

Defence Instructions and Notices (Not to be communicated to anyone outside HM Service without authority)	
Title:	Army Football Association - Affiliation and Cup Competitions
Audience:	All Army Units, Head Quarters and Tri Service establishments
Applies:	Immediately
Expires:	When Rescinded or Replaced
Replaces:	2017DIN10-036
Reference:	2018DIN10-019
Status:	Current
Released:	03 April 2018
Channel:	10 Sports and Social Events
Content:	Procedure for Affiliation to Army FA and entry to Army Major/Minor/Reserve Unit Cup Competitions 2018/19
Sponsor:	Army FA/ASCB
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Keywords:	Army Football, Affiliation, Major, Minor and Reserve Unit Cup, Entry fees.
Local Keywords:	N/A
Supplements: (Please click on the links to access >>>>)	N/A
Related Info:	www.armyfa.com MOSS http://cui1-uk.diif.r.mil.uk/r/149/ArmyLevel/ArmyFootball/default.aspx https://wholegame.thefa.com/Account/Login
Classification:	OFFICIAL

ARMY FOOTBALL ASSOCIATION 2018/19

UNIT AFFILIATION AND ARMY MAJOR/MINOR UNIT CUP COMPETITIONS

1. In accordance with the Rules of the Governing Body (FA) and direction from the Army Sports Control Board, all formation HQs, units, sub units including Army Reserve Units and Sub Units, who wish to play football in a League, Army Cup, (Major/Minor) Corps Competitions, Six-a-Side Tournaments or Friendly matches, whether military or civilian, **ARE TO AFFILIATE** with the Army Football Association. Units **WHO FAIL TO AFFLIATE** will be deemed as playing non-affiliated Football and therefore, will not comply with the Guidance for the Assurance of Football in The Army and are not permitted to play organised football (competitive or friendly)
2. Affiliation will be completed via the Whole Game System (WGS) which will be available from 3rd April 2018. Closing date for Affiliation and Army Cup Entries will be 31st July 2018. If you run a Football League, Unit football or any football competition and are not yet registered onto the WGS please contact the Affiliation secretary.
3. Leagues, Corps Secretaries and Competition organisers are not to allow entry into a competition without the Unit/Team first receiving a 2018/19 affiliation number from the Army Football Association. The affiliation fee for all Units is £25 per season.
4. The entry fee for those units wishing to enter the Army Challenge Cup, Army Reserve Challenge Cup or Army Minor Units Cup 2018/19 is £25. Only delays due to **inclement weather** conditions will deadlines be extended this season. Units are to ensure they are available to play a Cup match every month from September through till February before entering the Army Cup competition.

5. The Affiliation fee, together with the respective Cup entry fee (where applicable) **MUST** be forwarded to the Affiliation secretary, either via your WGS Portal or by cheque accompanied by the invoices downloaded from WGS. UK Cheques and Postal Orders should be made payable to the 'Army Football Association' and sent to Army Football Association, Mackenzie Building, Fox Lines, Queen's Avenue, Aldershot, Hants, GU11 2LB. The Closing date for **ALL** entries is 31st July. Credit/Debit Card payments are also accepted over the phone.

A unit is not permitted to enter more than one Army Cup competition in any one season.

6. Units when playing in any type of football whether military or civilian must enter under the **UNIT** designation. The only exceptions being amalgamated units, i.e. Garrisons, Services or Stations.
7. Units must take note of '**Amalgamations for Sport**' and if in any doubt they should seek clarification from Headquarters Regional Command, G7 PD Branch.
8. The dates for the **Finals** in season 2018/2019 is TBC
9. The Rules for the Army Cup competitions are published in the Army FA handbook; however copies will be circulated with the first round draw.

The ARMY CHALLENGE CUP is the SENIOR cup competition. No other competition is to take precedence when arranging fixtures.

10. Units **must** inform the Affiliation Secretary, Army FA of any change of Unit Football Officer at any time during the season.
- 11. Outstanding Fines.** Units are advised that in accordance with the rules of both the Football Association and the Army Football Association, where fines are outstanding the Unit will not be permitted to affiliate for season 2018/2019 until all fines are paid. **Army FA Rule 3 (b) is quite specific that Units are responsible for the payment of all fines incurred by players and officials. It is the responsibility of the unit, whom the player was representing at the time to pay the fine for players who are subsequently posted/deployed or discharged.**

Annexe:

- A WGS Instruction Sheet
B Guidance for the Assurance of Football in the Army

**ANNEX A to
2018DIN10-019
Dated May 18**



ARMY

ARMY FOOTBALL ASSOCIATION
Founded 1888

Patron: Her Majesty The Queen
President: General Sir Nicholas Carter KCB CBE DSO ADC Gen



Chairman:
Major General GI Mitchell MBE

Vice Chairman:
Colonel RM Hayhurst OBE

How to register onto Whole Game System (WGS)

1. Please select the link <https://wholegame.thefa.com/Account/Login> . (if using DII the app will run better if you use Google Chrome to open it).
2. Enter your FAN, enter password. (If you haven't registered on WGS before, click **forgotten password**).
3. You will then be prompted to enter your FAN again and DOB (if this doesn't work please contact me, we may have incorrect details for you).
4. You will then receive a password reset email. Follow instructions as per email.
5. Complete step 1 and 2 again, this time entering your password.

DO NOT ever use the sign in option at the top of the page as that takes you to the FA Members site which is totally different to the WGS.

Once you are registered and logged in you will see your Football Role tab, it should say **Secretary Unit Name**.

How to complete Affiliation

6. Select Football Role Tab
7. 3rd Tab down left hand side will say **Affiliation Available**, select tab and work your way through the affiliation form.
8. Please ensure when prompted to list all sub teams within your Club/unit you name all your Coy's, Sqn's, Bty's, REME etc. This is essential or they will not qualify to play any internal football within your Unit. You will not be charged for any additional teams added.
9. When prompted to up-load insurance and assurance documents please us ANNEX B in both instances. .
10. When you reach step 7/8 download the invoice, you can then either pay online with credit/debit card or you can send a Unit cheque with a copy of the invoices to the address below.

**ANNEX B to
2018DIN10-019
Dated May 18**



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July 2017

GUIDANCE FOR THE ASSURANCE OF FOOTBALL IN THE ARMY

- A. Army Sport Control Board Directive 2016/17.
- B. FRAGO 01 TO OPO 14/002 – The Army’s Approach to Risk to Life Sport and Adventure Training (dated 3 Sep 2014).
- C. AGAI Volume 1 Chapter 5 Sport (updated March 2017).

INTRODUCTION

1. Reference A, set out the direction for the conduct and delivery of sport in the Army and including the assurance, compliance and governance of sport in accordance with References B and C. In regard to safety, the Chairman of Army Football is tasked with the following:

- a To ensure the delivery of the football, through the Secretary of Army Football, is in accordance with National Governing Body (NGB) policy and guidelines and the Army’s Frago on Risk to Life Sport and Adventure Training at Reference B.
- b To ensure the Sport has in place an effective assurance mechanism to provide a safe environment.

SPORTS SAFETY MANAGEMENT PLAN (SSMP)

2. This document sets out the development of a SSMP for football in the Army and identifies key roles, responsibilities and boundaries for all personnel involved in the delivery of football, within their organisation and its assurance and governance.

UNIT LEVEL FOOTBALL

3. All Units Major/Minor and sub units are to affiliated with the Army Football Association.

4. The Chairman for Army Football is not accountable for the conduct of unit level football, however Army Football will provide within this document the SMEs for the safe delivery and conduct of football, and will also provide advice and guidance. Army Football will also ensure that any football safety direction from the NGB, The FA is cascaded down the chain of command through RC PD Branches and within the sport itself, in order to assist the Chain of Command who remains accountable for the safety of their personnel playing football at unit level.

RISK ASSESMENT (See Attached)

5. All football activity is to be risk assessed and recorded by the nominated/appointed person managing the activity and the appropriate control measures implemented before any activity takes place utilising JSP 375.Vol 1, Ch 40. A risk assessment looks at what could cause harm to people, in order to assess whether enough precautions have been taken in order to prevent harm. Risk assessments do not need to be complicated, and provided a few simple steps are followed, are easy to complete.

GENERAL PROVISIONS

- 5. The following personnel must be present at each home match:
 - a. One non player to act as the single point of communication.
 - b. At least one qualified emergency first aider.

- c. Ensure all fixtures and overseas visits are authorised by ACOS ASCB, The Commanding Officer and organised in accordance with JSP 660.

CHAIRMANS SAFETY COMMITMENT

6. The Chairman of Army Football will, on an annual basis, account for safety performance, measured against JSP 815 (Defence Health, Safety and Environmental Protection – HS&EP) criteria which, as well as underpinning all safety activities such as meetings and assurance visits, also forms the basis for Army Footballs following safety commitments:

- a. To prevent fatalities and to minimise injury to personnel playing football in authorised Army Football events.
- b. To manage the Army Football SMP.
- c. To comply with higher-level safety regulations from Defence and The FA.
- d. To supervise and control Army Football safety activities.
- e. To investigate and learn from any incidents and accidents.

SAFETY ASSURANCE

7. Our commitment is to strive continually to improve our safety performance and to minimise our contribution to the risk of an accident as far as is reasonably practicable. There are two elements to how Army Football organises and delivers its business:

- a. Planning for matches. Team Managers are responsible for planning and arranging 'on-duty' football fixtures and assuring that the appropriate safety measures are in place for the event to proceed. All fixtures are to be authorised by either the Assistant Chief of Staff (ACOS) Army Sports Control Board (ASCB) or The Commanding Officer.
- b. Delivering and executing. Team Managers, or Head Coach where appropriate, are Responsible for the safe delivery of the event. Where the match is played at a non-military establishment the Team Manager is to ensure that appropriate Health and Safety measures are discussed with the host and put in place. During the match the Team Manager is responsible for managing and addressing any potential safety issues at the earliest opportunity.

8. Army Football will conduct 1st party sports safety assurance by completing a Self-Assessment Questionnaire on at least an annual basis, or as directed by the ASCB. The Self-Assessment Questionnaire will be reviewed yearly by the Army Football Management Board.

NGB INSURANCE LIABILITY

9. The FA, as our NGB, do not provide any insurance, but have mandated that all Adult 11 a-side teams have both Personal Accident Insurance and Public Liability Insurance of no less than £10M. However, due to the MoD compensation scheme Service Units, players and referees are covered and therefore Army Football is exempt from this regulation.

MANAGING RISK

10. Army Football will use the following five steps to assess risks prevalent whilst conducting on-duty football activities:

- a. Identify the hazards.
- b. Decide who might be harmed and how.

- c. Evaluate the risks and decide whether existing control measures are adequate or whether more should be done.
- d. Record the findings.
- e. Review the assessment and revise it if necessary.

11. While the generic risk to life (Rtl), for football activities is low, there is ONE HIGH risk within football; that risk being Significant Injury to a competitor. To address this particular risk we need to ensure that:

- a. All activities are fully risk assessed.
- b. Appropriate medical facilities and cover is in place.
- c. All referees inspect the playing surface reducing the possibility of that being the cause of the injury but not removing it.
- d. Players act within the rules of the game and do not cause injury to others due to reckless behaviours.

ARMY FOOTBALL SAFETY MANAGEMENT RESPONSIBILITIES

12. The Chairman Army Football is responsible for the formulation and management of the SSMP. Specifically he is to:

- a. Ensure that all personnel involved in the organisation, management and participation of Army Football sponsored events conform to the HSAW and this SSMP.
- b. Not permit any activity to take place that is graded very high risk unless it is personally authorised by the Chairman, or in his absence the Vice Chairman.
- c. Ensure a review of all dynamic risk assessments and post-accident reporting is undertaken at least annually.

EVENT ORGANISER

13. Event organisers are to ensure that a venue specific risk assessment has been completed.

- a. Brief all participants using the venue specific risk assessment alongside any additional hazards identified in the risk assessment.
- d. Ensure communications are available for contact with emergency services and first aid equipment is at hand commensurate with the activity being undertaken.

ACCIDENT INCIDENT REPORTING

14. In the event of an accident/incident leading to injury of a participant in the activity, or a member of the public as a consequence of the activity, the event organiser is to ensure post-accident reporting is undertaken in accordance with Annex H to LFSO 3216, all reportable accidents, injuries and near misses (sporting or otherwise) are to be reported to the Army Incident Notification Cell (AINC) using Army Form 510. If reported to an activity OIC, then it is the OICs responsibility to generate the AF510. Otherwise, it is an individual's responsibility to ensure that an AF510 is completed when they return to their unit. In the case of serious injury, initial notification is to be made with AINC without delay.

(1) **Telephone:** 96770-3661 or (+44) 03067 703661

(2) **Fax:** 94393-6889 or (+44) 01264-886889

(3) **DII:** Army LF-CESO-AINC-mailbox (MULTIUSER)

(4) **E-Mail:** ArmyLF-CESO-AINC-Mailbox@mod.uk

INDIVIDUAL COMPETITORS

15. All individuals participating in Army Football have a responsibility towards the maintenance of their own personal safety and that of their fellow competitors and the general public. Although steps will be taken by event organisers to mitigate the associated risk there will always remain a residual risk to life or serious injury. Specifically individuals are to comply with the following:

- a. **Personal Fitness and Medical Conditions.** Personnel with pre-existing injuries or medical conditions that may impact on their ability to take part in the training or match must declare that condition to the event organiser.
- b. **Personal Equipment.** All equipment and clothing worn by personnel undertaking football authorised events is classed as personal equipment regardless of whether the association supplied it originally or not. Personnel are responsible for ensuring that personal equipment is fit for purpose.

16. To ensure that Football activity is carried out safely is a significant responsibility. Army Football looks towards all teams playing their part in delivering a safe environment, both on and off the field of play. Ultimately, safety is not about prohibiting enjoyment of the game but about enhancing it. The direction contained within this letter is to be introduced with immediate effect and should be utilised for all training camps overseas visits and matches.

Original signed

W T E Thomson
Major (Retd)
Secretary