



DEFENCE INSTRUCTIONS (AIR FORCE)

Department of Defence (Air Force Headquarters)
CANBERRA ACT 2600

21 September 2009

Amendments to Defence Instructions (Air Force) Personnel are issued pursuant to section 9A of the *Defence Act 1903*.

M.D. BINSKIN, AM
Air Marshal
Chief of Air Force

ISSUE NO PERS 6/2009

DI(AF)	Action Required	Information
PERS 29–33 AMDT NO 1 Complete Revision	<i>Royal Australian Air Force policy on sport</i>	Revised Instruction
	Remove existing Instruction ISSUE NO PERS 4/2005 of 25 FEB 2005 and destroy.	

On completion of the above action, make appropriate adjustments to the Table of Contents, List of Effective Pages and the DI(AF) Indexes, annotate the Issue Certificate and if a holder of master volumes, retain and file this Cover Sheet.

ROYAL AUSTRALIAN AIR FORCE POLICY ON SPORT

INTRODUCTION

1. Sport is an important element in developing team and individual skills within the Royal Australian Air Force (RAAF) and contributes to the maintenance of physical fitness, and to the inculcation and reinforcement of Air Force values. Sport also provides a medium for interaction between the Services, the wider Australian community and the forces of other countries. This interaction occurs in competitive settings that develop qualities that have been recognised to be of benefit to the Air Force. These qualities include teamwork, mental and physical robustness, personal wellbeing, determination and the will to win.
2. Members of the Air Force are to participate in sport in a safe manner and with an appropriate balance of challenge, risk, cost and benefit. The conduct of sport in the Air Force is to be well managed and underpinned by sound financial management, in particular the efficient, effective and ethical use of public money.
3. Members of the Air Force seeking to participate in sport outside of the Air Force as paid employment, or on the basis of voluntary participation in off-duty hours, are to read this policy in conjunction with [Defence Instruction \(General\) \(DI\(G\)\) PERS 25–2—Employment and voluntary activities of Australian Defence Force members in off-duty hours](#) (filed as Defence Instruction (Air Force) (DI(AF)) PERS 29–2).

AIM

4. The aim of this Instruction is to state the Air Force policy on sport.

SCOPE

5. This Instruction provides policy on:
 - a. the purpose of Air Force sport;
 - b. the management, governance and approval processes for Air Force sport;
 - c. the requirements for safety and injury prevention when conducting Air Force sport;
 - d. who may participate in Air Force sport; and
 - e. other issues regarding Air Force sport such as funding and general administration.

DEFINITIONS AND EXCLUSIONS

6. The following definitions and exclusions apply to Air Force sport:
 - a. **Sport.** Sport is defined as an activity that involves physical exertion and skill that is governed by a set of rules or customs in a structured, competitive environment, where participants are provided with a team and/or personal challenge.
 - b. **Recreational activity.** A recreational activity is an activity that, while involving many of the aspects of sport, does not meet all of the criteria, especially physical exertion.
 - c. **Australian Defence (AD) sport.** An AD sport is a sport formally approved for conduct in the Australian Defence Organisation through the Australian Defence Sports Council (ADSC), in accordance with the policy set out in [DI\(G\) PERS 14–2—Australian Defence Force policy on sport](#) (filed as DI(AF) ADMIN 12–5).

- d. **Air Force sport.** Air Force sport is a sport or recreational activity formally approved for conduct by Chief of Air Force (CAF), following a recommendation from the Air Force Sports Council (AFSC). All Australian Defence Force (ADF) sports are also Air Force sports.
- e. **Air Force recreational activity.** An Air Force recreational activity is an activity that, while involving many of the aspects of sport, does not meet all of the criteria, especially physical exertion; but merits recognition by Air Force because of its contribution to military capability, or the activity is part of the culture or history of the Air Force. For the purpose of this Instruction, the terms 'Air Force sport' and 'Air Force recreational activity', as formally approved by CAF, are synonymous.
- f. **Defence Australian Public Service (APS) employee.** A Defence APS employee is a person employed under the *Public Service Act 1999* by the Department of Defence.
- g. **Physical training (PT).** The conduct of PT involves structured and supervised fitness and training regimes related to providing the human input to Defence capabilities and usually occurs within normal working hours. PT is exclusive of ADF and Air Force sport.
- h. **Adventurous training.** The conduct of adventurous training complements but is exclusive of Air Force sport. Policy for the planning and conduct of adventurous training is detailed in *DI(G) PERS 14-3—Defence Policy on adventurous training* (filed as DI(AF) PERS 33-27).
- i. **RAAF.** The title 'Air Force' is used in lieu of 'RAAF'.

THE PURPOSE OF AIR FORCE SPORT

- 7. Participation by Air Force members in sport is intended to achieve the following:
 - a. Enhance the personal, mental and physical qualities consistent with those required of Air Force personnel, in an environment that minimises the risk of injury.
 - b. Enhance the level of conditioning gained through physical training.
 - c. Encourage and foster the development of team spirit through participation in accessible, team-based sports.
 - d. Contribute to a favourable public Air Force image by demonstrating that Air Force members are physically fit and well trained.
 - e. Provide opportunities to represent the Air Force or participate at an elite level of competition.
 - f. Provide an opportunity for leadership development on and off the field, the latter through committee membership or other management arrangements.
 - g. Provide a medium for interaction between the Air Force and with the wider community.
- 8. The purposes of Air Force sport provide the criteria for prioritisation of Air Force sports. Preference in relation to approval and funding through the AFSC is, therefore, given to the more physical, competitive, accessible, team-based sports with high participation rates across the Air Force. However, consideration will also be given to those sports traditionally associated with Air Force, such as flying and gliding that form part of the culture and history of the Air Force.

MANAGEMENT, GOVERNANCE AND APPROVAL

The Air Force Sports Council

9. The AFSC complements the AD policy on sport within Air Force. The AFSC also supports sport and sporting carnivals that enhance the development of skilled and dedicated people. The AFSC Charter is in [annex A](#).

10. Routine inquiries and advice regarding the conduct of Air Force sport are to be addressed to the AFSC Secretariat, within the Directorate of Military Administration—Air Force (DMA–AF), NBH–04–30, Department of Defence, CANBERRA ACT 2600.

Management and governance of sport in Royal Australian Air Force

11. For sport in Air Force to be effective and achieve its purpose, it must have a structure that provides for its management and governance. Sport in Air Force is managed as either:

- a. an Air Force wide sport;
- b. an Air Force club on a base or
- c. participation in approved sport at the lower levels, such as local sporting competitions, or AD sport.

12. Sport is also organised according to the level at which it is played. This includes 'local' competitions in approved sports conducted on designated sports afternoons that have been authorised by commanders. Members may also be approved to participate in sport at state, national and international levels. To meet management and governance requirements, participation at all levels is subject to approval as detailed in this Instruction.

Recognition of sport by the Air Force Sports Council

13. The principles for the recognition of sports by the Air Force are in [annex B](#).

SAFETY AND INJURY PREVENTION

14. Injuries may occur in sporting events but they are not an inevitable result of participation. Injuries can be prevented or reduced by the application of appropriate intervention measures. The AFSC, Air Force Headquarters (AFHQ), commanders at all levels and the relevant sport association committees are responsible for the safe conduct of training and competitions.

15. An approved Sport Safety Management Plans (SSMP) is a requisite for initial and ongoing approval of any Air Force sport. Sports associations seeking AFSC approval are to develop and maintain SSMP in consultation with Defence Health Services Branch (DHSB). The AFSC, with the advice of DHSB, is responsible for approving the SSMP for each sport annually. Copies of current approved SSMP, and an SSMP template, are available on the ADSC website (see <http://intranet.defence.gov.au/dsg/sites/adsc/>).

16. Air Force personnel already have access to medical and dental care. Approval to participate in a sport, when given by a Commanding Officer (CO) or higher authority within an individual's chain of command, brings with it provisions for compensation as well as a range of conditions of service that provide for contingencies such as public liability and income protection. All of these provisions come at either a direct or indirect cost to Defence. COs and others need to be cognisant of these costs and liabilities when approving, or seeking to approve, involvement in non-recognised sports.

PARTICIPATION IN SPORT

Approval to participate in sport

17. Authority for approval to participate in ADSC and/or AFSC approved sport within the guidance given in this policy lies with the member's CO and the chain of command to AFHQ. Details are contained in [DI\(G\) PERS 14–2](#).

18. Once a sport has been approved by CAF the AFSC, through DMA–AF, will issue appropriate advice. Whilst the sport may have been approved, the following documents are required to establish the sport on a base:

- a. SSMP;
- b. Risk Analysis (RA); and
- c. Constitution.

Under no circumstances are members to commence activities in a newly approved sport until a SSMP, RA and Constitution have been submitted to, and approved by, the CO.

Participation in approved Air Force sport in a civilian club/competition

19. Participation in approved Air Force sport in a civilian club/competition is to be formally processed by the submission and approval of the pro forma in [annex C](#). This pro forma is to be approved by the member's CO and is to be retained by the unit/ship/base.

Participation in non-approved sport

20. This policy does not prevent any member participating in any sport in off-duty hours. Air Force personnel participating in such activities are provided with medical and dental care for injuries that might be sustained. In all cases, Air Force personnel are to ensure the sport in which they are participating is properly supervised and controlled. However, Air Force personnel must be aware that they may not be covered for compensation, public liability or income protection whilst participating in other than approved AD or Air Force sports. In undertaking other sporting activities, it is strongly recommended that members insure themselves with a relevant sporting body or seek personal cover for such eventualities. Commanders are not to approve members to participate in sports that are not approved by the ADSC or AFSC but are to counsel members in relation to the possible ramifications of choosing to participate in other than approved sport, Commanders and members are to complete [annex D](#) to acknowledge the possible ramifications of participating non-approved sport out of hours.

21. In accordance with [DI\(G\) PERS 14–2](#) Commanders may recommend to the AFSC that a member be permitted to participate in other than approved sport provided the applicant is competing at an elite level (high profile sport at the national and international level).

FUNDING AND ADMINISTRATION

Funding

22. Air Force provides limited financial support to Air Force recognised sports and sporting competitions. Applications for assistance will be requested annually and funding levels determined by the AFSC. This assistance is not expected to fund all the necessities of a sport; all sports associations are expected to supplement this funding through levies, sponsorship and other revenue raising activities.

23. Funding for Air Force sport is limited to established sports clubs approved by the AFSC. In exceptional circumstances, the AFSC may consider providing assistance to individuals who are selected for competition at the elite level (usually only as an Australian representative).

24. Funding criteria for Air Force approved sports are in [annex E](#).

Administration

25. To maintain recognition as an Air Force recognised sport, the AFSC requires that the sport be administered in an efficient and effective manner. From time to time, the ADSC may issue guidelines or require reports to establish that a sport meets this requirement.
26. The process for applying for recognition as an Air Force approved sport is detailed in [annex F](#).
27. The process for retaining recognition as an Air Force approved sport is detailed in [annex G](#).

Contact details

28. Comments/inquiries on the content of this Instruction are to be directed to the Secretariat, Directorate of Military Administration—Air Force, NBH–04–30, Department of Defence, CANBERRA ACT 2600. Additionally, submissions for the recognition of Air Force Associations and applications to participate in a non-approved sport at the elite level are to be forwarded to the same address.

Related orders and instructions

[DI\(G\) PERS 14–2](#)—*Australian Defence Force policy on sport* (filed as DI(AF) ADMIN 12–5)

[DI\(G\) PERS 25–2](#)—*Employment and voluntary activities of Australian Defence Force members in off-duty hours* (filed as Defence Instruction (Air Force) (DI(AF)) PERS 29–2)

[DI\(AF\) ADMIN 12–13](#)—*Clubs, Associations and Similar Bodies formed at RAAF Establishments*

Annexes:

- A. [Charter of the Air Force Sports Council](#)
- B. [Principles supporting the recognition of sport by the Air Force Sports Council](#)
- C. [Participation in an approved Air Force sport in a civilian club/competition](#)
- D. [Participation in a non-approved sport in a civilian club/competition](#)
- E. [Criteria for funding Air Force approved sports sources of funding for Air Force sport](#)
- F. [Initial recognition as an Air Force approved sport](#)
- G. [Ongoing recognition as an Air Force approved sport](#)

Sponsor: DMA–AF

CHARTER OF THE AIR FORCE SPORTS COUNCIL

Title

1. The title of the Council is the Air Force Sports Council (AFSC).

Membership

2. **Chair.** The Director of Military Administration—Air Force is appointed chair of the AFSC, responsible through the Director-General Personnel—Air Force (DGPERS–AF) to Chief of Air Force (CAF) for the determination and implementation of Air Force policies on sport and the support of sport and sporting carnivals.
3. **Executive directors.** The following executive directors provide oversight in supporting the AFSC role:
 - a. DGPERS–AF nominee; and
 - b. a nominated Deputy Director within the Directorate of Military Administration—Air Force (DMA–AF) (Secretary).
4. **Non-executive members.** The following non-executive members may be appointed by the chair, or be invited to attend AFSC meetings, to facilitate the conduct of the AFSC:
 - a. representatives of major Air Force sports such as football, rugby, cricket, athletics, basketball, bowls, soccer and volleyball;
 - b. DMA–AF specialist staff; and
 - c. Air Force Headquarters (AFHQ) Physical Training Instructor.

Role of the Air Force Sports Council

5. The role of the AFSC is to implement Australian Defence Force (ADF) policy on sport within the Air Force and the support of sport and sporting carnivals that enhance our strength of skilled and dedicated people. Underpinning this role is the need for a fit and healthy workforce to maintain our operational effectiveness and ensure the people element of capability remains viable. Participating in organised sport is also recognised as a means of developing teamwork and leadership.

Governance roles

6. The AFSC is to implement and oversee ADF policy on sport within the Air Force in accordance with [Defence Instruction \(General\) \(DI\(G\)\) PERS 14–2—Australian Defence Force policy on sport](#).
7. The Charter objectives will be achieved through strategic guidance provided by Personnel Branch—Air Force, endorsed by CAF and facilitated through command in accordance with CAF's Instructions to Commanding Officers. Specifically, the AFSC is to:
 - a. In conjunction with Headquarters Air Command, support Air Force establishments and units participation in sporting carnivals to compete for major Air Force sporting trophies.
 - b. Ensure that appropriate sports and carnivals are conducted to promote and complement the physical fitness requirements for Individual Readiness.
 - c. Advise CAF regarding recognition of Air Force sports that have not been recognised by the Australian Defence Sports Council in accordance with [DI\(G\) PERS 14–2](#).

- d. Provide organisational policy and an implementation strategy on sport within training and non-training establishments.
- e. Develop a 'national' sports budget that is coordinated and managed within AFHQ. The AFSC will:
 - (1) coordinate annual budget estimates and submit a national sports financial budget to assist teams and personnel selected to participate at Air Force sports carnivals, inter-Service and other sports carnivals where it is in the interests of the Air Force to participate; and
 - (2) develop a three-year rolling program for budget, organisational and planning purposes.
- f. Develop a public relations strategy, including promulgation of the AFSC role and program as an element of the Air Force Web Page.
- g. Report to CAF at the last Chief of Air Force Advisory Committee of each calendar year, providing outcomes for that calendar year and the intended program and strategies for the following year.

Meetings

- 8. The AFSC is to meet quarterly to ensure that its governance roles are met. The Secretary is to ensure minutes are taken and circulated in a timely manner.

PRINCIPLES SUPPORTING THE RECOGNITION OF SPORT BY THE AIR FORCE SPORTS COUNCIL

1. The Air Force Sports Council (AFSC) complements Australian Defence and Royal Australian Air Force policies on sport within the Air Force. The AFSC is guided by the provisions of [Defence Instruction \(General\) \(DI\(G\)\) PERS 14–2—Australian Defence Force policy on sport](#) to authorise and manage single-Service sports activities undertaken by Air Force personnel.

Principles

2. The AFSC will support participation of Air Force personnel in sports that accord with the objectives and criteria listed in [DI\(G\) PERS 14–2](#), annex C. In addition, sports activities that can demonstrate the following practices will be considered favourably by the AFSC for recognition as an authorised Air Force sport:

- a. All activities are managed in accordance with recognised business practices.
- b. Any associated club demonstrates that it is a viable organisation, including membership.
- c. The risks associated with activities are managed appropriately.
- d. The activities contribute to a positive or favourable impression of the Air Force and its members.

Processes

3. Achievement of the principles outlined above will be assessed by the AFSC by examining evidence of the following supporting processes:

- a. Development of an appropriate risk plan including:
 - (1) written risk analysis and cost assessment developed in accordance with Defence Safety Management Agency guidelines,
 - (2) provisions to manage the prevention of injury, and
 - (3) suitable levels of compensation and insurance cover for the activity being performed.
- b. Adoption of a suitable business plan addressing:
 - (1) planning, conduct and evaluation methodologies suitable for the activity;
 - (2) use of a management committee commensurate with the scale of the activity;
 - (3) audit reports and associated mechanisms; and
 - (4) accounting procedures in accordance with Defence Instructions.
- c. Capacity of the organisation or club to control activities such as:
 - (1) adoption of official rules;
 - (2) use of licensed umpires/referees;
 - (3) authorised/licensed drivers for motorised activities;
 - (4) emergency/safety guides; and
 - (5) appropriate security measures.

- d. Promotion of positive attitudes aligned to the Air Force values such as:
 - (1) maintaining a fit and healthy workforce,
 - (2) developing teamwork, and
 - (3) ensuring safe practices.
- e. Management of corporate sponsorship deals (if applicable) that maintains the integrity of the Air Force and can withstand public scrutiny.
- f. Implementation of improvement initiatives such as training programs and performance evaluations that enhance and promote safe participation of the activity.

4. Submissions for the recognition of activities as an authorised Air Force sport are to address all issues in [paragraph 3](#). Requests are to be submitted, through the Commanding Officer, to the Secretariat and will be considered by the AFSC for recognition as an Air Force sport and may be considered for sponsorship at the Australian Defence Force (ADF) level if the strength of the submission also meets the ADF criteria.

5. Air Force recreational activities will normally only be approved for conduct by a specific, formally constituted club or association located on an Air Force establishment.

PARTICIPATION IN AN APPROVED AIR FORCE SPORT IN A CIVILIAN CLUB/COMPETITION

.....
(Full Name) (Rank and PMKeyS/Service Number) (Unit)

The above is authorised to participate in the Air Force approved sport of

In a civilian club/competition from to

(Name of club/competition)

(Scope of approval including times, location and activities approved and any restriction. A copy of the association indemnity, any programs, timetables and fixtures associated with the approved sporting activity should also be attached).

Basis of Approval (Commanding Officer (CO)/Base Commander to complete)

Outline specific reasons for granting approval.

Approved/Not Approved

I acknowledge that I have read [Defence Instruction \(General\) \(DI\(G\)\) PERS 14-2](#)—*Australian Defence Force policy on sport* and Defence Instruction (Air Force) (DI(AF)) PERS 29-33—*Royal Australian Air Force policy on sport* and that approval is given in accordance with Australian Defence Force and Air Force policy.

.....
CO's Name Signature Date

Member's Acknowledgement

I acknowledge that approval to participate in this sporting activity is based on information I have provided and that activity undertaken outside the terms of this approval is at my own risk. I further acknowledge that I will be considered 'on duty' where sporting activity is conducted within the terms of this approval and that the terms of the Military Rehabilitation and Compensation Scheme may apply, subject to exclusions and limitations contained within [DI\(G\) PERS 14-2](#) and DI(AF) PERS 29-33 and the relevant Compensation Act. I acknowledge specific exclusionary provisions that include but are not limited to: if the injury is intentionally self-inflicted, or is attributed to serious or wilful misconduct, which includes being under the influence of alcohol or non-prescribed drugs. I further acknowledge that the determination as to whether compensation is payable is a matter for the compensation delegate and each case will be treated on its individual merits.

.....
Member's Signature **Member's Name** **Date**

PARTICIPATION IN A NON-APPROVED SPORT IN A CIVILIAN CLUB/ COMPETITION

(Local level—Commanding Officers (CO))

.....
(Full name)

.....
(Rank and PMKeyS/Service Number)

.....
(Unit)

I advise that I have chosen to participate in the non-approved Australian Defence Force (ADF) sporting activity and/or non-approved Air Force sporting activity of:

.....
in a civilian club/competition from to

Name of club/competition

Commanding Officer Certification

I acknowledge that I have read and understood [Defence Instruction \(General\) \(DI\(G\)\) PERS 14-2—Australian Defence Force policy on sport](#) and Defence Instruction (Air Force) (DI(AF)) PERS 29-33—[Royal Australian Air Force policy on sport](#) and that the member listed above has been counselled, as below, in relation to the implications of participating in non-approved sporting activities as detailed in ADF and Air Force policy.

I acknowledge that I have advised the member listed above that ADF conditions of service may provide ADF personnel participating in such non-approved sporting activities with medical and dental care for injuries that might be sustained. I further acknowledge that I have advised the member listed above that ADF personnel must be aware that they may not be covered for compensation, public liability or income protection whilst participating in non-approved sporting activities, and that in undertaking such non-approved sporting activities, it is strongly recommended that ADF personnel insure themselves with a relevant sporting body or seek personal insurance cover.

.....
CO's Name

.....
Signature

.....
Date

ADF Member's Acknowledgement

I have attached to this form times, location and activities of the sport. A copy of the association indemnity, any programs, timetables and fixtures associated with the sporting activity are also attached.

I acknowledge that I have read and understood [DI\(G\) PERS 14-2](#) and [DI\(AF\) PERS 29-33](#). I also acknowledge that I have provided accurate information in relation to the non-approved sporting activity listed above and that the sporting activity is undertaken at my own risk. Additionally, I acknowledge that I will **not** be considered to be 'on duty' when participating in the non-approved sporting activity and that the terms of the Military Rehabilitation and Compensation Scheme may **not** apply. I further acknowledge that I may **not be** covered for public liability or income protection insurance whilst participating in the non-approved sporting activity. I also acknowledge that I have reviewed insurance requirements with the sporting body. Furthermore, I acknowledge that I have been advised that I should review my own personal insurance cover if the sporting body does **not have appropriate coverage**, and that I should consider obtaining such personal insurance cover if appropriate. Finally, I acknowledge that prior to participating in another non-approved sporting activity; I am required to submit a new application.

.....
Member's Signature

.....
Member's Name

.....
Date

For members participating in non-approved sporting activities at an elite level (national level) appendix 1 to annex G in [DI\(G\) PERS 14-2](#) is to be used and forwarded to the Air Force Sports Council for consideration.
Secretariat, Air Force Sports Council, 4th Floor, Northbourne House, Northbourne Avenue,
CANBERRA ACT 2600.

PERS 6/2009
21 SEP 2009

CRITERIA FOR FUNDING AIR FORCE APPROVED SPORTS SOURCES OF FUNDING FOR AIR FORCE SPORT

Members contribution

1. Members may have to make a financial contribution towards their participation in their sport. This may include the need to purchase personal clothing and equipment, as well as costs not covered by public monies without recourse for reimbursement (eg costs for accommodation, transport and other necessary garrison support, should such support not be able to be provided by the Service establishment supporting the activity). Air Force sports associations may seek a membership and/or participation fee from members for their involvement in their respective Air Force sport.

Sponsorship

2. [Defence Instruction \(General\) PERS 25–6—Conflict of Interest and Acceptance of Offers of Gifts and Hospitality](#) provides policy guidance for all private sector sponsorship proposals. Where there is doubt regarding the appropriateness of a proposal or the application of Defence Instructions, the matter should be referred to the Director Fraud Control Policy and Ethics in the Inspector-General Division.

3. **Requests for sponsorship.** As a minimum, the information requirements in [appendix 1](#) to this annex are to be included in the application for sponsorship. Copies of all approved agreements are to be forwarded to the Secretariat, Air Force Sports Council (AFSC) who will maintain a register available for public scrutiny.

4. **Disclaimer.** Members of the Air Force must ensure that all parties are aware that sponsorship does not mean that the Air Force endorses that company's products or services. Those product or services have only been provided for a particular event and/or sport, and that no other agreements are entered into as a result of the sponsorship.

Air Force Sports Council funding

5. The AFSC will allocate available funds in support of approved Air Force sports and activities. Given that the availability of funds varies from year to year, no specific level of funding support should be anticipated. The level of funding received by sports associations each year is dependent upon that sports ability to satisfy a number of criteria as shown in [appendix 2](#) of this annex.

6. Generally, funds will only be allocated to AFSC approved sports clubs, or AFSC recognised sporting events (such as major sports days or competitions), at both the local and National levels. Funding may also be considered to support Air Force teams touring internationally, or hosting international competitions. Applications for funds on an individual basis will only be considered on an exceptional basis. Individuals will need to demonstrate that they have been selected as part of a National elite sports program. Supporting documentation from a National sports association will be required.

7. Applications for funding are to be submitted annually to the AFSC. Applications are to reach the AFSC Secretariat by no **later than 30 April** prior to the financial year for which funding is sought, and are to include full details of the funding sought in each event for which funding is sought. Late or additional applications may be considered if funding remains after the initial allocation.

Appendixes:

1. [Standard sponsorship request form](#)
2. [Funding criteria](#)

STANDARD SPONSORSHIP REQUEST FORM

Recipient:

Contact:

Commercial supporter:

Contact:

Nature of support:

Value of support:

Agreement:

I on behalf of agree to supply assistance as above subject to the following conditions:

- a. no formal agreements, contract or conditions other than this agreement have been or will be undertaken with the sponsor during the term of the commercial support;
- b. reference to this commercial support in advertising may be made only by saying that the product has been provided for this particular event; and
- c. any advertisement should be vetted by the local Service Public Relations representative prior to publication or screening.

.....
Date

.....
Signature

Note:

The original of this document is to be lodged with the Air Force Sports Council. A copy is to be forwarded to the sponsor.

FUNDING CRITERIA

Introduction

1. There is no automatic or standard entitlement to Public funding through the Air Force Sports Council (AFSC). Resource constraints and Air Force priorities determine the level of support available each year. Subject to advice on funds availability, the AFSC annually determines the level of funding for each sport. Eligibility for funding is determined by considering each sport against the criteria for 'recognition as a sport' and 'additional funding criteria' as detailed below.

Recognition criteria for funding

2. To be eligible for funding, Air Force sports must meet the majority of the following criteria:
- a. involves participation in a structured, competitive environment;
 - b. is characterised by physical exertion and skill that contributes to physical conditioning;
 - c. presents minimal risk of death or serious injury, with participation managed by a comprehensive Sport Safety Management Plans and risk assessment;
 - d. offers participation in a team-based environment that encourages and fosters the development of esprit de corps;
 - e. is accessible to a broad cross-section of the Australian Defence Force (ADF) population (this results in a legitimate bias towards more popular sports played in the wider community, and includes cost/time considerations); and
 - f. is considered to contribute to a favourable public Defence image.

Additional funding criteria

3. Additionally, funding levels may be affected by a sports ability to meet the following criteria:
- a. **Number of participants.** Recognition and funding of ADF sports associations is based on the number of military members participating in their sport. The AFSC may require proof of participation levels during the funding consideration process (eg through the use of registration forms).
 - b. **Gender and age equity.** Sports that provide opportunities for participation by both male and female members of the Air Force, and by members of all ages, are preferred.
 - c. **Accessibility.** Sports that are available to most personnel in most Air Force locations and are able to be played for extended periods each year are preferred.
 - d. **Member/cost ratio.** From an accessibility perspective, sports that are relatively inexpensive to participate in are preferred.
4. Generally, the AFSC will fund, either totally or in part, the following aspects of a sport's costs:
- a. playing uniforms—in normal circumstances, the Council will only consider requests for replacement of playing strips once each three years. Walking out uniforms, tracksuits and blazers will not normally be funded;
 - b. venue hire;
 - c. equipment; and
 - d. referee/umpiring costs.

5. Because funding is limited, the AFSC will not normally fund the transport of players or teams to events, nor their accommodation or rationing. Clubs and other organising bodies are to make maximum use of Service transport and garrison support by effective forward planning. In exceptional circumstances, where all attempts to use Service transport and garrison support fail, an application may be made to the AFSC for assistance. Applications are to include:

- a. details of the efforts made to secure Service transport and/or garrison support;
- b. a realistic assessment of the competitiveness of the individual or team in the event; and
- c. comments and/or recommendations by the Commanding Officer or other suitable commander.

6. **Complementary funding principles.** The AFSC and Defence Health Limited (DHL), through the provision of DHL 'Grants', have a cooperative and complementary approach to funding Air Force sport, this allows the two entities to maximise the distribution of their limited funds between Air Force sporting bodies.

7. AFSC approval should not be assumed.

8. The AFSC will advise the sporting organisations of the disbursement of funds.

INITIAL RECOGNITION AS AN AIR FORCE APPROVED SPORT

1. Sports clubs seeking recognition as an Air Force sport are to make a written submission to the Air Force Sport Council (AFSC). The principles to be addressed in the submission are in [annex B](#).
2. The AFSC will assess all submissions for recognition in accordance with guidelines similar to those used by the Australian Defence Sport Council to assess the recognition of Australian Defence Force sports. The guidance for AFSC recognition are embedded in the following objectives and criteria.

Objectives

3. A sport seeking Air Force recognition must demonstrate the degree to which it meets the following objectives:
 - a. improves physical fitness;
 - b. encourages esprit de corps;
 - c. presents minimal risk of injury;
 - d. presents personal and/or team challenges;
 - e. inculcates the personal, mental and physical qualities consistent with those required of Air Force personnel in operational roles;
 - f. provides members with the opportunity to represent the Air Force; and
 - g. contributes to a favourable corporate Defence image by demonstrating that Air Force members are physically fit and well trained.

Criteria

4. Having met the above objectives, the following criteria must be satisfied for each sport:
 - a. the sport must have a Patron¹ (if an association);
 - b. a management committee must represent the sport (comprising, at least, a president, secretary and treasurer);
 - c. the management committee is able to carry out the administrative requirements required by this Instruction;
 - d. the sport promotes a positive public image;
 - e. the sport must have a safety management plan;
 - f. the sport must have completed a risk assessment; and
 - g. the sport must have a constitution.

¹ The Patron must normally be of at least Group Captain rank and will provide a guidance and oversight role to the management committee.

ONGOING RECOGNITION AS AN AIR FORCE APPROVED SPORT

1. To achieve ongoing recognition as an Air Force approved sport, each approved sporting Association is required to provide an annual report to the Air Force Sport Council. The report is required by 31 July each year and is to include:

- a. an audited financial statement;
- b. a general report covering the previous year;
- c. a copy of the minutes of the latest annual general meeting;
- d. a copy of the current sport safety management plans;
- e. details of any sponsorship received;
- f. a forecast of events for the next three calendar years, including an accurate calendar for the next year; and
- g. confirmation that all regulatory and/or statutory requirements associated with the conduct of the sport have been met (for example, any Civil Aviation Safety Authority requirements in relation to flying and gliding).

2. For approved sports not belonging to an association, ongoing recognition is dependant on the submission of the following, by 31 August each year to the Commanding Officer:

- a. an audited financial statement;
- b. a copy of the minutes of the latest annual general meeting;
- c. a copy of the current sports safety management plan and risk analysis; and
- d. confirmation as detailed in paragraph 1.g.