



E2

The Royal Logistic Corps
Sports Management

Sponsored by:

Regimental Secretary RHQ The RLC

Reviewed: Mar 2024

This instruction embraces the following:

The Management of RLC Sport
Reports and Returns
Corps Colours
Applications for Grants
RLC Sports Awards

1. Introduction. Every effort is to be made to promote and develop sport throughout the Corps both Regulars and Reservists at all levels in order to encourage fitness, the pursuit of high standards, the will to win and esprit de corps. Priority is to be placed on providing the best possible teams to represent the Corps in sports competitions and fixtures. All ranks should be actively encouraged to play sports at all levels and supported in their attempts to represent their unit, Corps, Army and Combined Services or National teams.

MANAGEMENT OF RLC SPORT

2. Central Sports Committee. The controlling body for all Corps level sport in The RLC is The RLC Central Sports Committee. It comprises:

Chair	Col RLC
Members	Comdt DCLPA AH Log Sp Army HQ Col RLC Reserves A CO of a RLC Regiment (4 Regt RLC) A co-opted women's representative RLC Corps SM
Secretariat	Regt Secretary Asst Regt Secretary Regt Treasurer

3. The RLC Central Sports Committee shall be responsible to the Corps and The RLC Association Trustees for:

- a. Fostering, encouraging and supporting sport in the Corps by the development of strong unit and Corps teams and their participation in representative sports and Divisional, Army, inter-Corps and inter-unit level competitions.
- b. Approving charters for Sports Clubs/Associations and establishing priorities.
- c. Approving suitable officials (President and Chair) to run all sports.

Individual Sports Presidents/Chair's are to appoint their own Secretary and other officials. RHQ The RLC will publish periodically The RLC Sports Address List which is located on the RHQ SharePoint site and is also available upon request.

- d. Approving the award of Corps Colours for both Regular and reserves. See the guidance at paragraphs 14-17 below.
- e. Fostering, encouraging and supporting adventurous training activities at unit and national level and individuals competing in sport at national level. Guidelines for applications for funding support are at paragraphs 18-20 below.
- f. Scrutinising annual reports and business plans from each Sports President or Chair.
- g. Agreeing the allocation of funds to each sport and consolidating the individual sport's financial bids received in September each year into a single budget, for presentation to The RLC Association Trustees in November each year.

4. Support. Full support will be given to all games, sports and pastimes currently recognised by the Army and occasionally to developing other activities, which have potential. Sports Presidents and Chair's and Unit Commanding Officers are to actively encourage participation by players, both officers and soldiers. It is the Corps' policy that all individuals selected to participate in representative sport (unit level or above) are made available to do so, unless directly involved in essential operational activity.

5. Sports Presidents and Chair's. Normally each sport will have a single President supported by a Chair and Secretary. Where both male and female teams participate in the sport the President will act for both and a single allocation of funds will be made to cover both sets of teams. The appointment of Presidents and Chair's, made on the recommendation of existing Presidents, is the responsibility of the Central Sports Committee. Presidents are responsible directly to the Central Sports Committee for:

- a. Encouraging maximum participation, by ensuring appropriate sporting activity at Unit and Corps level, including the sponsorship of individual RLC personnel not in the formal chain of command.
- b. Ensuring that teams and individuals are properly turned out and prompt in reporting for play or practice, and that they are both motivated and well behaved. Selection for a Corps or Service team is to be regarded by players and officials, and their Commanding Officers, as an order supported throughout the chain of command.
- c. Ensuring that major breaches of discipline are referred to the Regimental Secretary immediately so that the Central Sports Committee can be briefed. Other incidents, which, in the President/Chair's view, may bring the Corps into disrepute, should be reported in writing to RHQ The RLC. Recommendations as to the retention of Corps Colours and participation in future sports at Corps level by the individual should be included in the report.
- d. Annual Reports. Submitting an annual report for their respective sport, using the template at Appendix 1 to Annex A, to arrive at RHQ The RLC by no later than 1 September (these can be submitted earlier in the year for winter sports). Reports will then be considered by the Committee and will be used to assess the appropriate level of grant. Reports should cover the organisation, key personnel, participation, sustainability, achievements, future plans (including overseas sports tours), finance statement and will also form the bid for future grants/funding. Submissions, should be prepared as a simple business plan and are to be supported by a detailed statement of income and expenditure, showing:

- (1) Remaining balances.
- (2) Next year's bid.
- (3) An estimate of requirement for the following 3 years, and where major expenditure is forecast, out to 5 years.

e. Centres of Excellence. Where it is beneficial to identify a sporting centre of excellence for their sport, Presidents are to agree that focus with RHQ The RLC and the Central Sports Committee. Details of RLC sporting Centres of Excellence will be updated periodically and held by the training regiments, RMAS and APC CSS.

6. Sponsorship. Corps funds are finite, and every effort should be made to enhance each sport's finances by the sensible use of appropriate sponsorship and by the creation of clubs into which officers and soldiers might contribute. Advice on what sponsorship is considered appropriate and appropriately documenting sponsorship agreements can be sought from the Assistant Regimental Secretary within RHQ The RLC.

7. Team Army. Mongoose Sports and Entertainment (MSE) are the conduit for agreeing, producing and retaining sponsorship agreements between The RLC and external civilian sponsors. There are 2 types of sponsorship agreement, direct sponsorship where the Sponsor engages directly with respective sports and their bank accounts and indirect sponsorship agreements where funding should be received via The Army Sports Control Board for onward transmission to respective RLC Sports' bank accounts. Sponsorship agreements should be reviewed annually and copied to The Assistant Regimental Secretary. The Assistant Regimental Secretary will submit an annual update of all Corps Sports Sponsorship to ASCB via MSE.

8. Sports Secretaries. Secretaries are responsible for the efficient administration of Corps teams and competitions and are to maintain a register of all known Corps level players and officials and their current locations. RHQ The RLC (Asst Regt Sec) is to be kept informed of all key appointment changes (president, chairman and secretary) and their contact details.

9. Programme Planning. The Corps Sporting Calendar is published on the Corps website: www.army.mod.uk/rlc and RHQ The RLC SharePoint site. Sports Secretaries are to ensure that details of fixtures, competitions, matches, and results are forwarded promptly to RHQ The RLC for publication. Presidents/Chair's need to be aware of the key dates therein when planning major finals, in order to avoid programme clashes and to ensure the appropriate level of senior officer representation. Early contact should be made with the Corps Adjt in RHQ The RLC, Worthy Down Mil 94271 7655 where the Col RLC's presence is requested/would be advantageous.

10. Identifying talent. It is important to ensure that talented sportsmen and women, both officers and soldiers, are identified at an early stage in their training. This should initially be undertaken by (HQ DCLPA) through 25 Regt RLC and RMAS and details notified to the Asst Regimental Secretary at RHQ The RLC, who in turn will inform respective Corps Sports Representatives with a view to influencing initial assignments in liaison with future units and APC CSS. Wherever possible (and always in the interest of the individual), talented sportsmen and women should be based at or near the respective Centre of Excellence.

11. RLC Sports Events. RHQ The RLC will sponsor two events to foster and encourage sport in the Corps:

- a. A Festival of Sport to be held as part of the annual RLC Corps Day celebrations at Worthy Down. This event aims to bring a wide range of individuals, units and sports together for a one-day sporting festival.
- b. The RLC Sports Awards, which is to be held in the form of a dinner annually, normally during the week leading up to Corps Day. This event aims to recognise significant sporting achievements in the Corps by teams and individuals. Further details are at Annex B. Separate instructions for both these events will be issued by RHQ The RLC each year.

12. Sports Seminar. A Sports Seminar will be hosted by RHQ The RLC periodically to discuss matters of common concern on Corps Sports issues. Attendance will include Sports Representatives, Unit representatives and RHQ The RLC.

13. RLC Sports Tours. This paragraph relates to Corps representative teams only. Proposals for future tours must be included in both the forward plans (5 years projection) and in the detailed business plans (with tour budgets) submitted as part of annual sports reports and giving at least two year's notice. The Corps will sponsor tours not more often than one year in four, (four years minimum from the date of a previous overseas tour) in order for the appropriate level of funding to be spread across all sports. Where both male and female teams participate in a sport, the 4-year rule applies to both areas (i.e. 1 tour for each gender every 4 years). Where a mixed team tours only 1 tour for that sport will be agreed in 4 years. The Corps will only fund a maximum of one third of the costs of the tour. Where demand for tours in a particular year exceeds the available funds, it is possible that some tour plans may need to be postponed or cancelled. Early forecasting is important. The RLC Central Sports Committee will require the funding proposals for such tours to include evidence of sponsorship, individual contributions and requests for funding from other sources such as Army Sports Lottery and Berlin Fund. Those personnel not subscribing to the Day's Pay Scheme (both Regular and Reserves), will not receive funding support. QOGLR personnel who qualify under Army Sports Board rules to represent The RLC may be considered for receipt of Corps support.

RLC CORPS COLOURS

14. The award of Corps Colours is to be assessed in the first instance by the individual sport and recommended by the Sports President. These recommendations can be raised at a time to suit the respective sport but should usually coincide with that sports' end of the season; they are to be sent to the Asst Regimental Secretary. Reserve unit Commanding Officers or Deputy Commanders of the logistic brigades should forward recommendations for reserves personnel to the appropriate Sports President in the first instance. All recommendations are to be in the format of a brief citation that demonstrates the individual's contribution and must include their full name, initials and rank. Colours can only be awarded once to an individual for each sport.

15. The Regimental Secretary is empowered to approve the award of Corps Colours in the name of the Chair of The RLC Central Sports Committee and is to record each award. Certificates, ties, brooches and badges are issued at the Corps' expense.

16. In assessing the award of Corps Colours, Sports officials are to take into account the following:

- a. Corps Colours should be awarded only after frequent representation of the Corps at a standard above that of the balance of other team or squad members.
- b. A single selection at Army, Combined Service or National level would normally attract the award of Corps Colours.
- c. Long Serving officials with a suitable degree of competence within a particular sport may be awarded Corps Colours for the administration of that sport.
- d. Commanders may need to identify sporting excellence for those sports that do not have a formal Corps committee structure.

17. Advice on all Corps Colours matters can be sought from the Regimental Secretary. Colours should be formally presented to the individual at a suitable ceremony or event.

APPLICATION FOR GRANTS IN SUPPORT OF ADVENTUROUS TRAINING AND INDIVIDUAL SPORT AT ARMY LEVEL AND ABOVE

18. The RLC Central Sports Committee has within its Charter a duty to support adventurous training and those who compete in sports and activities at Army level or above.
19. Grants. Bids for financial support may be made to this Committee through the Regimental Treasurer at any time and can be copied to the chain of command for comment and/or support. The aim of a grant from The RLC Central Sports Committee is to reduce individual costs of the event rather than enable a project to take place. Not all bids will be successful, and bidders should not, therefore, rely on the grant during planning. The degree of challenge involved, and the number of participants will always be major factors in deciding whether or not and at what level, a grant is to be made. Prestigious expeditions at Army, Inter Service or National level could expect to receive a larger grant than a unit expedition.
20. Eligibility. To qualify for a grant, the following basic rules will normally apply:
- a. All RLC individuals taking part must be members of the Day's Pay Scheme (Regular or Reserves) if they are to benefit from any level of grant from Corps funds.
 - b. The activity should be challenging and demanding.
 - c. All avenues of sponsorship, Divisional grants, Berlin Trust, Army Sports Lottery, Unit grants and individual contributions must be fully explored and details contained within the bid.

RLC SPORTS AWARDS

21. RLC Corps Sports Awards will normally be held annually in the form of a dinner during the week leading up to Corps Day. The aim of the annual Sports Awards is to recognise the widespread talent and success of Corps teams, individual sportsmen and women and those who contribute to the organisation and administration of Corps sport. Annex B is a brief instruction on the guidelines and qualifying rules for submission of citations, which should be followed as closely as possible. In every case nominations must be endorsed by the President or Chair of the respective Corps Sport and Unit CO, published in The RLC Sports Address List.
22. The outline of events will be:
- a. Nominations supported by a written citation (see Appendices 1 and 2 to Annex B) submitted to RHQ The RLC by 28 April each year.
 - b. Short-lists for each award category will then be selected by a sub-committee of The RLC Central Sports Committee, chaired by Col RLC.
 - c. All teams and individuals selected for the short-lists will be notified (copy to their units and the sporting and RLC chain of command), together with an invitation to attend the awards ceremony, in May. A separate notification will be sent to the nominating officer for those not selected for the short-list for the Awards ceremony.

Annexes:

- A. Annual Sports Report Format and instructions for completion following AGC(SPS) direction to remove non-Unit funds from Regimental Accounts schemes
- B. Sports Awards Selection Criteria and Citations Templates

SPORTS REPORT FORMAT

The format of the report has been updated to include additional details as required by The RLC Central Sports Committee to assist their decision making on annual requests for RLC sports funding. The updated format for Annual Sports reports can be found at Appendix 1 to Annex A of this instruction.

- 1. Introduction.** The report should be in the form of a business plan and include a brief statement giving the overall picture of the sport's strengths within each area. Sports are to define their vision, business case and development plan giving full disclosure on their financial state including any sponsorship.
- 2. Organisation.** To include a brief outline of the sport's organisation; for example President, Chair, Secretary and other leading personalities, plus planned succession.
- 3. Participation.** To include numbers participating in Corps and Inter Corps competitions.
- 4. Sustainability.** The level of coaching support, referees/umpire and other officials currently available and trained and plans for future sustainment of these key personnel.
- 5. Future Goals/targets.** To include any significant future goals or targets such as major re-equipment, promotion to a senior league, major tour plans or winning the Army championships.
- 6. Achievements.** To include competition results, outstanding competitors, for example those chosen to represent Army, Combined Services and higher and any recommendations for the award of Corps Colours.
- 7. Financial Statement.** A financial statement in the following format:

Opening Balance – Including any reserves or underspend from previous year. This should be the closing balance from the prior year annual sports report.

Income from all sources (in detail), including all sponsorship funding. The Income and Expenditure template at appendix 2 to Annex A should be used to assist in summarising all income lines. Excel version of this template can be found on The RLC Sports SharePoint page [Income and Expenditure Excel Doc](#)

Expenditure (in detail). The Income and Expenditure template at appendix 2 to this annex should be used to assist in summarising all income lines. Excel version of this template can be found on The RLC Sports SharePoint page [Income and Expenditure Excel Doc](#)

Current balance, this is to be the actual bank balance at the time of submitting the report. You are allowed to accrue for payments yet to be made and additional expenditure expected in the financial year but should explicitly state where funds have yet to be paid out.

- 8. Grant Bid for next FY.** To include amount bid for in pounds sterling with full justification. Bids are not to include expenditure on trophies/prizes (which should be funded by entry fees or refurbishment) but are to include representative expenditure, forecasts for new kit or equipment required, entry fees and other expenses such as planned tours. An estimate of expenditure is also required for the following 3 years and where major expenditure is anticipated or planned in the longer term, up to 5 years, including funding plans for overseas tours;

Note: That overseas tours will only be funded once every four years for male and female teams of each sport, with a minimum of four years between tours.

9. Cash Flow. Whilst not a requirement in the annual sports report the Income and Expenditure template linked above and found at Appendix 2 to this Annex also provides a cash flow facility. When entering values for actual and forecast income and expenditure into the template users can quickly ascertain whether there are sufficient funds throughout the reporting period and particularly when significant transactions are due for processing.

10. Conclusion. A brief statement on the Chairman's action plan for the following two to three seasons plus any significant longer-term targets.

Sports Banking and Control of Non-Public Funds

RLC Sports Banking - Move Away from Regimental Accountant Schemes

1. All RLC Sports should be banking using a civilian commercial bank account wef 1 Feb 2023. Instructions on how to set up civilian commercial bank accounts was sent to all RLC sports in November 2022 and included a number of appendices for maintenance and completion.
2. Paragraph 10 of appendix 2 and Paragraph 0132 of Service Funds Regulations alludes to AGC(SPS) direction to remove all Non-Unit Service Funds from Unit Regimental Accountant schemes. Following respective sports set up of new civilian commercial bank accounts the onus for maintaining respective sports bank accounts, records of actual and forecast income and expenditure and related command and control will fall wholly to individual RLC Sports Committees and particularly the Chair / Secretary and Treasurer appointments of RLC sports committees.
3. Individual RLC Sports may choose to bank with Holt's (RBS) who are this HQ's preferred service provider or another civilian commercial banker. The Assistant Regimental Secretary and Regimental Treasurer must be informed of respective sports banking details including account name, sort code and account number. In order to comply with AGC(SPS) direction in appendix 2 the Regimental Treasurer will not transfer approved funds to a Unit Central Bank account unless there is a strong justification to do so and the sport in question can prove they are taking action to move their bank account to a civilian provider.

Sports Bank Accounts Command and Control

4. It is appreciated that these new banking and accounting responsibilities will add to respective RLC Sports Committees workload, and we have therefore produced a number of templates which can be found at Appendices 2 to 4 to Annex A to assist respective committees in appropriately controlling their funds. The purpose of these templates is to set out a structure which Sports Committees should work towards. RLC Sports funds should be run as 'club' accounts rather than Charitable Service Funds which would then require separate registration and reporting with The Charities Commission. The accounting principles and control mechanisms detailed within Service Funds Regulations are wholly appropriate to maintaining RLC Sports Bank Accounts and future Fund Management practices and procedures.

Fund Charter / Governing Constitution

5. It is highly recommended that respective sports produce a simple Charter relating to the ongoing management and maintenance of their sport. The Charter should include detail of current committee formation, the purpose of the charter (i.e set out rules for future governance and structure relating to RLC 'Sport title') any financial delegations in place (i.e Chair has to countersign for any payments above £2k), single transaction limit of (to be defined by respective committees) for payments without additional approval requirements. Monthly / quarterly and annual reporting requirements, roles and responsibilities of relevant RLC sport committee members. An example Charter / Governing Constitution can be found at Appendix 4 to Annex A.

Management Checks

6. RLC Sports Presidents and/or Chair's should be provided with copies of the forms listed at appendices 2 and 3 to Annex A by their Treasurer on a monthly basis as a minimum, or more often as the Sports Committee direct. The President / Chair will then carry out checks which would normally be carried out by a Unit RAO / Internal Auditor. These checks should satisfy the checking officer that the sports funds are being appropriately maintained and controlled. RHQ The RLC will not be carrying out any additional audit but will request that the relevant section of Annual and Bi-Annual Sports Reports is signed off by the President / Chair to confirm they have been conducting regular checks and are content with the control, maintenance and reporting they are sighted on.

SPORTS REPORT OVERVIEW SUMMARY AND FINANCIAL BID FOR (Year)

ADMINISTRATOR OF THE REPORT

No	Rank	Initials	Name	Appointmen t	Sport	Sponsor(s)
Telephone Number			Mobile Number	Military E-Mail		Civilian E-Mail

ORGANISATION

Appointment	Incumbent	Remarks
President		
Chairman		
Secretary		
Treasurer		

TEAM NUMBERS

	Instructor s	Retired RLC/Forming Corps	Experienced	Intermediate	Novice	Grand Total
Male						
Female						

FINANCIAL INCOME FOR 2023

No	Income	Sponsor/Originator	Amount	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total Income:				

FINANCIAL EXPENDITURE FOR 2023

N o	Expenditure	Location	Pax	Amount	Remarks
1					
2					
3					
4					
5					
6					
7					
Equipment Purchased: (list above)			Total Expenditure:		

CONFIRMATION OF CURRENT PROPERTY AND STOCK HOLDINGS

Value of Capital Property / Fixed Asset Holdings – (Please list all items that have a residual value on Property Registers and current depreciated values)	
Value of Current Stocks (Please list all groups of items with a residual value and the current value of holdings)	

FINANCIAL YEAR 2023

<p>Last Tour/Future Tour Dates. Use the box below to annotate when and where your team last toured and detail anticipated tour plans and dates. Do not exceed the space provided.</p> <p>Future Goals/Targets. Use the box below to explain your future intentions over the next financial year (e.g. competitions, courses and procurement). Do not exceed the space provided.</p> <p>Finance. Use the box below to state how much money you are applying for from the RLC Association Trust Fund and justify how this money will be used to aid the development of your sport. Do not exceed the space provided.</p>	
Last Tour/ Future Tour Dates	

Future Goals/Targets	
Finance	The Financial request/bid from The RLC Association Trust Fund is: £
Finance	<p>Operating Costs (<i>Consumables and general running costs – separate line for each cost driver</i>)</p> <p>Equipment / Kit Costs (<i>New Assets being purchased which will be utilised for more than 1 year</i>)</p> <p>Full Breakdown of OSV/Sports tour Income and Expenditure</p>

In Year Overview of Income and Expenditure

Current Account Opening Balance:	
RLC Sports Grant Income:	
Individual Contributions in FY 2023:	
Current Sponsorship Grant (if sponsored):	
Additional Funding / Income Generation:	
Sub Total of all Income lines + Opening Balance	
Total Expenditure	
Current Account Closing Balance (at time of producing this report)	

Signature:	Date:
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Appendix 2 to Annex A of Corps Instructions Series E2

RLC Sports (Sport name) Income and Expenditure and Cash Flow - Start Point is Closing Bank Balance Reflected on Prior Year (2022) Sports Report

Date Sheet 1
 01/12/2022 Opening Balance 12500.00 << Enter your start bank balance here

Serial	Date	Transactions (use 1 row for each transaction)	Income	Running Balance	Expenditure	Notes
1	01/12/2022	OSV Income 3	400.00	12900.00		Smith / Bloggs / Jones / Gurung (067)
2	02/12/2022	OSV Income 4	400.00	13300.00		Brown / Green / Black / White
3	14/12/2022	OSV Flights Payment		7300.00	6000.00	BA Invoice 1234
4	17/12/2022	Purchase New Kit x 2 (M/F)		4800.00	2500.00	Sports Kit Direct Inv 5678
5	20/12/2022	OSV Accommodation Payment		-400.00	5200.00	Hotel Inv 4321 (Note Cash flow shows overspent bank balance at this point – just as an example of funding flows to control)
6	17/01/2023	2023 RLC Assn Trust Funding Income	10000.00	9600.00		
7				9600.00		
8				9600.00		
9				9600.00		
10				9600.00		
11				9600.00		
12				9600.00		
13				9600.00		
14				9600.00		
15				9600.00		
16				9600.00		
17				9600.00		
18				9600.00		
19				9600.00		
20		Balance C/F to sheet 2		9600.00		

RLC Sports President / Chair - Monthly Management Check

Check for the Month of:

Bank Balance B/F from previous month:

Bank Balance at the end of this month: _____

Confirm minimum 10% check of listed transactions:

Payments have been correctly approved and are appropriate to (RLC SPORT) and are within delegated financial limits.

Name: _____

Rank: _____

Appointment: _____

Checking Officer Observations

Quick Liquidity Check:

Bank Balance (A) £ _____

Debtors (B) £ _____ (Amounts due for repayment / anticipated income)

Current Assets (A + B) = C £ _____

Liabilities (D) £ _____ (Amounts due for payment / anticipated expenditure)

Available Cash (C – D) £ _____

Property:

Property for (RLC SPORT) is being appropriately controlled and is listed within (RLC Sport) Capital and Nil Value Property Books

Date Last 10% Check of Property completed:

Estimated Value of property held: £ _____

Insurance Cover (if appropriate) is in place under Insurance Schedule reference:

**CHARTER TEMPLATE
RLC (Sport Name) FUND**

CHARTER

1. This locally administered (non-public) fund is to be known as the RLC (*Sports Name*) Fund. The fund is to be operated in accordance with Service Fund Regulations (SFR's), Army Standing Orders and as directed by the Chair (*RLC Sport Name*).

AIM

2. The aim of the RLC (*Sport Name*) Fund is to facilitate delivery of representative level sport for RLC personnel. Representative sport normally takes place in the UK but also includes Overseas Sports Tours and Visits. Income to this fund comes primarily from The RLC Association Trust but can also include personal contributions and external sponsorship agreements. Expenditure relating to the provision of this sport includes all consumables, training equipment and kit, representative 1st team kit and other costs associated with provisioning (*RLC Sport Name*) activities and events. (*RLC Sport Name*) provides benefit to current serving personnel and the wider Corps by encouraging fitness, the pursuit of high standards, the will to win and esprit de corps.

ORGANISATION

3. The RLC (*Sport name*) fund finances are to be managed and controlled by the Treasurer on behalf of the Chair. The RLC (*Sport Name*) fund has the following appointments who will be involved in the day to administration and financial transactions and approvals for (*RLC Sport Name*).

Appointment	Incumbent
Chair	
Secretary	
Treasurer	

BANK DETAILS

4. (*RLC Sport name*) Current Bank account details are as follows:

Banker Name:
Account Name:
Account Number:
Sort Code:

Authorised signatories on this account are:

Appointment	Incumbent
Chair	
Secretary	
Treasurer	

MEMBERSHIP

5. All RLC Officers and Soldiers are automatically entitled to be members of the Fund. Contributions to the fund may be gathered through income from Days Pay Scheme deductions to The RLC Association Trust, entry fees or voluntary contributions by those attending training and competition events. It is intended that the maximum number of RLC Officers and Soldiers collectively benefit from this fund.

SPORTS SUBSCRIPTIONS

6. Active (*RLC Sport Name*) members are encouraged to join the Army Sports Lottery in order to gain the maximum range of support to subsidise key events.

ACTIVITIES

7. The (*RLC Sport Name*) Committee will act to promote participation in (*RLC Sport Name*) events and activities and will select individuals to represent (*RLC Sport Name*) at regular intervals throughout each sporting calendar year. The committee will seek to maintain a Corps team to compete in organised events, representing the RLC.

COMPLAINTS/SUGGESTIONS

8. Complaints and suggestions are encouraged as part of the committee's commitment to continuous improvement. All complaints and suggestions are to be forwarded to the Secretary of RLC Orienteering, the Secretary for inclusion in the next (*RLC Sport Name*) committee meeting. A feedback mechanism is established to ensure issues are closed effectively and stakeholders informed.

STOCK AND PROPERTY CHECKS

9. *Rank / Name* (OIC Equipment) is responsible for the accounting of all items of (*RLC Sport name*) equipment as well as implementing a system of stock checks of equipment in accordance with Defence policy, reporting to Chair (*RLC Sport name*) on an agreed schedule. *Rank / Name* (OIC Equipment) appointed deputy is *Rank / Name*.

10. (*RLC Sport name*) equipment is held on an AinU at the parent unit of the (*RLC Sport name*) Equipment Manager, currently *Unit detail*. This AinU is subject to 3 monthly muster checks, as directed in the Defence Logistic Framework, by the parent unit.

11. Any new kit requirements are to be passed through the (*RLC Sport name*) Chair prior to any purchase being made. Bids for new equipment are to be submitted to the appropriate member of the (*RLC Sport name*) Committee for consideration at the next (*RLC Sport name*) Committee meeting.

AUDIT

12. The (*RLC Sport Name*) Fund will be subjected to internal audit on a monthly basis through internal checks being completed by other responsible members of (*RLC Sport Name*) committee.

INSURANCE

13. Insurance cover is in place with (Insert Insurer detail) with appropriate cover for current (bank and cash) and fixed assets (property) of (*RLC Sport Name*).

Chair
(*RLC Sport Name*)

RLC SPORTS AWARDS**Introduction**

1. The Corps make several awards each year to the sports teams, sportsmen, sportswomen and sports administrators who:
 - a. Have made a significant contribution to a sport at Army, Combined Services, and county/regional, national or international level.
 - b. Have made the most significant contribution to a sport at Corps level.
 - c. Have made the most significant contribution to Corps sport, its administration and support.
2. The awards will be based on performance over the period from April to March, thus encompassing a full season of both winter and summer sports. In exceptional circumstances these dates can be varied. Awards will be presented in the following categories:
 - a. RLC Sports Official (new)
 - b. RLC Sports Coach
 - c. RLC Sports Team
 - d. RLC Young Sportswoman (aged 25 or under)
 - e. RLC Young Sportsman (aged 25 or under)
 - f. RLC Sportswoman
 - g. RLC Sportsman
 - h. RLC Sports Personality (selected from one of the above categories)
 - i. RLC Sporting Ethos Award (new)
 - j. RLC Special Awards - Outstanding Achievement, Lifetime Achievement, Pioneer Spirit and Hemming Belt.

Nominations and Selection

3. Nominations are to be in the form of a written citation (Appendices 2 and 3) and should focus mainly on achievements in the previous 12 months. Citations are to be submitted through the sporting chain of command to reach the Assistant Regimental Secretary at RHQ The RLC **by 28 April**. They will then be considered by a Committee chaired by Col RLC. Selected nominees will be notified, and the Corps and Sporting chains of command informed in May each year. The awards will be made at The RLC Sports Awards dinner event, to which all short-listed nominees and teams, fellow sportsmen and women, sports and unit representatives and sports officials will be invited to attend.
4. **Scoring.** The scoring panel will consist of OF5 members and be chaired by the Corps Colonel. It will run as per MS Promotion Boards. Each member will score each citation out of 10 using the standard MS scoring scale.
5. **Results.** Selected nominees will be notified; as will the nominating committees for those individuals and teams not short-listed for an award, and the Corps and Sporting chains of command informed, within 1 week of OF5 Committee decisions. The awards will be made at the Sports Awards Dinner, to which all short-listed nominees and teams, fellow sportsmen and sportswomen, sports and unit representatives and sports officials will be invited to attend.

Guidance and Scoring Criteria

This table should be used by those writing citations. It will be used by the scoring committee to score the nominations

<p>RLC Sports Official/Coach</p> <p><i>Awarded to the best Sports Official or Coach.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Performance of team(s) coached - Events organised (scale, size home or abroad) - Developing and nurturing talent. Encouraging novice participation. - Contribution to RLC soldiers and officers. - Innovation. - In one sport or more? 	<p>RLC Sports Team</p> <p><i>Awarded to the best Sports Team.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Performance of team. - Events organised (scale, size home or abroad) - Developing and nurturing talent. Encouraging novice participation. - Innovation. 	<p>RLC Young Sportswoman (aged 25 or under)</p> <p><i>Awarded to the best Young Sportswoman.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Performance and results - In one sport or more? - Conduct in workplace, do they set a positive example. What have they done to inspire others? - Must be 25 or under throughout reporting period. 	<p>RLC Young Sportsman (aged 25 or under)</p> <p><i>Awarded to the best Young Sportsman.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Performance and results - In one sport or more? - Conduct in workplace, do they set a positive example. What have they done to inspire others? - Must be 25 or under throughout reporting period.
<p>RLC Sportswoman</p> <p><i>Awarded to the best Sportswoman.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Performance and results - In one sport or more? - Conduct in workplace, do they set a positive example. What have they done to inspire others? 	<p>RLC Sportsman</p> <p><i>Awarded to the best Sportsman.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Performance and results - In one sport or more? - Conduct in workplace, do they set a positive example. What have they done to inspire others? 	<p>Notes:</p> <ul style="list-style-type: none"> - RLC Sports Personality will be picked by re-scoring the Sportswomen/sportsman/young sportswomen/sportsman. A great focus will be placed on 'personality', inspiration and role-model behaviours. - Greater credit will be given for the higher the level of competition; the scale of events organised; performance and results; the range of sports played etc. - Citations must be signed by both COs and respective sport chairs/presidents. - Late submissions may not be accepted. - A nominee can win more than once, less the 'lifetime' achievement award. 	

Guidance and Scoring Criteria

This table should be used by those writing citations. It will be used by the scoring committee to score the nominations

RLC Special Awards			
<p>Outstanding Achievement</p> <p><i>Awarded to the individual(s) who has made the greatest contribution to military sport during the reporting period.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Demonstrated significant commitment to their sport(s) through participation, facilitation and development of their sport(s). - Performance of team(s) coached, number of teams/sports. - Events organised (scale, size home or - Commitment to improve the sporting outcomes of the Corps. Developing and nurturing talent. Encouraging novice participation. - Can be awarded to more than one person each year at the discretion of the committee. 	<p>Lifetime Achievement</p> <p><i>Awarded to the individual who has made the greatest contribution to military sport in their lifetime.</i></p> <ul style="list-style-type: none"> - Enduring high-level success over a sustained period of time, normally 15+ years. - Demonstrated significant commitment to their sport(s) through participation, facilitation and development of their sports. - The level of their sporting achievements (in order: International Level, Combined Service, Army, Corps, Unit). - The breadth and range of their achievements as an athlete and as a coach/official. - Commitment to improve the sporting outcomes of the Corps as an athlete and as a coach/official. - Developing and nurturing talent. Encouraging novice participation - Individuals may only be successfully nominated once in this category during their career. 	<p>Pioneer Spirit</p> <p><i>The Spirit of The Pioneer Award is to be awarded to a Unit that demonstrates that competitive edge, reflected not only by success but by a willingness to compete and contribute to RLC sport and military training competitions.</i></p> <ul style="list-style-type: none"> - Level (in order: International Level, Combined Service, Army, Corps, Unit). - Demonstrated significant commitment to their sport(s) through participation, facilitation and development of their sport(s). - Performance of team(s) coached, number of teams/sports. - Events organised (scale, size home or abroad) - Commitment to improve the sporting outcomes of the Corps. Developing and nurturing talent. Encouraging novice participation Citation must include: - Army Sports Trophy placing which is the primary indicator of cumulative success of all Units in the Army across all sports. This placing takes into account # of soldiers playing or coaching National-level, Interservice, Army and Corps Sport (by name and sport); # of soldiers playing or coaching Interservice Sport so need need to include the detail in the citation. - Team Competitions won in order of level, for example: Army XC Champions, Army Inter-unit Swimming Champions, RLC Boxing Champion Unit etc. - Individual Titles won in order of level, for example: Interservice DH Champion, Army XC Women's Champion, Army Male Swimming Champions, etc - TASS Athletes - Military Skills competitions entries and results. 	<p>Hemming Belt</p> <p><i>Awarded to the individual who has made a major contribution to RLC Boxing.</i></p> <ul style="list-style-type: none"> - The selection is made by the President of RLC Boxing. It is not scored by the RLC Central Sports Committee.

NOMINATIONS FOR RLC SPORTS AWARDS 2023

Nominated by: Unit Address:
 Rank, Name:
 Appointment:
 Tel No:

NOMINATED CATEGORY:
 (e.g. Team, Young Sportsman etc)

<p>Nominee/Team (full details of team members to be attached) (rank, initials, first name, surname) under)</p>	<p>Nominee's Age (if 25 or</p>
<p>Nominee's Address (and Unit)</p> <p>Contact Address and Tel No: (If different from above)</p>	
<p>Nominee's Sport(s):</p>	
<p>CITATION (Run lists of sporting achievements may be attached if required):</p>	
<p>Signature of Proposer: Name:..... Date:</p>	
<p>Endorsement of President/Chair: Signature: Rank Name and Appointment:</p>	

NOMINATION SUMMARY FOR RLC SPORTS AWARDS 2023

Nominee/Team (rank, initials, first name, surname) under)	Nominee's Age (if 25 or
Nominee's Address (and Unit)	
Contact Address and Tel No: (If different from above)	
Nominee's Sport(s):	
CITATION SUMMARY (Approximately 250 words):	

NOMINATIONS FOR RLC SPIRIT OF THE PIONEER AWARD FOR SPORTS AWARDS 2023

Nominated by: Unit Address:
 Rank, Name:
 Appointment:
 Tel No:

Unit Title			
CITATION (Use the following format as a guide):			
'X' Unit placed X in the 2022 Army Sports Trophy gaining X points. They were the X placed unit.			
'X' Unit placed X of Y Units in their respective Regional sports festival in Mon YY.			
'X' Unit placed X of Y Units in their respective Divisional Sports Trophy in Mon YY.			
'X' Unit placed X of Y Units in their respective BCT Sports Trophy in Mon YY.			
'X' Unit has won the following competitions/titles:			
<u>Army</u>	<u>Corps</u>		
<i>Inter-Unit Football Champions (Mon YY)</i>	<i>Corps Mens 6-aside Football Champions (Mon YY)</i>		
<i>Etc.....</i>			
Members of 'X' Unit have won the following <u>individual</u> competitions/titles:			
<u>National</u>	<u>Combined Service</u>	<u>Army</u>	<u>Corps</u>
<i>Lt Surname National 10m Pistol Champion (Mon YY)</i>	<i>LCpl Surname Inter-Service DH MTB Male</i>	<i>Pte Surname Army Sport Climbing</i>	<i>Pte Surname Heavyweight Boxing</i>
<i>Champion (Mon YY)</i>	<i>Champion (Mon YY)</i>	<i>Champion (Mon YY)</i>	<i>Champion (Mon YY)</i>
<i>Etc.....</i>			
Members of 'X' Unit have played representative sport at the following levels:			
<u>National</u>	<u>Combined Service</u>	<u>Army</u>	<u>Corps</u>
<i>Lt Surname was a member of the GB Triathlon Team (Mon YY)</i>	<i>LCpl Surname played for the UKAF Women's Rugby Team (Mon YY)</i>	<i>Pte Surname played for the Men's Football Team (Mon YY)</i>	<i>Pte Surname plays for the Corps Mens Rugby League Team (Mon YY)</i>
<i>Etc.....</i>			
Members of 'X' Unit have officiated or coached at the following levels:			
<u>National</u>	<u>Combined Service</u>	<u>Army</u>	<u>Corps</u>
<i>Lt Surname officiated at the British Ski Championships (Mon YY)</i>	<i>LCpl Surname officiated at the Inter-Service DH (Mon YY)</i>	<i>Pte Surname officiated at the XX event (Mon YY)</i>	<i>Pte Surname coaches the RLC Womens Rugby League Team (Mon YY)</i>
<i>Etc.....</i>			
Members of 'X' Unit have organised/hosted the following sporting events:			
<u>Combined Service</u>	<u>Army</u>	<u>Regional/Divisional</u>	<u>Corps</u>
<i>UKAF Rugby Competition</i>	<i>Army XC Championships</i>	<i>UK North Triathlon Round 3</i>	<i>RLC Athletics Championships</i>
<i>Etc.....</i>			
X Members of 'X' Unit are on the TASS:			

Rank Surname

Rank Surname

Rank Surname

Rank Surname

'X' Unit have competed in the following Military Skills Competitions:

<i># of Teams on Cambrian Patrol. Result. (Mon YY)</i>	<i># of Teams on Ex NORTHERN STRIKE. Placing.</i>	<i># of Teams on Ex Name. Placing</i>	<i>etc</i>
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Narrative:

Para 1 – **Introduction** (max 5 lines). Include unit context: size, major commitments and headline achievements.

Para 2 – **Unit sporting ethos and culture.** (max 5 lines).

Para 3 – **Contribution to Sport in the Corps.** (max 5 lines).

Para 4 – **Summary.** (max 5 lines).

Signature of Commanding Officer Name:

Date:

