



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

## **REGULATIONS**

### **Background**

1. The Association is recognised through the joint authority of the Head Royal Air Force Sport and the Royal Air Force Central Fund (the "Fund"). The Fund is the legal entity for the Association; Company Registered in England and Wales 8555984, Charity registered in England and Wales 1152560, Charity registered in Scotland SC044299.

2. The Association is part of the Fund's governance structure. Neither the Association nor its members have 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. Although not bound to, the Trustees are committed to taking account of the expertise, opinions and recommendations of the Association.

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 the policies and procedures of the Fund in addition to 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. Non-public/charitable responsibilities include:



- Working with the Fund to ensure detailed, accurate records of all financial transactions are maintained;
- Working with the Fund to ensure charitable funds are used to increase and enhance sporting opportunities for beneficiaries;
- Working with the Fund to ensure legal and charitable governance requirements and recommendations are implemented; and
- Working with the Fund to maximise the value and opportunities of sponsorships and partnerships

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, in addition to the policies and procedures, comply with the Fund's Volunteer Agreement and Code of Conduct. Failure to comply with the requirements 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 Regulations, 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. Whilst not independent entities or membership bodies, it is recommended that the merged Sports Associations hold annual meetings to discuss matters such as:

- Resignations and appointments (of Chairs, Secretaries, Treasurers, Kit Managers, Social Media Managers, etc.)
- Strategy and activities
- Key successes, achievements and challenges of the Association in the last year
- Current and anticipated grant/sponsorship/other income
- Expenditure and priorities of expenditure for the following year

### **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 should 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 Fund is the Association's legal entity, the Association must approach the Fund's Governance team with details of any new contracts or agreements, verbal and written, including any renewals.

23. Sponsorship of the Association is managed by the Fund's Commercial team.

### **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 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.*

<sup>1</sup> 'Sanction' in this context does not infer elevation, transfer or treatment of the risk, which remains with the RP  
2026.02



**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 public and non-public regulations and 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 and non-public activities are managed in accordance with the policy and procedures prescribed by the Fund, the Charities Act and relevant legal requirements.</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 input to the Fund’s 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 budgets, income and expenditure for review by the Committee as well as the funding allocations/grant submission(s) to DRS and the Fund.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Maintain financial control and proper records for income, expenses, supplier payments, and assets, in accordance with the Fund’s policies and procedures, Charities Act and HMRC requirements.</li> </ul> |
| <p>Manage the fund transactions in accordance with the Fund’s policy and procedures, bringing any discrepancies or concerns to the immediate attention of the Chairperson and the Fund’s Finance department</p>                                    |
| <ul style="list-style-type: none"> <li>• Support with the provision of the financial details required for the Fund’s Annual Report.</li> </ul>   |

