



# ARMY

## ARMY GENERAL AND ADMINISTRATIVE INSTRUCTIONS

### VOLUME 3

### CHAPTER 111

### Professional Sportsmen and Women in the Army

This Chapter is sponsored by Army Corporate Governance Team. It covers the policy of service personnel taking part in Professional Sporting Activities. These instructions apply to the Regular Army and the Army Reserve.

Intentionally blank



**LIST OF ANNEXES**

Annex	Title	Responsible/Technical Authority
<a href="#">A</a>	Process to enable correct management of Professional Sports personnel in the Army	
<a href="#">B</a>	Professional Sportsmen/Sportswomen – Methodology for Abatement (Deduction) of Pay	
<a href="#">C</a>	Professional Sporting Activities Record	
<a href="#">D</a>	Covering Letter	





## **PART 1 – Army TLB Policy**

**111.001.** With the growth of professionalism within sport, there are increasing opportunities for Service personnel to receive financial and other reward for partaking in sporting activities as members, trainers, competitors, officiators or administrators of civilian teams, when authorised through the Chain of Command in accordance with this Army TLB guidance<sup>1</sup>.

### **Regulations**

**111.002.** Army TLB personnel are required to seek approval from their Commanding Officer prior to accepting temporary employment during normal leave or off-duty hours (**QRJ5.076-5.078**). Approval would normally only be given if the activity requested does not involve the use of official time or affect the individual's efficiency as a member of the Armed Forces. These regulations also apply to requests from Service personnel to participate in sport for profit. See **Annex A** for the process to follow.

### **Key Principles**

**111.003.** The policy guidelines for participation in professional sport by Service Personnel are based upon the following principles:

- a. As a matter of both policy and financial regularity, Army personnel should not be paid twice for their working time.
- b. Benefit to the armed forces and the individual from taking part in sporting activities, at all levels, can develop through sporting involvement both during and after a sporting career.
- c. Sporting activity, and the associated preparation and training, can make a significant demand on the individual's time.
- d. Where the demands on an individual's time are such that they are unable to meet service objectives they may need to reduce their commitment to sport or ultimately leave the service.
- e. A strong Public Relations (PR) plan must be provided in support of the individual.

**111.004.** The needs of the service are, and must remain, paramount. The overriding need of the Army is to be recognised, however every effort should be made to foster and encourage those with genuine talent. Army and MOD can gain by capitalizing on the individuals sporting achievements for recruiting and PR purposes.

**111.005.** Individuals should be informed by their respective Commanding Officer that where permission is given for participation in professional sport, it will normally be on the understanding that they will be required to make a contribution (paid or unpaid leave and/or salary abatement (deduction)) in respect of paid sporting commitments, where they normally would be available for Army duties.

---

<sup>1</sup> Previously covered in DCI 130/00

**111.006.** The aim is to agree, on a case by case basis with the individuals concerned, a contribution from leave and/or an abatement (deduction) of salary set according to the individual's circumstances which reflects the balance between:

- a. The amount of time the individual is unable to devote to their official duties.
- b. The wider gain to be had by associating the Army with top flight sports people, including the benefits they bring by undertaking PR, recruiting or other activities for the Army.

**111.007.** Where an individual is demonstrably able to undertake almost the full extent of their Army duties, there may be no need for an abatement (deduction) of salary as the use of paid/unpaid leave may provide sufficient cover. The aim should be broadly to equate the extent of the contribution from leave and/or abatement (deduction) of salary with the proportion of time unavailable for Army duties, and the degree of benefit to the Army and MOD for the arrangement, [Annex B](#).

### **Process**

**111.008.** A flow chart of the process to follow when considering a case for contractual commitment and abatement (deduction) of pay for professional sports people is detailed at **Annex A**.

**111.009.** The Command Secretary is ultimately responsible for authorising arrangements and for ensuring that the interests of the Accounting Officer are protected against any possible criticism. Only D Res (Comd Sec Army) therefore, may approve any commitment prior to the individual committing to a contract.

### **Individual Agreements**

**111.010.** It is the responsibility of Service personnel to ensure that they do not enter into an agreement, which imposes obligations on them, which are incompatible with their Service duties. Such contract must state:

'This agreement is subject to the overriding obligations of [name of player/athlete] as a member of Her Majesty's armed forces. Any obligation or requirement imposed on [name of player/athlete] by or under this agreement shall not have effect to the extent that compliance with it would require him/her to disobey a lawful order, or would otherwise conflict with the performance by him/her of his/her duties as a serving member of Her Majesty's armed forces. In this paragraph, "lawful order" means any order or command (by whatever means communicated) which [name of player/athlete] is required to obey under naval, military or air force law. The interests of the Army remain paramount, and the individual may be called upon at anytime without penalty to either the individual or the British Army.

Notwithstanding the provisions of this agreement, the [name of club] shall be obliged to release [name of player/athlete] to play/compete in [sport] for a Service team (including attending at training and other squad sessions). In this paragraph "Service team" is a reference to any team representing any or all of the [sports association/union] of Her Majesty's armed forces'.

Service personnel should satisfy themselves (taking such advice as appears to them to be necessary) that the contract will meet their needs.

**111.011.** Governing Bodies such as the Football Association prohibit the signing of contracts by serving personnel.

### **Authorisation**

**111.012.** D Res (Comd Sec Army) is responsible for authorising arrangements and for ensuring that the interests of the Accounting Officer are protected against any possible criticism.

a. Proposals for each individual professional sportsman/sportswoman are to be drawn up by his/her Commanding Officer, in consultation with the Command chain and Army Corporate Governance to give effect to a contribution from the individual's leave or an abatement (deduction) of salary, reflecting the application of principles in para 7. Once this assessment has been completed it is to be passed to D Res (Command Sec Army) for approval.

b. Each case should be considered individually and on its merits. The revised policy permits discretion for individual circumstances and is to be applied flexibly. Discussions with individuals will need to be handled sensitively and should highlight the opportunities for professional sportsmen/sportswomen to resume a fuller career in the Army once their playing commitments reduce, if they should so choose.

c. In balancing the factors listed in sub-para 4a-e, and when used in addition to or as an alternative to paid/unpaid leave, a sliding scale of salary abatement (deduction) should be applied, ranging from 10% to 50% abatement of an individual's daily rate of pay. The methodology to be used to calculate the abatement (deduction) is at [Annex B](#).

d. To ensure consistency of treatment, it will be the responsibility of Army Corporate Governance to notify the Secretary of the Combined Services Sports Board of all contracts and actions taken.

### **Leave**

**111.013.** When a Service player/athlete is being paid for taking part in coaching, officiating or administering a sport during working hours it is important that either annual leave or unpaid leave is taken to avoid subsidising a professional sport from public funds. All leave will need to be recorded accurately and the impact of unpaid leave on loss of pension, time seniority and Long Service and Good Conduct (LSGC) medals etc, will need to be taken into consideration by the individual. A person who opts for unpaid leave and then does not take his full allowance of annual leave would be deemed not to have taken his allowance for personal reasons and would have no entitlement to make retrospective adjustments to the unpaid leave period. Personnel should also be reminded that a person on unpaid leave can be recalled to duty. Queries relating to leave should be referred to MOD (SP Pol 2), through the chain of command, [JSP 760](#) Leave and other types of absences.

### **Insurance**

**111.014.** Personnel should be aware that MOD will in no circumstances accept any responsibility for injury, loss or damage sustained by Service personnel or for injury, loss or damage to other

parties or to property arising in the course of or out of the activity of Service personnel engaged in sport outside their official duties. Commanding Officers considering applications for such activity should therefore advise applicants that it is their personal responsibility to ensure that they are adequately covered by personal insurance.

## **Reporting**

**111.015.** The TLB (D Res) has a responsibility to produce an annual report on pay for professional sportsmen/sportswomen for DSP Pol and DFM FMPA (Charging), who keep PUS informed as necessary. Units are to report professional sportsmen/women through their budgetary chain of command and must cover the twelve-month period 1<sup>st</sup> April to 31<sup>st</sup> March, and submitted by 15<sup>th</sup> May. The report must include the individual's name, rank, number, unit and how much their pay has been abated and be submitted to: Army Corporate Governance, Army Headquarters, IDL 29, Blenheim Building, Marlborough Lines, Monxton Road, Andover, SP11 8HT

## **Write-Off/Recovery**

**111.016.** The abatement (deduction) process must be completed prior to the individual committing, any over payments arising from the incorrect application of this policy will be considered for recovery or write off action in accordance with normal single Service procedures.

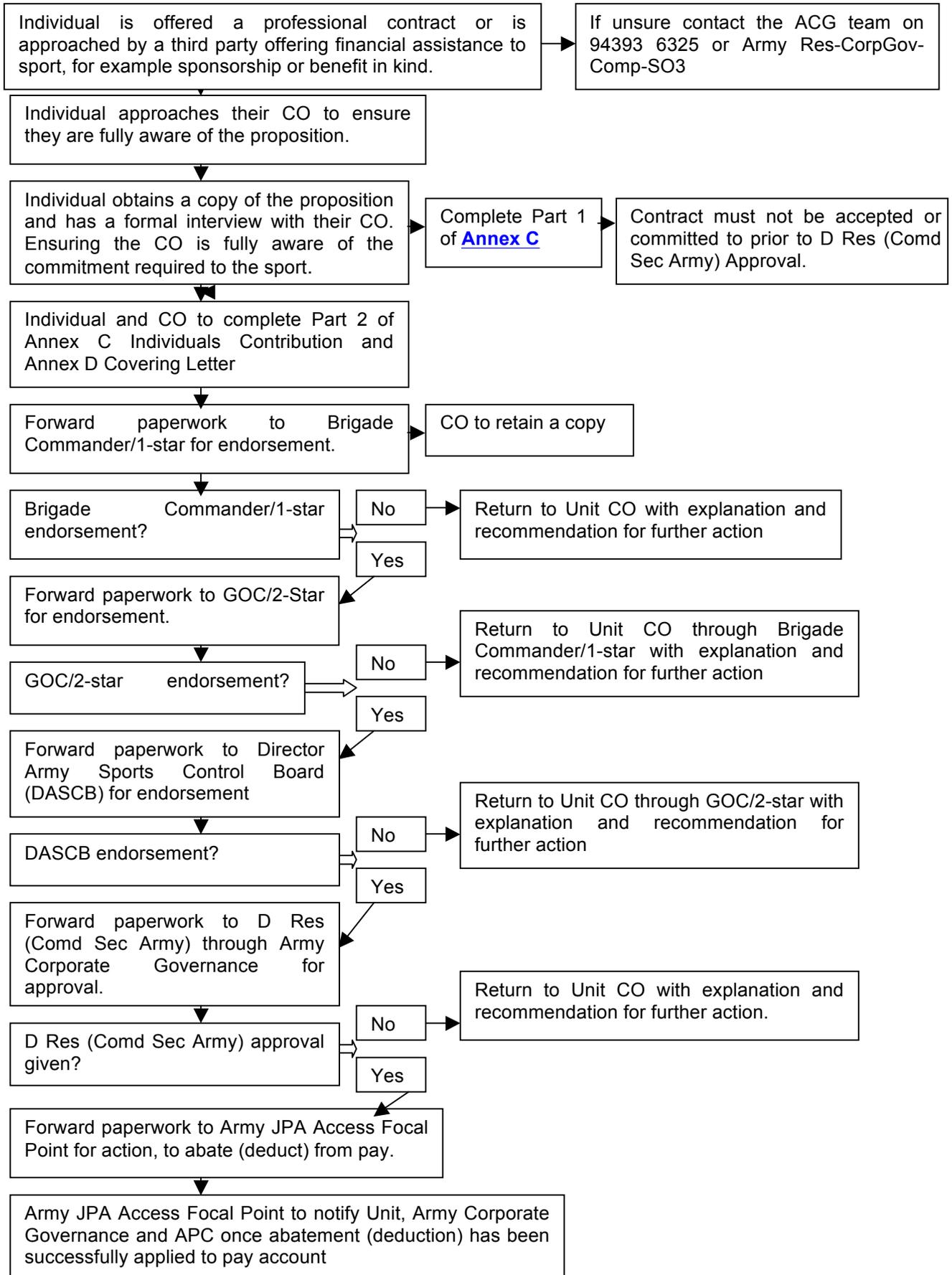
## **Sponsorship<sup>2</sup>**

**111.017.** When a serving member of the Armed Forces acts on behalf of a non-public body i.e. the sports club, the non-public body is legally and financially liable and must be identified in all communications, and it must be made clear in all dealings, that it is this body and not the MOD or British Army that is engaging in the activity. See [ACGS 07](#) Sponsorship and [JSP 462](#) Chapter 9, Annex E for further detail.

---

<sup>2</sup> Sponsorship is the payment of a fee or payment in kind, by an organisation in return for the rights to a public association with an activity, item, person or property for mutual commercial benefit.

**ANNEX A : PROCESS TO ENABLE CORRECT MANAGEMENT OF PROFESSIONAL SPORTS PERSONNEL IN THE ARMY**



## ANNEX B: PROFESSIONAL SPORTSMEN/SPORTSWOMEN – METHODOLOGY FOR ABATEMENT (DEDUCTION) OF PAY

### Introduction

1. The methodology for calculating an abatement (deduction) of pay has been designed to arrive at a solution which remains within the parameters described in this AGAI, is simple to apply, is fair to the individual and which balances the needs for flexibility with the need to produce defensible rationale in support of each judgement.

### Process

2. At the beginning of the season, or when the individual's sporting contract is drawn up, the individual calculates the number of days he/she is required to be away from primary duties. The individual then discusses this with his/her Commanding Officer and agrees an appropriate contribution from annual/unpaid leave. Pay for absences not covered by leave would be subject to abatement (deduction) (as set out below). The number of days where pay is abated would not be subject to renegotiations in the period. If more time off is required, this must be met from annual or unpaid leave.

### Calculation of the Abatement

3. The Army has an overriding claim on the individual's time and the individual also has a duty to participate in publicity and recruiting activities, as required by the Army's public relations and recruiting staff. This is reflected in the award of full pay for 155 days each year and 50% of pay on days away from primary duties (not including any annual or unpaid leave contributions) up to a maximum of 210 days.

4. At the discretion of the Commanding Officer, the 50% abatement may be reduced to reflect any value that the individual brings to recruitment and PR as a direct result of their involvement in professional sport. In all cases a minimum abatement (deduction) of 10% will apply.

5. In considering whether a reduction in the 50% abatement (deduction) is justified, Commanding Officers should consider the individual's recruitment and PR value to the Service in the following areas:

a. **Sporting Ability.** A score in the range 0 – 10; where, for example 0 is professional ability unlikely to progress beyond local club level and 10 is sporting ability recognised at international level.

b. **Public Image.** A score in the range of 0 – 10; where, 0 would reflect little or no public recognition and 10 is high profile public recognition at national or international level. This should balance the amount of favourable and unfavourable (if any) publicity including instances of serious on-field indiscipline. Someone who is highly regarded in his/her sport, but not well known to the general public, is unlikely to be of significant recruitment or PR value.

c. **Proven PR Value.** A score in the range of 0 – 20; where, 0 reflects little or no evidence of PR value to the service and 20 would reflect evidence of considerable PR value for the service at national media level. The onus is on the individual to provide a portfolio of evidence to demonstrate the PR value that he/she has delivered. This could be

in the form of press cuttings or evidence of TV or radio appearances, where their association with the Services has been a positive feature.

6. The aggregate score of each of these factors will qualify for a corresponding percentage reduction in the 50% abatement (deduction). For example:

a. **Case 1.** A boxer with ability to box at professional level, but on a part-time basis (e.g. requires 50 days a year away from work to train and fight). He is well known locally and to the boxing fraternity and has a good reputation for sportsmanship and self-discipline. However, if his sporting prowess in the professional arena and knowledge of his connection to the Service is limited. There is limited evidence of him exploiting his Service connections with local or national media.

Sporting ability – score 6

Public image – score 3

Proven PR – score 3

Aggregate score – 12

Reduction to 50% abatement – 12%

Total abatement (deduction) of pay for days not available for primary duties during periods of agreement – 38%.

b. **Case 2.** A rugby player playing regularly for a Premiership team. He has the potential to play at national level but has a reputation for occasional on field indiscipline. He is well known both locally and nationally both as a rugby player and a member of the Army. When available, he participates in a schools rugby coaching scheme and gives presentations to schools and colleges when available. He can provide a portfolio of evidence that he takes every opportunity to mention the Service in his interviews with local and national media and resultant publicity has generally been favourable.

Sporting ability – score 8

Public image – score 6

Proven PR value – score 16

Aggregate score – 30

Reduction to 50% abatement – 30%

Total abatement (deduction) of pay for days not available for primary duties during period of agreement – 20%.

7. The time required for individuals to conduct refresher training to become 'professionally' current before returning to their primary duties is to be considered as part of the time committed to their sport.

8. The responsibility for constructing the case for an abatement and making the proposal lies with the Commanding Officer. All proposals must be made to D Res (Comd Sec Army), via Army Corporate Governance, who is responsible for the final decision. It is essential, for reasons of clarity and to support future audit, and that all proposals fully explain and document the rationale applied during the scoring process.

9. Further advice/assistance can be obtained from the following;

Army Res-FinMgmt-CapDev-SO1	94393 6334
Army Res-CorpGov-RegProp-SO2	94393 6329
Army Res-CorpGov-Comp-SO3	94393 6325 (SME)

**ANNEX C: PROFESSIONAL SPORTING ACTIVITIES RECORD**

<b>PART 1 – INITIAL INTERVIEW</b>												
Number											Name	
Rank					Regt/Corps							
UIN							Unit Title & Address					
Sport(s)												
Name of Club(s)												
<p><b>Certificate of Understanding</b></p> <p>I confirm I have received a copy of the Army Guidance and have had its contents explained to me. I confirm that I fully understand the requirements contained within this guidance, relating to my professional sporting career.</p>												
Signature of Individual							Unit Date Stamp					
<b>PART 2 – INDIVIDUAL’S CONTRIBUTION</b>												
<b>Daily Rate of Pay</b>										<input style="width: 100%;" type="text"/>		(a)
Total estimated days away from duty – this should include any days required to undertake refresher training. This means this figure could exceed 365 days.										<input style="width: 100%;" type="text"/>		(b)
<b>Less</b>										<input style="width: 100%;" type="text"/>		(c)
Days agreed leave										<input style="width: 100%;" type="text"/>		(c)
<b>Days for which abatement of pay is due (b-c)</b>										<input style="width: 100%;" type="text"/>		(d)
<p><u>Calculation of % abatement (deduction) to Daily Rate of Pay</u></p> <p>A 50% abatement should normally be applied. This percentage can be reduced to a lower limit of 10% if an individual scores highly on the factors below.</p>												
The individual’s sporting ability										<input style="width: 100%;" type="text"/>		(e)
<i>Assess the individual’s ability on a scale of 0-10 (see annex B)</i>										<input style="width: 100%;" type="text"/>		(e)
The public image of the individual										<input style="width: 100%;" type="text"/>		(f)
<i>Assess the individual’s public image on a scale of 0-10 (see annex B)</i>										<input style="width: 100%;" type="text"/>		(f)
Proven PR value										<input style="width: 100%;" type="text"/>		(g)
<i>A portfolio of evidence must support this assessment, and be attached to this form. Scale of 0-20, 0 where no evidence is produced (see annex B)</i>										<input style="width: 100%;" type="text"/>		(g)

Total of public profile and image points (e+f+g)	<input type="text"/>	(i)
Percentage Abatement = 50 – (i)	<input type="text"/> %	(j)

Calculation of % abatement (deduction) to Daily Rate of Pay (continued)					
<b>Total Value of the Contribution from Pay</b>					
Days to be Abated	X	Daily Rate of Pay	X	% Abatement	= Amount Due
(d)	X	(a)	X	(j)	= (k)
<input style="width: 100px; height: 20px;" type="text"/>	X	<input style="width: 100px; height: 20px;" type="text"/>	X	<input style="width: 100px; height: 20px;" type="text"/>	= <input style="width: 100px; height: 20px;" type="text"/>
<b>Certificate of Individual</b>					
I agree to the above contribution in leave and abatement (deduction) of pay, and where a contribution of pay is applicable, request that the amount be recovered in instalments over a period of <input style="width: 40px; height: 20px;" type="text"/> months (maximum of 12 months)					
<b>Signature of Individual</b>			<b>Unit Date Stamp</b>		
<b>Certificate of Commanding Officer</b>					
Details of the above agreement have been recorded in the individual's records. The following supporting documents are attached where applicable:					
<ul style="list-style-type: none"> <li>• A Copy of the contract/proposal in respect of professional sporting activities.</li> <li>• Evidence (e.g. press cuttings, web prints, TV/radio log) to support the assessment of proven PR value at (g) above.</li> <li>• Commentary in support of the assessments in respect of sporting ability and public image, (e) and (f), above.</li> <li>• <a href="#">Annex D</a> – covering letter.</li> </ul>					
<b>Signature of Commanding Officer</b>			<b>Unit Date Stamp</b>		
This form, and all supporting documentation, should now be forwarded to the Brigade Commander/1-Star, for endorsement. Original hard copy documents to be sent, copies to be retained for records.					
<b>Certificate of Brigade Commander/1-Star</b>					
It is recommended that the individual is / is not approved to commit to contract/proposal and the contribution is / is not approved. <i>(To be returned to CO with explanation and recommendation for further action when not recommended for approval)</i>					
<b>Signature of Brigade Commander/1-Star</b>			<b>Name:</b> <b>Appointment:</b> <b>Tel:</b> <b>Date:</b>		
This form, and all supporting documentation, should now be forwarded to the GOC/2-Star, for endorsement. Original hard copy documents to be sent, copies to be retained for records.					

<p><b>Certificate of GOC/2-Star</b></p> <p>It is recommended that the individual is / is not approved to commit to contract/proposal and the contribution is / is not approved. <i>(To be returned to CO through Brigade Commander/1-Star with explanation and recommendation for further action when not recommended for approval)</i></p>	
<p><b>Signature of GOC/2-Star</b></p>	<p><b>Name:</b></p> <p><b>Appointment:</b></p> <p><b>Tel:</b></p> <p><b>Date:</b></p>
<p>This form, and all supporting documentation, should now be forwarded to the Director Army Sports Control Board (DASCB), Mackenzie Building, Fox Lines, Aldershot, GU11 2LB for endorsement. Original hard copy documents to be sent, copies to be retained for records.</p>	
<p><b>Certificate of DASCB</b></p> <p>It is recommended that the individual is / is not approved to commit to contract/proposal and the contribution is / is not approved. <i>(To be returned to CO through GOC/2-Star with explanation and recommendation for further action when not recommended for approval)</i></p>	
<p><b>Signature of DASCB</b></p>	<p><b>Name:</b></p> <p><b>Tel:</b></p> <p><b>Date:</b></p>
<p>This form, and all supporting documentation, should now be forwarded to D Res (Comd Sec Army) via Army Corporate Governance, Army Headquarters, IDL 29, Blenheim Building, Marlborough Lines, Andover, SP11 8HT, for approval. Original hard copy documents to be sent, copies to be retained for records.</p>	
<p><b>Certificate of D Res (Comd Sec Army)</b></p> <p>The individual is / is not approved to commit to contract/proposal and the contribution of £ over a period of months and leave days of is / is not approved. <i>(To be returned to CO with explanation and recommendation for further action when not recommended for approval)</i></p>	
<p><b>Signature of D Res (Comd Sec Army)</b></p>	<p><b>Name:</b></p> <p><b>Tel:</b></p> <p><b>Date:</b></p>
<p>This form should now be forwarded for action to: IC Tiger Team   D Pers Admin   Army Headquarters, Ramillies Building, IDL 412, First Floor Zone 5, Marlborough Lines, Monxton Road, ANDOVER, Hampshire, SP11 8HT. Original hard copy documents to be sent, copies to be retained for records. Chain of Command must be notified of approval and next steps.</p>	
<p><b>PART 3 – FOR COMPLETION BY ARMY JPA ACCESS FOCAL POINT</b></p>	
<p><b>Certificate on behalf of recovering authority</b></p> <p>Where applicable, recovery of the amount due has been instigated.</p> <p>The initial instalment was recovered on (Date)</p>	
<p><b>Signature of recovering authority</b></p>	<p><b>Name:</b></p> <p><b>Appointment:</b></p> <p><b>Tel:</b></p> <p><b>Date:</b></p>

**ANNEX D: COVERING LETTER** *(This is just a guide and can be amended where necessary)*

**Professional Sportsmen and Women in the Army – (Rank, Name, Number and Regt of Professional Sports person)**

1. Please find enclosed, Annex C to AGAI 111 with supporting paperwork and proposal/contract for *(Insert Name)*.
  
2. *(Insert Name)* has been offered the opportunity to take part in *(Insert sport)* as a professional and the proposal/contract is attached. *(Insert Name)* is required to respond to this request by *(Insert Date)*. They have informed the proposer of the process we are required to follow to enable them to receive the correct level of approval to commit and that this may take several weeks to complete.
  
3. We have estimated that *(Insert Name)* will require *(Insert x)* days away from duty to satisfy this commitment and we will re-assess this at regular intervals. *(Insert Name)* has agreed to have their pay abated (deducted) by *(Insert amount)* over *(Insert x)* months.
  
4. The point of contact for this case is, *(Insert name & email)* and they will keep Army Corporate Governance up to date with any amendments to the contract, reviews of abatement (deduction) of salary and if the established point of contact changes. Please do not hesitate to contact the above if there are any queries relating to this case.

Yours

Enclosures: