="list-style-type: none"><li>• Liaise on all Association matters with the Fund and DRS and provide oversight of applications for travel authority, JPP and other grant applications, sponsorship.</li></ul>
<ul style="list-style-type: none"><li>• Organise, take minutes of committee meetings and share minutes with DRS &amp; the Fund.</li></ul>
<ul style="list-style-type: none"><li>• Maintain a register of Colours awarded and issue Colours at RAF Championships or Training events.</li></ul>
<ul style="list-style-type: none"><li>• Oversee assurance of the Association's administrative and safety functions annually.</li></ul>
<ul style="list-style-type: none"><li>• Oversee the completion of the Fund Annual Report.</li></ul>
<ul style="list-style-type: none"><li>• Ensure membership and data protection requirements are adhered to</li></ul>

**Treasurer.** The Treasurer maintains and advises on the Association accounts.

<ul style="list-style-type: none"><li>• Prepare the Financial Plan (FP) for ratification at an annual meeting and submit the ratified FP and associated JPP and grant submission(s) to DRS and the Fund.</li></ul>
<ul style="list-style-type: none"><li>• Prepare the Annual Statement of Accounts for Committee sign-off as per the Fund's policies and procedures.</li></ul>
<ul style="list-style-type: none"><li>• Manage the routine fund transactions in accordance with the Fund's policy and procedures, bringing any discrepancies or concerns to the immediate attention of the Chairperson.</li></ul>
<ul style="list-style-type: none"><li>• Complete the financial details in the Fund's Annual Report.</li></ul>