

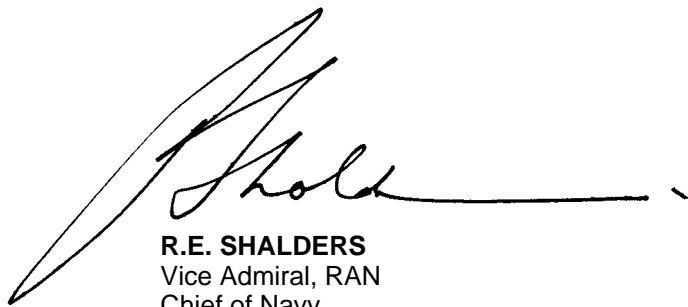


DEFENCE INSTRUCTIONS (NAVY)

Department of Defence (Navy Headquarters)
CANBERRA ACT 2600

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Defence Instruction (Navy) PERS 70–9 is issued pursuant to sections 9(2) and 9A(3) of the *Defence Act 1903*.



R.E. SHALDERS
Vice Admiral, RAN
Chief of Navy

ISSUE NO PERS 2/2006

New instruction

PERS 70–9 *Royal Australian Navy policy on sport*

Cancellation

DI(N) PERS 70–3, page 1 ISSUE NO PERS 19/96 of 3 JUL 96 (AL9) and annex A, pages A–1 to A–3 ISSUE NO PERS 13/97 of 3 SEP 97 (AL10) is cancelled (superseded by DI(N) PERS 70–9).

ROYAL AUSTRALIAN NAVY POLICY ON SPORT

INTRODUCTION

1. Sport within the Royal Australian Navy (RAN) is an important element for the development of team and individual skills. It contributes to the maintenance of physical fitness, reinforces Navy values, promotes mental and physical robustness, enhances personal wellbeing, motivates determination and reinforces the will to win. Sport further provides a medium for Navy's interaction with the other Services of the Australian Defence Force (ADF), the wider Australian community and the Defence forces of other countries. This interaction occurs in competitive settings that develop those qualities that have been recognised to be beneficial to the Navy.
2. Navy servicemen and women are strongly encouraged to participate in sport that is conducted in a safe manner with an appropriate balance of challenge, risk, cost and benefit. The conduct of sport in the Navy 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 Navy seeking to participate in sport outside of the Navy 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*.

AIM

4. The aim of this instruction is to state the Navy policy on sport.

SCOPE

5. This instruction provides policy on:
 - a. the purpose of Navy sport;
 - b. the management, governance and approval processes for Navy sport; including the roles/functions of the Navy Sports Council (NSC);
 - c. the requirements for safety and injury prevention when conducting Navy sport;
 - d. participation in Navy sport;
 - e. other issues regarding Navy sport such as funding and general administration; and
 - f. Navy-approved sports.

DEFINITIONS AND EXCLUSIONS

6. The following definitions and exclusions apply to Navy 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, and where participants are provided with a team and/or personal challenge.
 - b. **Recreational activity.** 'Recreational activity' means any activity undertaken for the purpose of exercise, relaxation or pleasure, including practice or instruction in any such activity. 'Recreational activity' does not include team or individual sport sponsored by the Navy.
 - c. **ADF sport.** ADF sport is a sport formally approved for conduct in the ADF through the Australian Defence Force Sports Council (ADFSC), in accordance with the policy set out in DI(G) PERS 14-2—*Australian Defence Force policy on sport*.

- d. **Navy sport.** Navy sport is a sport or recreational activity formally approved for conduct by Deputy Chief of Navy (DCN), following a recommendation from the NSC. All ADF recognised sports are Navy recognised sports.
- e. **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.
- f. **Contractor.** A contractor includes the successor in law, permitted assigns and, where the context so requires, the employees of a company or business.
- g. **Physical training.** The conduct of physical training involves structured and supervised fitness and training regimes related to providing the human input to Defence capabilities. Physical training usually occurs within normal working hours and may be undertaken for a variety of reasons. These include preparation for the Navy personnel to achieve/maintain personal fitness, preparation for the RAN Personal Fitness Test (PFT) or as an implicit element of preparation for approved Navy sport. In this sense, physical training may be conducted exclusive of participation in approved Navy sport, but is undoubtedly an integral conduit to safe participation in any form of sport.
- h. **Adventurous training.** The conduct of adventurous training complements but is exclusive of Navy sport. The policy for the planning and conduct of adventurous training is detailed in DI(G) PERS 14-3—*Defence Organisation Policy on Adventurous Training*.
- i. **Team sport.** A team sport is defined as a group activity where a number of players contribute to the result of a match/game.

PURPOSE OF NAVY SPORT

- 7. Participation by Navy members in sport is intended to:
 - a. enhance personal, mental and physical qualities consistent with those required of Navy personnel, in an environment that minimises the risk of injury;
 - b. enhance the level of conditioning gained through physical training;
 - c. develop cognitive skills and problem-solving;
 - d. encourage and foster the development of team spirit through participation in accessible, team-based sports;
 - e. contribute to a favourable public Navy image by demonstrating that Navy members are physically fit and well trained;
 - f. provide opportunities to represent the Navy or the ADF in representative sports;
 - g. provide an opportunity for leadership development on and off the field with the latter being through committee membership or other management positions; and
 - h. provide a medium for interaction between Navy and the wider community.
- 8. The above criteria provide the basis upon which the priority for approval and funding of Navy sports is determined. Preference for approval of a sport and the funding of that sport will be given to the more physically demanding, competitive, team-based sports with a high participation right across the Navy.

MANAGEMENT, GOVERNANCE AND APPROVAL

Navy Sports Council

9. The NSC is the custodian of sport policy within the Navy on behalf of Chief of Navy. The NSC Charter is in [annex A](#).

10. General inquiries and advice regarding the conduct of Navy sport should be addressed to the Secretary NSC via the Chief of Combat Support Group (CCSG) Secretariat on telephone (02) 9359 4459.

Navy Sports Council Focus Group

11. The NSC Focus Group comprises of the following positions:

- a. Business/Resource Manager and Secretary NSC.
- b. Officer in Charge (OIC) ADF Physical Training School.
- c. Warrant Officer Physical Trainer (NISC Fleet Base East).
- d. Staff Officer Category Sponsor Physical Trainer (PT).
- e. Chief Petty Officer Physical Trainer (CPOPT) HMAS KUTTABUL.
- f. CPOPT HMAS CERBERUS.
- g. CPOPT HMAS STIRLING.
- h. CPOPT HMAS COONAWARRA.
- i. CPOPT HMAS PENGUIN.
- j. CPOPT HMAS CRESWELL.

12. The NSC Focus Group meets quarterly to progress working level issues to achieve the NSC annual objectives.

Management and governance of sport in Navy

13. Sport is organised according to the level at which it is played. This includes 'local' competitions of approved sports which are conducted on designated sports afternoons or periods that have been authorised by unit commanders. It also includes higher level competitions in which members of the RAN participate in sport at the Navy, ADF, State, National and International levels. To meet management and governance requirements, participation in any sport at any level is subject to approval because of duty of care provisions. Guidance for approval to participate in a sport is contained within this instruction, Defence Instruction (Navy) (DI(N)) PERS 31-38—*Royal Australian Navy policy on physical fitness and instructions for the conduct of the RAN Physical Fitness Test*, and DI(G) PERS 14-2.

Military Fitness Leaders

14. The purpose of Military Fitness Leaders (MFL) is to assist PTs in delivering physical fitness, preparing and conducting sporting events and the RAN's PFT component of the RAN policy on individual readiness as outlined in DI(N) PERS 31-46—*Royal Australian Navy policy on Individual Readiness*. Unit commanders and workplace managers should work with their PTs to identify and qualify the most appropriate candidates for selection. An MFL must exhibit Navy values. While not mandatory each ship and establishment should attempt to have at least one MFL for every 75 people on Major Fleet Units and one MFL for Minor War Vessels.

Recognition of sport by the Navy Sports Council

15. The principles required for recognition of an approved Navy sport are in [annex B](#).

SAFETY AND INJURY PREVENTION

16. Injuries may occur in sporting events but they are not an inevitable result of participation. Injuries can be prevented or the risk of injury reduced by the application of appropriate intervention measures. The NSC, commanders at all levels and the relevant sport association committees are responsible for the safe conduct of training and competitions.

17. An approved Sport Safety Management Plan (SSMP) is a requisite for the initial and ongoing approval of any Navy sport. Sports' associations seeking NSC approval are to develop and maintain an NSC approved SSMP. Copies of current approved SSMPs and an SSMP template are available on the ADFSC web site (see <http://intranet.defence.gov.au/adfsc/>). The NSC will conduct spot checks of SSMPs to ensure that they remain relevant. Any SSMP found to be out-of-date will result in funding being removed from that sport/association.

18. Navy personnel already have access to medical and dental care as a condition of service. Approval to participate in a sport, when given by a Commanding Officer (CO) 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 need to be cognisant of these costs and liabilities when approving, or seeking to approve involvement in non-recognised sports.

19. All organisers of Navy sporting activities are to be cognisant of the Defence Injury Prevention Program (DIPP). The aim of DIPP is to train local staff in developing and implementing a structured system for injury surveillance and prevention. DIPP has been developed in consultation with the Defence Safety Management Agency and complements the existing occupational health and safety systems. The focus is on prevention of injury during sport, physical training and other forms of military training. A template of the DIPP can be found at <http://defweb.cbr.defence.gov.au/dpedipp/>.

PARTICIPATION IN SPORT

20. With the exception of ships actually 'at sea', COs and OICs should provide the opportunity for all members in their units to participate in **at least five hours of sport or fitness training per week**. This will require a degree of coordination to ensure that this privilege is not abused.

Approval to participate in sport

21. Authority for approval to participate in sport within the guidance given in this policy lies with the member's CO and the chain of command to Navy Headquarters. Details are contained in DI(G) PERS 14-2.

- a. **Approval for approved sport.** A CO should give due consideration to the individual member's duties, personal circumstances and medical restrictions, prior to approving participation in sport. If there is any doubt about a member's physical fitness, COs are not to give the member approval to play in a match/fixture. If a member participates in a Combined and/or National Service Sport activity, the request form, located in [annex C](#), must be completed.
- b. **Participation in approved sports in a civilian club/competition.** Participation in a civilian club/competition is to be approved by the CO and the request approval retained by the unit/ship.
- c. **Participation in other than approved sports.** The CO cannot authorise a member's participation in any non-approved ADFSC/NSC sport. However if there is any doubt COs are to seek the guidance (and approval in exceptional circumstances) from the Chairman of the NSC (CCSG).
- d. **Recording of approval.** Approval for personnel to participate in sport other than an approved ADFSC/NSC sport is to be formally recorded and held by the NSC Secretary.

- e. **Navy Reserve (NR) members.** COs may permit NR personnel to participate in sporting activities, having considered budget/resource restrictions and the limited time a NR member has available to serve in a given year. NR members should not be considered for RAN representative teams if they have served less than 20 days per year (the Director-General Navy Personnel and Training, *Naval Reserve Management Business Rules*, Version 4 refers). Given these limitations, COs may decide:
- (1) not to allow participation in a sporting activity in order to meet core employment and capability priorities;
 - (2) to approve voluntary, unpaid attendance that allows the member to be eligible for compensation arising from injury; or
 - (3) to approve paid attendance utilising their ship/unit's allocation of Reserve Training Salaries.
- f. **APS employees.** Defence APS employees can participate in local level sporting activities (as defined in DI(G) PERS 14-2, annex B, appendix 1) at the discretion of the CO. The Defence Reference Book (DRB) 19—*Defence Workplace Relations Manual* (DWRM), chapter 7—'Participation in Australian Defence Force Activities'—provides policy guidance on the considerations that apply when determining whether a Defence APS employee may participate in any of the various levels of ADF sporting activities. Additionally, the participation of a Defence APS employee must be approved by the organisation or association responsible for the control and coordination of the particular sport at the level being played.
- g. **Non-Defence APS employees/civilians.** APS staff who are not employed by the Department of Defence are not to participate as competitors at any level of Navy sport.
- h. **Contractors.** Contractors are not to participate as competitors at any level of Navy sport.
- i. **Duty status and compensation.** Defence personnel who are authorised to participate in sport within the terms of this instruction are classified as 'on duty', subject to any applicable exclusions. It should be noted, however, that authorisation as 'on duty' status does not guarantee any future compensation claims.

22. Navy personnel are not permitted to participate in any sport unless they are currently in date with their RANPFT. This is to ensure that the member is physically fit to play their chosen sport and reduce the risk of injury.

Participation in sport without approval

23. Members participating in any sport without Command approval do so at their own risk. Personnel must be aware that the Navy may not cover them for compensation, public liability or income protection whilst participating in other than approved Navy 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.

Provision for elite sport participation

24. In some circumstances potential benefit to the ADF is possible when an individual participates in a sport at the elite level. Elite sports participants may require additional support such as special posting considerations, additional leave provisions for attending training and special rationing. Navy Headquarters (DCN), through the NSC, is the approving authority for the support of elite sports participants. On request DCN will decide upon the provision of support and authorise the NSC to advise the ADFSC, the unit and the member.

FUNDING

25. Navy provides limited financial support to Navy-recognised sports and sporting competitions. Applications for assistance vide non-public funds are to be requested by 14 May annually to the Secretary NSC using the pro forma in annex D, [appendix 3](#). The NSC will determine funding levels. 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.

26. All sporting bodies are to submit an expenditure return shown in annex D, [appendix 4](#), to the Secretary NSC by 30 September, 31 December, 31 March and 30 June providing specific expenditure details of non-public funds provided by the NSC. Funding criteria for Navy-approved sports are in [annex D](#).

Garrison support for the conduct of sport

27. Corporate Services and Infrastructure Group or the CO provides Garrison support for authorised sporting activities conducted on a Service establishment. Individuals may be required to meet costs not covered by public monies without recourse to reimbursement. The level of support that may be provided is outlined in DI(G) PERS 14–2, annex J.

Members contributions

28. Participation in lengthy or costly sporting activities with Navy support and assistance may be conditional upon a contribution from the member, at a level to be determined by the appropriate sport association. A reasonable balance between welfare, public and personal funds should be maintained. There should be no expectation by a member for funding assistance through the relevant sport association. Members participating in approved Navy sport at all levels continue to receive pay and pay-related allowances.

29. Only the incidental rate of travelling allowance is payable for duty travel undertaken whilst involved in Navy-approved sport. No meal or accommodation allowance is payable—Service accommodation is to be used.

Sponsorships

30. Private sector sponsorship of sporting club activities is part of the Navy culture. Generally, there should be no concern about the type of sponsorship identified in this paragraph except where:

- a. approaches to private sector organisations could be perceived as an attempt to exert pressure to provide donations and where a refusal could be seen to prejudice relations with the Navy,
- b. the provision of sponsorship could be seen as giving some organisations preferential access or status with the Navy, or
- c. there could be a real and apparent conflict of interest.

31. Where these circumstances exist, private sector sponsorship should not be sought nor accepted. COs are to review sponsorship arrangements regularly (at least once per year) to ensure that sporting club sponsorship arrangements conform to this guidance.

32. Further reference to sponsorship is in [annex D](#).

Administration

33. To apply and maintain recognition as a Navy sport, the NSC requires that the sporting body must continue to apply the principles specified in this instruction. From time to time, the ADFSC or NSC may issue guidelines or require reports to establish that a sport meets the specified requirement.

Contact details

34. Comment/inquiries on the content of this instruction should be directed to the Business Resource Manager Navy Sports Council, Navy Indoor Sports Centre, Wylde Street, POTTS POINT NSW 2011, telephone (02) 9359 2401 or facsimile (02) 9359 2407.

Related publications

DI(G) PERS 14-2—*Australian Defence Force policy on sport*

DI(G) PERS 25-2—*Employment and voluntary activities of Australian Defence Force Members in off-duty hours*

DI(G) PERS 14-3—*Defence Organisation Policy on Adventurous Training*

DI(N) PERS 31-38—*Royal Australian Navy policy on physical fitness and instructions for the conduct of the RAN Physical Fitness Test*

DI(N) PERS 70-5—*Inter-Service Sports—RAN Central Canteen Fund Allocation*

DI(G) PERS 25-6—*Conflict of Interest and Acceptance of Offers of Gifts and Hospitality*

DRB 19—*Defence Workplace Relations Manual (DWRM)*

Annexes:

- A. [Charter of the Navy Sports Council](#)
- B. [Navy Sports Council principles](#)
- C. [State and National Service Sport Participation Request](#)
- D. [Criteria for funding Navy-approved sports—sources of funding for Navy sport](#)
- E. [Initial Recognition as a Navy-approved sport](#)
- F. [Ongoing recognition as a Navy-approved sport](#)
- G. [Navy sporting colours](#)

Sponsor: CCSG

CHARTER OF THE NAVY SPORTS COUNCIL

Title

1. The title of the council is the Navy Sports Council (NSC).

Role of the Navy Sports Council

2. The role of the NSC is to implement Australian Defence Force (ADF) policy on sport within the Royal Australian Navy (RAN) through the organisation, funding and implementation of sport and sporting carnivals that enhance Navy values.

Membership

3. Chief of Combat Support Group, Chairman—responsible to the Chief of Navy for the implementation of ADF policy on sport within the RAN through overseeing the activities of the NSC. In doing so, the Chairman leads the NSC in contributing to the Naval Personnel and Training Organisation's Human Resources Management Strategy for the Navy.

4. Executive Directors and responsibilities:

- a. **Director Sailors' Careers Management**—ADF Sports Council representative.
- b. **Chief Staff Officer (Support), Maritime Headquarters**—Maritime Command representative. Responsible to the Maritime Commander Australia for sports policy and the implementation of sport in HMA Fleet.
- c. **Commanding Officer, HMAS CERBERUS**—Navy Systems Command (NSC) Victorian Area and Training Authority—Logistics representative. Responsible to the Commander Australian Navy Systems Command for sports policy and the implementation of sport in shore establishments.
- d. **Commanding Officer, HMAS KUTTABUL**—NSC Sydney Area representative and convenor of major RAN sports events.
- e. **Commanding Officer, HMAS ALBATROSS**—Maritime Command Shoalhaven Area representative.
- f. **Commanding Officer, HMAS CRESWELL**—NSC Shoalhaven Area and Training Authority—Initial Leadership and Management representative.
- g. **Commanding Officer, HMAS WATSON**—NSC Sydney Area and Training Authority—Maritime Warfare representative.
- h. **Commanding Officer, HMAS PENGUIN**—NSC Sydney Area representative.
- i. **Commanding Officer, HMAS WATERHEN**—NSC Sydney Area representative.
- j. **Commanding Officer, HMAS CAIRNS**—Maritime Command North Queensland representative.
- k. **Commanding Officer, HMAS COONAWARRA**—NSC North Australia representative.
- l. **Commanding Officer, HMAS STIRLING**—NSC Western Australian representative.
- m. RAN Central Canteens Board representative.

5. **Non-Executive members:**

- a. **Resource/Business Manager and Secretary**—Appointed by the Chairman after appropriate consultation with a quorum of Executive Directors. Responsible to the Chairman for the procedural management, implementation and financial administration of Navy sport.
- b. **Operations Manager**—Warrant Officer Physical Trainer. Responsible to Chairman for coordinating the efforts of senior RAN Physical Training staff nationally to enhance the contribution of sport to improving Navy capability.

Governance roles

6. Implement and oversee ADF policy on sport within the RAN.
7. The Charter objectives will be achieved through strategic guidance provided by the NSC, endorsed by the Chief of Navy Senior Advisory Committee and facilitated through unit commanders. Specifically, the NSC will undertake the following duties:
 - a. Coordinate Maritime Command and NSC efforts to facilitate two major sporting activities periods of at least five working days each during the calendar year. These periods are to be designated Sporting Exercise One and Two (SPORTEX-ONE/TWO) and will focus on providing opportunities for Maritime Command units and NSC establishments to compete in team sports, participate in sporting carnivals and contest major RAN sporting trophies.
 - b. Independently of SPORTEX ONE/TWO, ensure that appropriate team and individual (athletics/cross country/swimming) sporting activities are locally arranged/conducted to complement the physical fitness requirements for Individual Readiness.
 - c. Provide organisational policy for the conduct of sport within all RAN establishments.
 - d. Oversee an RAN sports budget to enable teams and individual personnel to participate in local area SPORTEX competitions and ADF sponsored sporting carnivals. This includes a review of annual budget estimates, endorsement of budget allocations and monitoring expenditure against budget phasings, noting that Inter-Service and ADF national level sports are to be funded in accordance with Defence Instruction (General) (DI(G)) PERS 14-2—*Australian Defence Force policy on sport*.
 - e. Allocate funding to the various RAN sporting bodies after due consideration of business plans of these bodies.
 - f. Maintain a five-year rolling program for budget, organisational and planning purposes.
 - g. Maintain a Public Relations Strategy, including promulgation of the NSC role.
 - h. Provide a report to Chief of Navy by 01 December of each calendar year, providing outcomes for that calendar year and the intended program and strategies for the following year.

Meetings

8. The NSC is to meet quarterly to ensure that its Governance roles are met.

NAVY SPORTS COUNCIL PRINCIPLES

1. Sport has always been a key component of Service life in the Navy. The Navy Sports Council (NSC) was established to continue the evolution of Navy sport and therefore will contribute to the maintenance and development of sport policy for the Royal Australian Navy (RAN), as well as foster the growth of Navy sport. The NSC will be guided by the provisions of Defence Instruction (General) (DI(G)) PERS 14-2—*Australian Defence Force policy on sport* and Defence Instruction (Navy) PERS 31-38—*Royal Australian Navy policy on physical fitness and instructions for the conduct of the RAN Physical Fitness Test* when authorising and managing single Service sports activities undertaken by Navy personnel.

Principles

2. The NSC will support participation of Navy personnel in sports that accord with the objectives and criteria listed in DI(G) PERS 14-2, annex C. In addition, the NSC will consider recognition as a Navy sport those sporting activities that adhere to the following principles:

- a. All sporting activities and events are managed in accordance with standard or recognised business practices.
- b. Any associated club or membership provisions are applied to ensure the long-term sustainability of the sport.
- c. Activities are controlled as safely as possible with a Sport Safety Management Plan promulgated and approved by the NSC prior to the activity being conducted.
- d. Sporting activities and events contribute to a positive or favourable impression of the Navy and its members.

Approvals processes

3. In considering an activity for recognition as an approved Navy sport, these principles will be assessed by the NSC through examination of evidence including the following supporting documentation:

- a. a risk plan including:
 - (1) a 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. a suitable business plan addressing the:
 - (1) planning, conduct and evaluation methodologies suitable for the activity;
 - (2) composition of a management committee commensurate with the scale of the activity;
 - (3) processes for audit reports and associated mechanisms; and
 - (4) accounting procedures in accordance with Defence Instructions.
- c. the capacity of the organisation or club to control activities such as:
 - (1) adoption of the official rules of the host sport;
 - (2) use of licensed umpires/referees;
 - (3) authorised/licensed drivers for motorised activities;

- (4) emergency/safety guides; and
 - (5) appropriate security measures.
- d. an assessment of the impact the sport will have on promoting a positive image for the Navy.
 - e. where applicable, proposed arrangements to manage corporate sponsorship whilst ensuring compliance with existing Australian Defence Force (ADF) policy.
 - f. an implementation plan for initiatives such as training programs and performance evaluations that enhance and promote safe participation in the activity (eg Smart Rugby program for Rugby Union players).
4. Submissions for the recognition as an approved Navy sport are to address all criteria in [paragraph 3](#). Requests are to be submitted to the Secretary NSC through the Chief of Combat Group's Secretariat at Maritime Headquarters ((02) 9359 4459). These will be considered by the Council for recognition and may be considered for sponsorship at the ADF level if the strength of the submission also meets the ADF criteria.

STATE AND NATIONAL SERVICE SPORT PARTICIPATION REQUEST

This form must be completed prior to participation in Combined/National Service sport. The member must ensure that a completed copy of this form is placed on their personal file and a copy given to the Physical Training (PT) staff for filing.

Member's details: *To be completed by requesting member.*

Surname: Initials: Rank/Rate:

PMKeys No: Unit: Contact No:

Sport/activity to be played:

Dates and location of events:

History of participation in nominated sport:.....

Approval check off list: To be signed by authorised personnel.

Regulator recommendation: RECOMMENDED/NOT RECOMMENDED

Name: (print) Sign: Date:

Head of Division approval: APPROVED/NOT APPROVED

Name: (print) Sign: Date:

Medical recommendation: RECOMMENDED/NOT RECOMMENDED

Medical readiness: Ready/Not Ready

Medical restrictions:

Name: (print) Sign: Date:

Note: *To be signed by an Medical Officer or Medical Senior Sailor.*

Physical trainer (PT) recommendation: RECOMMENDED/NOT RECOMMENDED

Annual PFT readiness: Ready/Not Ready

Authority for participation: (signal/administration instruction/email): Yes/No

Reference:

Has member been given all event details? Yes/No

Is member aware of responsibilities of representing the Navy?

(in accordance with this instruction and DI(G) PERS 14-2? Yes/No

Has a completed copy of this form been placed on gym file? Yes/No

Has a Form PY 82—*Travel Requisition/Order* been completed? Yes/No

PT Name: (print) Sign: Date:

Member to sign that all information above is true and correct.

Name: (print) Sign: Date:

Commanding Officer approval: APPROVED/NOT APPROVED

Name: (print) Sign: Date:

CRITERIA FOR FUNDING NAVY–APPROVED SPORTS—SOURCES OF FUNDING FOR NAVY SPORT

Introduction

1. The Navy accepts that member's participation in sport is generally beneficial to both the member and the Navy. Navy contributes to this by allowing personnel to participate in sport with no change to their pay entitlements. On the basis of mutual benefit, commitment and shared responsibilities it is expected that those privileged members who are able to participate in sporting events make a contribution towards their participation in their sport. Personnel should not, as a matter of course, expect that travel and commercial accommodation be paid from the public purse. Whilst Commanding Officers (CO) may exercise discretion, public funding for individuals participating in sport will normally be restricted to the incidental rate of travelling allowance only. Furthermore, the responsibility for personal clothing and equipment would normally be the responsibility of the member. Whilst there are avenues for requesting financial assistance for sporting teams, as described below, alternate funding streams should be pursued including sponsorship from industry and general fundraising activities. Additionally, Navy sports associations may seek a membership and/or participation fee from members for their involvement in their respective sport.

Corporate Services and Infrastructure Group

2. Base Service Managers of Local Commands are funded to provide support for the provision of sporting equipment, umpires/referees and sports facility hire.
3. Funding for travel incidentals is to be submitted to CO through the local sporting body organiser.

Commercial sponsorship

4. 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.
5. Where groups or individuals are able to access commercial sponsorship, in all cases, requests for approval are to be submitted to the Navy Sports Council (NSC) vide the form in appendix 1. The Secretary NSC will maintain copies of all approved agreements on register available for public scrutiny.
6. **Requests for individual sponsorship.** Requests for individual sponsorship are to be forwarded to the NSC. Elite sports persons who compete at a minimum of state level regularly make such requests. The information requirements in [appendix 2](#) of this annex are to be included in the application, plus any special considerations that would assist the NSC in its deliberations.
7. **Disclaimer.** Members of the Navy who gain commercial sponsorship are to ensure that all parties are aware that sponsorship is accepted on the basis that the Navy in no manner endorses the respective company's products or services. Those respective products 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.

Navy Sports Council funding

8. **Funding bands.** The NSC, receives funds received from the RAN Central Canteens Fund (refer Defence Instruction (Navy) PERS 70–5—*Inter-Service Sports—RAN Central Canteen Fund Allocations*). These funds will be allocated to approved Navy sports and activities annually. Given that the availability of funds and requests from individual sports 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 sport satisfying the criteria contained in [appendix 3](#) of this annex.
9. A sport that satisfies all the criteria will be placed in the highest funding band and will consequently receive a larger proportion of available funds than a sport that satisfies fewer criteria. Applications by sports to the NSC to change their funding band must address these criteria and will be approved only on the basis of this.

10. Sporting bodies are to submit an expenditure return to the Secretary of the NSC by September, 31 December, 31 March and 30 June each year in accordance with the pro forma in [appendix 4](#) of this annex.

Appendixes:

1. [Standard sponsorship request form](#)
2. [Funding submission to the Navy Sports Council](#)
3. [Funding criteria](#)
4. [Navy Sports Council expenditure return](#)

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

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Signature

Note: The original of this document is to be lodged with the Navy Sports Council. A copy is to be forwarded to the sponsor.

FUNDING SUBMISSION TO THE NAVY SPORTS COUNCIL

1. The following pro forma is to be completed for all funding requests from the Navy Sports Council (NSC):

Sport		
Bank Details	Name of Bank:	
	BSB	Account No:
Patron	(Rank, name, position, contact number, email)	
President	(Rank, name, position, contact number, email)	
Secretary	(Rank, name, position, contact number, email)	
Contact officer for submission	(Rank, name, position, contact number, email)	

Submission

(The submission should include comment on how the funding requested supports the objectives listed below).

Details	Link to five-year business plan	Funding request

Priority Substantiation

a. Improves physical fitness	
b. Encourages esprit de corps	
c. Presents personal and/or team challenges	
d. Development of the sport	

Phasing details for funding requested. Enter the funds required for each quarter. Funds allocated will be transferred to nominated bank account quarterly in accordance with phasing request.

July–September	October–December	January–March	April–June
\$	\$	\$	\$

Brief synopsis of previous submission and grant received—for last four financial years. **Include details of usage to the development of the sport.**

Year	Grant	Synopsis

Disclosure of alternative funding. Provide details of funding requested from public funds and sponsorship

Funding Authority	Amount	Details

Where funding request is for an item that should be met from public funds (note [annexes A, B and C](#) for details)—provide comment on why this funding was not provided.

Details

NSC Use Only

Total funds requested \$	Remarks
Total funds approved for allocation \$	

FUNDING CRITERIA

Introduction

1. There is no automatic or standard entitlement to Navy funding through the Navy Sports Council (NSC). Resource constraints, extent of other demands and Navy priorities determine the level of support available each year. Subject to advice on funds availability, and in response to formal submissions by individual sports' administrators, the NSC annually determines the level of funding for each sport. The level of 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. Sixty per cent of the funds available for NSC distribution are allocated on the basis of each sport's overall percentage satisfaction rating against the purpose for Navy sport. That is the sport:

- 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 Plan and risk assessment;
- d. is focused on a group of people playing a team sport that encourages and fosters the development of esprit de corps;
- e. is accessible to a broad cross section of the Navy 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 image of the Navy.

3. The percentage satisfaction rating is then graded as a band. The bands range from 0 (less than 50 per cent) to 5 (90–100 per cent). Sports that receive a band of 0 will be allocated the minimum amount whilst sports in Band 5 will receive the maximum.

Additional funding criteria

4. Forty percent of the funds available for NSC distribution are allocated on the basis of each sport's ability to satisfy four additional criteria. These are:

- a. **Number of participants.** Recognition and funding of Navy sports associations is based on the number of Navy members participating in their sport. The NSC 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 Navy, and by members of all ages, are preferred.
- c. **Accessibility.** Sports that are available to most personnel in Navy 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.

5. On the basis of additional funding, sports will then be graded into bands from 0–4. Sports that do not satisfy any of the criteria will not receive any additional funding, while sports that satisfy all criteria will be graded as Band 4 and will receive the highest level of additional funding. Sports that satisfy three of the criteria will be placed in Band 3 and so on.

6. The NSC will advise the sports management organisations of the disbursement of funds.

INITIAL RECOGNITION AS A NAVY–APPROVED SPORT

1. Sports clubs seeking recognition as a 'Navy-approved' sport are to make a written submission to the Navy Sports Committee (NSC), through their local NSC representative (see [annex A](#))—local representatives are nominated at the list of NSC Executive Directors. The objectives and criteria applicable to such submissions are detailed below, while additional guidance on the principles to be addressed in the submission is in [annex B](#).

2. The NSC will assess all submissions for recognition in accordance with the similar guidelines to those used by the Australian Defence Force Sports Council for assessing proposals for 'Australian Defence Force–approved' sports. The guidance for NSC recognition is identified in the objectives and criteria detailed below.

Objectives

3. A sport seeking 'Navy-approved' recognition must demonstrate the degree to which it meets the following objectives that:

- a. improves physical fitness;
- b. encourages teamwork and esprit de corps;
- c. presents acceptable risk of injury, based on associate preparation and support processes;
- d. presents personal and/or team challenges;
- e. inculcates the personal, mental and physical qualities implicit in Navy values and consistent with those required of 'Individual Ready' Navy personnel employed in operational roles;
- f. provides members with the opportunity to represent their unit and Navy; and
- g. contributes to a favourable corporate Defence image by demonstrating that Navy members are physically fit and well trained and team focussed.

Criteria

4. Having met the above objectives, the nominated sport must:

- a. have a patron;
- b. have a representative management committee (comprising, at least a president, secretary and treasurer) which is able to carry out the administrative requirements of this instruction;
- c. have a constitution;
- d. have appropriate sports safety management and risk management plans;
- e. allow members of the sport to participate in a regular organised competition, at least at inter-club level; and
- f. promote a positive public image.

ONGOING RECOGNITION AS A NAVY-APPROVED SPORT

1. To achieve ongoing recognition as a Navy-approved sport, each approved sport is required to provide a report to the Navy Sports Council by 08 June each year. The report is to include:
 - a. an audited financial statement;
 - b. a general report providing outcomes over the past 12 months and is to include a discussion on player development, player numbers, representative and elite players, new initiatives, serious injuries, budget and the intended program and strategies for the following year;
 - c. a copy of the minutes of the latest annual general meeting;
 - d. a copy of the current Sport Safety Management Plan; and
 - e. details of any sponsorship received.

NAVY SPORTING COLOURS

1. The colour and design combinations articulated in this annex are allocated to Royal Australian Navy Major Fleet Units, Minor War Vessels and shore establishments, noting that representative teams from Maritime Command will wear royal blue and gold, while Navy Systems Command (NSC) will wear maroon and dark blue. Details of the design of these representative sports uniforms may vary depending on the type of sport being played.
2. The colour of playing shorts (navy, blue, black, white or a colour matching the predominant colour of their allocated uniforms) will be left to the discretion of Commanding Officers (CO). The ship's badge may be worn on the left breast or the ship's name on the chest, if desired. The colour of playing numbers will also be left to the discretion of CO, as appropriate to the uniform colour.
3. Sporting colours are administered by the Navy Sports Council (NSC), in consultation with the Maritime Commander Australia for Fleet units/Fleet establishments and the Commander Australian Navy Systems Command for NSC units. In so doing the NSC is responsible for the allocation of, and subsequent amendments to individual ships' sporting colours. Any ship brought forward from reserve, commissioned at a future date or desiring to amend its allocated colours is to apply to the NSC through their local NSC representative (see [annex A](#) for the list of local NSC representatives).
4. Authorised sporting colours are to be worn for all intra-Service events. Alternate sporting outfits that have been donated by affiliated organisations or sporting clubs may be worn for events with civilian sports organisations at the CO's discretion.

COLOURS AND DESIGN COMBINATIONS

HMA Ship/ establishment	Jumpers	Socks
ADELAIDE	Light blue with navy blue vee	Navy blue
ALBATROSS	Navy blue and white	Navy blue with white hoops
ANZAC	Myrtle collar, gold, white and black hoops	Myrtle 22 mm bands with black bottom section
ARMIDALE	to be advised	to be advised
ARUNTA	Black and orange horizontal stripes	Black and orange horizontal stripes
BALLARAT	Navy blue and white with gold trim	Blue and white
BALIKPAPAN	Navy blue and gold	Blue and gold
BETANO	Gold	Gold with white tops
BRUNEI	Green with 2 x 50 mm white hoops	Green
BENDIGO	Black with white piping	Black
BUNBURY	Royal blue	Royal blue
BENALLA	White with royal blue sleeves and red ship's crest	Royal blue
BANDICOOT	Brown and white	White
CAIRNS	White with maroon collar, maroon sleeves with two white bands at cuffs, ship's crest	White and maroon
CANBERRA	Sky blue with maroon collar, white numbers, ships crest	Sky blue and maroon hoops
CERBERUS	Navy blue with white trim	Navy blue with white hoops
COLLINS	Black with ship's crest and black dolphins	Black
COONAWARRA	Royal blue with gold lightening bolt on front	Gold and blue hoops

HMA Ship/ establishment	Jumpers	Socks
CRESWELL	Black and white hoops	Black with white tops
CESSNOCK	White	White
DARWIN	Ochre, black and white	Ochre, black and white
DECHAINEUX	Yellow, blue and white	Yellow blue and white hoops
DIAMANTINA	Gold and black halves	Gold with black tops
DUBBO	White with black vee	Black with white tops
FARNCOMB	Emerald green, white and navy blue 80 mm hoops	Navy blue and emerald green hoops
FREMANTLE	Navy blue, white, red and green harlequin pattern	Navy blue, white, red and green
GASCOYNE	Green and white quarters	Green with white tops
GAWLER	Red with white vee	White
GEELONG	Green	Green with white hoops
GERALDTON	Gold with one broad black hoop	Gold with black tops
GLADSTONE	White with red vee	Red with white tops
HARMAN	Light blue with white trim	Light blue with white tops
HUON	Red, royal blue and yellow	Red, royal blue and yellow
HAWKESBURY	Red and green	Red and green
IPSWICH	Maroon with white vee	Maroon with white tops
KANIMBLA	Navy blue with bottle green horizontal stripes	Blue and bottle green hoops with red trim and gold tops
KUTTABUL	Dark green	Dark green with white tops
LABUAN	Dark blue, yellow collar, yellow vee and yellow cuffs	Dark blue and yellow
LAUNCESTON	Black with gold vee	Black with gold tops
LEEWIN	White, navy blue and maroon hoops	Maroon and white hoops
MANOORA	Dark blue and light blue hoops	Dark blue and light blue hoops
MARITIME COMMAND (FLEET)	Royal blue with gold hoops	Royal blue with gold hoops
MELBOURNE	Navy blue, red vee and collar	Red
MERMAID	Navy blue, red and white	Navy blue
MELVILLE	Black and gold hoops	Black and gold hoops
NAVY SYSTEMS COMMAND	Maroon and navy blue quarters	Maroon and navy blue hoops
NEWCASTLE	Reflex blue with red panel at top of chest and back, red stripes below, reflex blue collar and one red stripe down sleeves	Reflex blue with two red hoops
NORMAN	Red	Red and black hoops
PENGUIN	Mottled black and white splashes/ streaks with silhouetted penguin, ship's crest	Black and white
PARRAMATTA	Blue and yellow vertical stripes	Blue and yellow
PERTH	Gold with black shoulders and narrow bands of black and gold, black swan emblem	Black with gold piping around tops

HMA Ship/ establishment	Jumpers	Socks
PALUMA	White, broad royal blue band	White with royal blue tops
RANKIN	Navy blue and yellow	Navy blue
SHEEAN	Green top, yellow midriff and blue bottom	Green and blue
STIRLING	Sky blue and white vertical stripes, red Scottish lion on chest	Sky blue with white tops
STUART	Red and green horizontal stripes, white collar, black shorts	Red and green hoops
SUCCESS	White with red collar and cuffs, red ship's crest	Red and white hoops
SIRIUS	to be advised	to be advised
SYDNEY	Royal blue with 2 cm straw gold hoops 8 cm apart	Royal blue and straw gold
SHEPPARTON	Royal blue, four gold hoops on sleeves and midriff, gold collar	Royal blue with gold bands
TOBRUK	Green with gold and white hoops, white numbers	Green with two gold hoops
TARAKAN	Maroon and gold	White, maroon and gold
TOOWOOMBA	Purple and gold	Black
TOWNSVILLE	Navy blue with white vee	Navy blue with white hoops
WARRNAMBOOL	Green with white vee	Green with white hoops
WALLER	Green with gold vee	Green
WARRAMUNGA	Gold lightning bolt from the right shoulder to left hip separating red ochre (upper) and royal blue (lower) sections	Red ochre
WATERHEN	Gold with one broad black band	Gold and black hoops
WATSON	Royal blue and white hoops	Royal blue and white hoops
WESTRALIA	Emerald and black harlequin, gold numbers	Black and gold
WEWAK	Purple and black	Black
WALLAROO	Navy blue, red and white	Navy blue, red and white hoops
WHYALLA	Maroon	Maroon with gold tops
WOLLONGONG	Light blue with white vee	Light blue and white hoops
YARRA	Black and white vertical stripes	Black with white tops