



**AUSTRALIAN SERVICES
AUSTRALIAN FOOTBALL ASSOCIATION**

**ASafa/OUT/2008/005
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Headquarters 17 CSS Brigade
Randwick Barracks
Randwick NSW 2031

See Distribution

ADMINISTRATIVE INSTRUCTION

**AUSTRALIAN RULES FOOTBALL MATCH BETWEEN WOMEN'S ADF
NATIONAL AFL TEAM Vs VICTORIAN DEVELOPMENT TEAM AT MCG ON 9
AUG 08**

References:

- A. DI (G) PERS 14-2 ADF Policy on Sport
- B. Draft Sports Safety Management Plan for Australian Rules Football of 07 Dec 01 (<http://defweb2.cbr.defence.gov.au/dpedhs/products/sportssafety/>)+
- C. AFL Memorandum specifying arrangements for the Curtain Raiser at the MCG to be played on 9 Aug 08 match dated 22 Jul 08

General

1. The ADF National Women's Australian Rules Football Team (the All-Stars) is to play a match against a Victorian Development team at the Melbourne Cricket Ground (MCG) on 09 Aug 08. The match is to be played as a curtain raiser to the St.Kilda v Collingwood Australian Football League (AFL) fixture match. This match represents the pinnacle of accomplishment for the All-Stars, as it is the highest level of representation a footballer can achieve in the ADF. The significance of the match being played on the MCG, and the profile of playing the match prior to an AFL match represents a significant public relations opportunity for ADF football.

Aim

2. The aim of this instruction is to detail the administrative arrangements of this activity in order for its conduct to be successful.

Overview

3. The activity period is from 06 Aug 08 to 10 Aug 08. The activity period includes the ADF All-Stars training camp leading to the match, the conduct of the game and the RTU of all players and officials.

Appointments and Responsibilities

4. **Appointments.** The appointments for the conduct of this activity are:
 - a. Activity Sponsor – BRIG D. Saul – ASAFA Chairman;
 - b. Activity Coordinator – MAJ J. Weaver – ASAFA Executive Officer;
 - c. Sponsorship Coordinator – LT D. Kul;
 - d. Communications and PR – Mr Mike Weaver;
 - e. Team Coach – WO2 J. Saunders; and
 - f. Team Manger and Asst Coach – CPO Rohan Jennings
 - g. Umpire Coordinator – WO2 C. Baker.
5. All appointments are to ensure the safe and responsible conduct of the activity with particular consideration to the guidelines articulated in Refs A and B.
6. **Responsibilities.**
 - a. Activity Sponsor. The activity Sponsor has executive authority and is responsible for the oversight of the activity.
 - b. Activity Coordinator. The activity Coordinator is the ASAFA manager for the activity and is responsible for the following:
 - i) Liaison with the AFL project management groups. Mr Dean Warren is the Event Manager for the AFL and is the key point of contact for the match.
 - ii) Coordination and conduct of the activity.
 - iii) Financial management of the activity.
 - c. Communications and PR. Responsibilities include:
 - i) Communications and PR liaison with the AFL.
 - ii) Liaison with internal to Defence organisations to effect the communications and PR plan.
 - d. Team Manager. The Team Manager is responsible for:
 - i) The administration of the All-Stars, including accommodation, transport, support staff arrangements and team management.
 - ii) The appointment of timekeepers and interchange officials.

- e. Umpire Coordinator. The Umpire Coordinator is responsible for:
- i) The administration of the umpires. Where possible, in order to achieve efficiencies, administrative support should dovetail in with the All-Stars arrangements.
 - ii) Ensuring that the ADF is represented well with appropriately qualified umpires for the match. This includes main, boundary and goal umpires.

All-Stars Team Arrangements

7. **Training Camp.** Members are to arrive at Simpson Barracks NLT 1630 h on Wed 06 Aug 08. The team is to be met and supervised by the Team Coach and Manager. Members are considered to be “on duty” for the period of the activity. Players and officials are to be accommodated and rationed at Simpson Barracks from the evening meal on Wed 06 Aug 08 until breakfast Sun 10 Aug 08 (inclusive).

8. A training session with an AFL coaching representative is likely for Thu 07 Aug 08. Details TBC by the Activity Coordinator. All other aspects relating to the training of the All-Stars is the responsibility of the Senior Coach. The Senior Coach is to liaise with the Activity Coordinator for the administrative requirements relevant to the training camp.

9. **Uniforms.** The Activity Coordinator is responsible for the purchase and supply of team uniforms, including players, officials and umpires. Uniforms include on-field and off-field uniforms. All activity participants are to be appropriately attired throughout the activity so as to maintain the professional image of the ADF. Uniforms will include sponsors logos as well as the ADF logo on all garments.

Umpires Arrangements

10. The AFL has requested ASFA provide the full suite of umpires for the match. The Umpire Coordinator is to select the squad and is responsible for all administrative action in regard to movements, accommodation, rationing, uniforms etc for the game. Under the direction of the Umpire Coordinator, umpires are to conduct a training camp and where possible, liaise with the AFL umpires group for development training. The administration of the umpire group is to be centrally coordinated by the AC. Combined training and social activities with the All-Stars team will be by mutual agreement between the Senior Coach and Umpires Coordinator.

Match Day

11. Vide ref A, the AFL have provided a full run sheet for the activity which has been provided to the Team Coach and Manager. The All-Stars v Vic Dev Team match will commence at 1630h and conclude at 1815h. The game consists of four 20 minute quarters. The match will be conducted under AFL rule guidelines.

Medical Arrangements.

12. All ADF participants will utilise the medical facilities available at Simpson Barracks for the duration of the activity. A defence strapper, medic and physio will be available to the players in preparation and on match day. The AFL has advised that St.John first aid staff are in attendance and that an ambulance is in location if required. In consultation with the Activity Coordinator, the Team Manager is responsible to ensure a suitable quantity of sports and first aid supplies are available for the duration of the activity.

Transport

13. Transport arrangements are to be coordinated by the Coach and Team Manager in consultation with the Activity Coordinator.

Other Arrangements

14. **Sponsors.** ASAFA sponsors will be invited to attend the game. The Sponsorship Coordinator will arrange for invitations to be sent to the sponsors and will also be responsible for hosting and coordinating all matters to do with the sponsors.

15. **Service Newspapers.** The PR Offr is to ensure an article on the game is presented for the defence newspapers.

16. **Activity Budget.** The budget for the activity is \$15k. The Activity Coordinator is to make every endeavour to keep costs down and provide a detailed reconciliation to the Chairman and Treasurer on completion of the activity.

Conclusion

17. This match between the ADF All-Stars and a Victorian Women's Development Team is the culminating event for the ADF's best Australian Rules football players. This event presents the All-Stars with a unique opportunity to play on a first class facility, in front of a national audience. All activity participants are to embrace this opportunity and work hard to ensure the successful conduct of the activity and a positive outcome for the match.



D. SAUL
Brigadier
ASAFA Chairman

29 Jul 08