

# **THE ARMY WINTER SPORTS ASSOCIATION**

## **HANDBOOK**

### **INTRODUCTION**

1. The Army Winter Sports Association was founded (as the Army Ski Association) in 1947. Since then it has encouraged generations of Army servicemen and women to take to snow and ice - often for the first time in their lives. It has been instrumental in organising competitions from novice to the highest levels of proficiency. Many of its members have gone on to represent the Army and their country at successive Olympic Winter Games and at other international arena. Its task remains as important today as it was in 1947:

- a. To encourage young men and women to participate in winter sports.
- b. To develop their skills in a chosen discipline.
- c. To test themselves in demanding conditions - thereby fostering self-discipline, physical courage and teamwork.

The Association remains at the centre of Army sport as it encourages and develops the next generation of Army winter sportsmen and women.

### **MISSION**

2. The Mission of the AWSA is to encourage, among all ranks of the Army, wide participation and high achievement in Winter Sports in order to foster the ethos of the Army and promote its good image.

### **PRINCIPAL TASKS**

3. In achieving its mission the Association will:

- a. Encourage the following winter sports in the Army:
  - (1) Nordic (Biathlon and Cross Country Skiing).
  - (2) Alpine Skiing
  - (3) Snowboarding
  - (4) Bobsleigh
  - (5) Luge
  - (6) Skeleton Bobsleigh
  - (7) Cresta
- b. Oversee the governance and organisation of Army championships for all disciplines and support subordinate meetings.

- c. Oversee the training and entry of Army teams for Inter Service competitions and provide advice to the Army on team selection and management for international competitions.
- d. Promote individual excellence in winter sports.
- e. Provide a positive media image of Army Winter Sports, actively supporting Media Operations staffs.
- f. Provide encouragement for widespread participation in winter sports by all ranks.

## **ORGANISATION**

4. Management Committee. The affairs of the Association are directed by a Management Committee, consisting of a chairman, vice-chairman and secretary, together with representatives from the various winter sports disciplines as shown at Annex A. Its purpose is to:

- a. Ensure coherence across Army winter sports.
- b. Direct the proper disbursement of Association funds.
- c. Ensure the efficient management of AWSA sponsored activities.

The Management Committee meets twice each year in March/April and October, with a discipline secretaries' meeting under the vice-chairman in July.

5. Disciplines. Each winter sports discipline will manage its affairs as directed by its chairman, and supported by its secretary. In the interests of the efficient and effective use of Association funds, the management of individual sports are grouped together under the Directors of Nordic, Alpine or Ice as set out at Annex A.

6. Charitable Status. The Association operates under the charitable status of the ASCB (registered number 245320).

7. Association Secretary. The AWSA is supported by a full-time RO2 equivalent secretary (shared equally with the Army Golf Association) based at the Army Sports Control Board. His duties include:

- a. The administration of all AWSA affairs including:
  - (1) Membership.
  - (2) Finance (Association funds, grants to disciplines, applications for external grants).
  - (3) AWSA Management Committee and Annual General Meetings.
  - (4) The biennial cocktail party.
- b. The co-ordination of all forms of Association publicity including:
  - (1) The promulgation of an annual media plan.

(2) The production of an annual AWSA magazine “Snow & Ice” in October and a results bulletin in April.

(3) The management of an Association website: [www.awsa.co.uk](http://www.awsa.co.uk)

c. Support to HQ LAND Adv Trg Gp (A) and HQ 1(UK) Armd Div, organisers of UK and Germany divisional ski meetings (including assistance to unit winter sports teams engaging in training for competitions, endorsing unit non-public fund grant applications, and assisting with political clearance for overseas training).

8. Discipline Secretaries. Each winter sports discipline is supported by a voluntary secretary who is responsible for supporting his chairman in the organisation and administration of his discipline including competitions, equipment, general financing and publicity. A table setting out the relationship between discipline secretaries and the AWSA Secretary is at Annex B.

9. Planning Cycle. Coherent planning conducted well in advance is a critical ingredient in the organisation and achievement of successful winter sports activities. The full annual Association planning cycle is included with Annex B.

10. President of the AWSA. There shall be a President of the AWSA who is elected for a 3-year term at the Association’s Annual General Meeting. Given the strong links between AWSA activities and the Chain of Command, it is normal to invite CinC LAND to be President during his tenure. A number of vice-presidents may be appointed to include ex-presidents and ex-chairmen of the Association.

11. Crest and Tie. The association crest is a pair of crossed skis on a white background with the initials AWSA interspersed, the whole enclosed in green laurels and surmounted by a royal crest in gold and scarlet. The tie is dark blue with a silver lion and crown over crossed ski sticks. The representative Army Colours tie is the same but with the motif in gold rather than silver.

## **FINANCES**

12. General. The Association can expect to receive funding support from a number of sources including membership subscriptions; investment dividends; sponsorship; and grants from public and non-public funds. All such funds must be properly disbursed and fully accounted for. Bids for funding from the various disciplines will be reconciled with funding available annually with accounts being provided by disciplines at the end of each financial year.

13. Financial Planning. The Association will plan its income to at least break even each year. Capital sums held will, in principle, be invested to provide long-term annual income, with capital expenditure being reserved for significant investments such as major purchases of equipment. It is the AWSA’s policy to hold capital capable of running the complete affairs of the Association for at least two years in the event that sponsorship is unavailable or insufficient.

14. Spending Limits. The following spending limits apply:

a. Secretary: up to £500.

b. Vice Chairman: up to £1000.

All further expenditure is to be subject to the agreement of the Management Committee and will normally be decided at the October meeting. All expenditure is to be planned in advance, using the minimum necessary budgeting process, and calling for tenders and estimates when work is contracted out.

15. Commercial Sponsorship. Sponsorship may come from a number of sources, both to individual disciplines and for the AWSA overall. Sponsors require a return for their investment consistent with propriety and the following should be borne in mind:

- a. The AWSA needs to be aware of all sponsorships negotiated by elements of the Association to ensure that conflicts of interest are avoided and the management of sponsors is co-ordinated.
- b. Sponsors will wish to gain maximum internal and external publicity for their sponsorship. This should be arranged within the context of the AWSA annual media plan.
- c. A full understanding of a sponsor's requirements is essential, so that they can be most effectively incorporated into Association events without compromising efficient and fair competition. Disciplines should also ensure that sponsors are kept properly informed and are appropriately entertained at Association events.

## COMPETITIONS

16. General. Army winter sports competitions are to be organised and managed under the aegis and rules of individual disciplines as directed by discipline chairmen. While each discipline will bring its individual character to its various competitions, the AWSA retains overall responsibility for ensuring that such competitions are fairly and properly organised and comply with the spirit of Army sporting competition. Army level championships, and wherever possible all other winter sports competitions, are to be run on the following three principles:

- a. Competitions are to be run in accordance with national and, where appropriate, international governing body rules, using authorised slopes and tracks, qualified officials, and with proper records kept.
- b. Competitions are also to be run as military exercises, with sufficient formality, and with proper exercise instructions, to ensure command responsibility is effected.
- c. Finally, competitions should be run with style and should be fun, bringing the best of winter sports and Army traditions together.

17. AWSA Race Rules. AWSA Race Rules for all Army championships will be based on FIS rules for skiing, IBU rules for biathlon and the appropriate governing body's rules for other disciplines, adapted as necessary. These are published separately, and will be issued to all team captains, officials and AWSA representatives, or on request to any member who writes to the Secretary. Race Rules may be adapted to suit local conditions as determined by the race committee concerned. Such changes will be made known to team captains before the start of the race, in sufficient time to ensure fairness.

18. Trophies and Medals. The Princess Marina, Duchess of Kent, Cup is the premier trophy of the Association and is awarded annually to the unit with the best all round skiing performance in Nordic and Alpine skiing disciplines. Details of the qualifications and conditions for this and other AWSA trophies are published in AWSA Race Rules.

19. Army Colours. Army Colours will be awarded annually to members, with Management Committee approval as follows:

- a. Nordic Skiing. To not more than 8 men and 4 women who are selected to represent the Army in an Inter Service or international race in either biathlon or cross country skiing.
- b. Alpine Sports.
  - (1) Alpine. To not more than 9 men and 7 women who are selected to represent the Army in an Inter Service or international race.
  - (2) Snowboard. To not more than 10 men and 5 women who are selected to represent the Army in an Inter Service or international race.
- c. Ice Sports:
  - (1) Bobsleigh, Skeleton and Luge. To those individuals who are selected to represent the Army in an Inter Service or international race.
- d. Cresta. To those 6 members who are selected to represent the Army in the Inter Service championships.

Army Colours consist of a red sweater with dark blue hoops on each upper arm with a gold and silver wire embroidered Army staff badge (crown and lion) located in the centre of the chest level with the arm hoops. Underneath the badge a scroll is added stating the discipline involved. Army Colours holders will also be entitled to wear the AWSA tie with gold motif (the tie with silver motif being reserved for ordinary members). Army Colours may be further embellished by the addition of a Union Jack approximately 3cm x 2cm (supplied by the AWSA) located on the right arm above the hoops to denote that the wearer has represented the Army in a recognised international event.

20. Visitors. Senior Army visitors should be encouraged and welcomed. While all senior visitors should be self-funded for travel, accommodation etc, it is essential that they are properly briefed and hosted if winter sports and the Association are to secure full benefit from their attendance. Equally, Commanding officers should be encouraged to attend divisional and Army championships to support their teams.

## COMMUNICATIONS

21. General. Good communications is a key element of running an efficient and effective Association. This includes communications with its membership; between disciplines; with the AWSA Secretary; and with those external to the Association, including sponsors and potential sponsors. Maintenance of the AWSA website providing relevant and up to date information is a critical communication asset, requiring regular input from discipline secretaries. The AWSA results bulletin (published as soon as possible after the end of each season) and annual magazine (published in the autumn) are also important features in communicating with the membership and publicising activities widely.

22. Media Plan. The AWSA Secretary will produce an annual media plan in consultation with DACOS Media Ops at HQ LAND for endorsement at the October Management Committee meeting. It will cover arrangements for both internal and external publicity; the themes to be presented; agreed tasking of Media Ops mobile news teams; procedures for the provision of editorial copy and photographs by discipline secretaries; and any particular publicity events requiring prior planning and consultation. Disciplines will work within this overall media plan to secure maximum positive publicity for their individual sports.

23. Sponsors. Sponsors will normally wish to see maximum publicity gained from their sponsorship. Particular attention needs to be paid to this aspect of media planning including the stage management of banners, bibs, prize givings, etc. Senior visitors or AWSA officials involved with the presenting of prizes should be briefed to thank publicly sponsors for their contribution to a particular event or discipline.

## **MEMBERSHIP**

24. Full membership of AWSA is open to all ranks of the regular British Army, with associate membership being available to:

- a. The TA and Army Cadet Force.
- b. All members on retirement from the Army.
- c. All serving members of the RN, RAF and overseas forces on the strength of Army units or establishments.
- d. MOD civil servants.

Associate members may not compete for trophies designated for regular members of the Army. Life membership is open to full and associate members, with a minimum of 10 years continuous membership, on payment of the life membership fee. Honorary membership of the Association may be bestowed on any person, by a majority vote at the Annual General Meeting, in appreciation of their services to winter sports in the Army.

25. Subscriptions. The annual subscription for membership, which will be subject to periodic amendment by the Management Committee, is payable on joining and thereafter annually on 1<sup>st</sup> October. Members are to be encouraged to pay annual subscriptions by direct debit.

26. Qualification. All those participating in AWSA sponsored events, including divisional championships, or in receipt of ASCB managed grants are required to hold current AWSA membership.

27. Voting Rights. Only Full and Life members (and Honorary Members with voting rights) may vote at annual general meetings, while all members are welcome to attend and to express their views.

Annexes:

- A. AWSA Management Committee Structure.
- B. Association Annual Planning Cycle and Responsibilities of Secretary AWSA and Discipline Secretaries. (to follow)

July 2002

**ANNEX A TO**  
**AWSA HANDBOOK**  
**DATED JUN 02**

**AWSA MANAGEMENT COMMITTEE**

The Management Committee will consist of:

Chairman  
Vice-chairman

Members:

Director Alpine Sports – representing Alpine skiing and Snowboard  
Director Nordic – representing Cross-country and Biathlon  
Director Ice Sports – representing Bobsleigh, Skeleton Bobsleigh and Luge  
Chairman Cresta

Ex-officio Members:

Director Army Sports Control Board  
Representative HQ LAND (normally from Adv Trg Gp (A))  
Secretary AWSA

Co-opted Members:

Up to 4 members may be co-opted by the chairman to serve on the Management Committee; for example: to cover such areas as publicity or sponsorship.

