|  |  |  |
| --- | --- | --- |
| A picture containing logo  Description automatically generated | **United Kingdom Armed Forces Football**  Patron: Her Majesty The Queen Chair: Air Commodore Simon Harper OBE MA RAF | A picture containing logo  Description automatically generated |

Deputy Chair

Lt Col Rob Swan

Department for International Trade

Old Admiralty Building

London

SW1A 2DY

Mob: 07464 518893

E-mail:[Rob.Swan@trade.gov.uk](mailto:Rob.Swan@trade.gov.uk)

Reference: UKAFF/Vacancies/003

Dated: 3 Dec 2021

**INVITATION TO APPLY FOR THE POSITION OF CHAIR - UNITED KINGDOM ARMED FORCES FOOTBALL (UKAFF)**

1. UKAFF is the pinnacle of military football. UKAFF has the following aims:
2. To promote the image and improve the standard of UK Armed Forces (Service) football.
3. To provide Service Personnel from all 3 Services with the opportunity to play together at a highest possible level within Defence.
4. To provide Service Personnel from all 3 Services with the opportunity to coach and referee at the highest possible level within a Defence.
5. To win the Kentish Cup (men) and the Presidents Cup (women) and to maintain a fixture calendar of high quality international fixtures.
6. Provide the means to support Defence Engagement activity, where the opportunity and resource exists to do so.
7. Provide governance and oversight of the annual Inter-Service competitions.

2. In line with the UKAFF Constitution, applications for this voluntary position are sought from individuals interested in being appointed from 1 March 2022. Following the selection process, the successful applicant will be appointed by the UK Sports Board.

3. The Terms of Reference for this position care at Annex A. Applications should be made to the UKAFF Deputy Chair (Lt Col Rob Swan, [Rob.Swan@trade.gov.uk](mailto:Rob.Swan@trade.gov.uk)) by the 31 Jan 2022. Please note that applicants may be required to attend an interview.

Annex:

1. UKAFF Chair Terms of Reference

Annex A To

UKAFF/Vacancies/003

Dated 3 Dec 21

**CHAIR OF UK ARMED FORCES FOOTBALL - TERMS OF REFERENCE**

**UKAFF Objectives**

1. The objectives of UKAFF are:

a. To promote the image and improve the standard of UK Armed Forces (Service) football.

b. To provide Service Personnel from all 3 Services with the opportunity to play together at a highest possible level within Defence.

c. To provide Service Personnel from all 3 Services with the opportunity to coach and referee at the highest possible level within a Defence.

d. To win the Kentish Cup (men) and the Presidents Cup (women) and to maintain a fixture calendar of high quality international fixtures.

e. Provide the means to support Defence Engagement activity, where the opportunity and resource exists to do so.

f. Provide governance and oversight of the annual Inter-Service competitions.

Responsibilities

2. The key responsibilities are:

a. To serve as Chair of UKAFF and to lead the Executive Committee in setting and delivering the strategy of the Association.

b. To lead the Board in the approval of the in-year and long term financial plans and ensure that the annual financial bid to the UKSB is prepared and submitted for the allocation of funds.

c. In consultation with the Secretary and Deputy Chair, to set the agenda for each Board meeting.

d. To lead the Board in demonstrating transparency and accountability, engaging effectively with stakeholders and partners.

e. Progress potential sponsorship opportunities in accordance with the guidance set out in JSP 660.

f. Promote an inclusive and diverse approach across all UKAF Football.

g. To act as an ambassador and represent the Association at internal and external meetings and functions.

h. Oversee the management of risk to the Association, including Safeguarding and Health and Safety matters.

**Terms of Reference**

1. The Chair of the UKAFF is appointed by the UK Sports Board.

2. The Chair is responsible for the promotion of football at the UKAF level and for the efficient administration and organisation of the sport for the benefit of Service personnel in accordance with an approved constitution. The Chair is to act with reasonable care and diligence and in good faith in the best interests of the Association. You should abide by the following:

a. Policy direction and guidance given in JSP 660, Sport in the UK Armed Forces.

b. Policy, directives and guidance given for the conduct of the sport by its NGB.

c. As a de facto trustee of the Association in its guise as an Excepted Charity - Guidelines for Trustees of Charitable Organisations.

4. **Association Management**. As Chair, you are to:

a. Form and maintain a structure for management of the Association, constituting committees as necessary for long term development of the association, the proper and safe conduct of sporting activity within it and appropriate financial management of Association business. You are to ensure the effective and efficient management of the Association and the delivery of sporting activity within it, suitable officers are appointed for the management of the Association and a formal constitution is established.

b. Chair a committee to govern and provide executive direction for the on-going business and best interests of the Association. You are to convene an annual general meeting (AGM). Proper records are to be kept of all proceedings at AGMs and executive committee meetings; these records are to be copied to Sec UKAF SB.

c. Maintain a succession plan to ensure continuity of effective leadership and management.

5. **Financial Management**. You are responsible for the proper financial management of the Association and are to:

a. Ensure that Association funds are managed in accordance with MOD regulation and Charity Commission rules. The Association is to have a five year plan and activity is to be managed within budget. Any bids for funding support from the UKAF Sports Fund or BFBS sponsorship will require financial statements of income and expenditure for current and future years.

b. Ensure that the accounts are audited annually and a copy of the audit report is sent to Sec UKAF SB.

c. Develop and maintain sponsorship in accordance with current MOD regulation to support sporting activity within the Association.

6. **Safety Management**. As Chair, you manage the risk for your Association’s activities. You are responsible to:

a. Ensure that the Association conducts its sport in an appropriately safe manner in accordance with NGB rules and compliance with MOD regulations. Where NGB rules fail to mitigate the risk to life adequately or to the standard required by MOD regulation, you are to establish risk management systems to ensure any risk is as low as reasonably practicable, using best practice within single Service sports boards. Single Service Heads of Sport hold the risk for the participation of their Service personnel and they manage that risk through the chairs of their respective sports associations. Where necessary, you are assure the single Service sports association chairman that the risk management of UKAF sporting activity is appropriately safe for the participation of their Service personnel.

b. Establish assurance procedures for your sport, conducting self-assurance (1st party audit) within the association. Internal assurance (2nd party audit) is to be managed by the appropriate single Service where the responsibility for managing/chairing the association rotates between the Services or the secretary position is permanent within a single Service. External assurance may be directed on a risk based approach.

c. Ensure all fixtures and overseas visits are authorised by the Secretary UKAF SB and organised in accordance with JSP 660.

7. **Promotion**. You are to:

a. Encourage and develop opportunities for the sport to flourish across Defence.

b. Promote the sport through an active media and PR campaign.

c. Maintain and foster links with the NGB and the single Service Associations.