



# AUSTRALIAN ARMY

## ARMY RECRUIT TRAINING CENTRE

Blamey Barracks, KAPOOKA NSW 2661

AJ681760

### **KMA ADMIN INSTRUCTION 01/2012—KAPOOKA WINTER SPORTS SERIES 2012**

#### **General**

1. The Kapooka Winter Sports Series (KWSS) is an ARTC sponsored tri-service event that is conducted annually in which ADF unit teams from around Australia compete. The sports to be conducted are as follows:

- a. 17 Mar 12 - Australian Rules – K12s;
- b. 17 Mar 12 - Netball – K7s; and
- c. 10 Mar 11 – Rugby – K10s.

#### **Aim**

2. This instruction outlines the administrative requirements for the coordination and conduct of the KWSS.

#### **Sporting Appointments**

3. The following members are appointed as the corresponding KSS appointments:

- a. MAJ S. Shearer – KMA Sports Officer (SO);
- b. SGT P. Frampton – Netball Representative;
- c. CAPT L. Orreal – Rugby Representative; and
- d. WO2 G. Fairbank – Australian Rules Representative.

#### **Individual sports instructions**

4. Individual Sports Representatives are required to produce annexes to this instruction which detail their own individual requirements by NLT 21 Dec 11. This instruction should be read in conjunction with those annexes.

5. All instructions are to include the following information:

- a. a VIP list,
- b. risk assessment,
- c. the sport representative contact details, and

d. the competition rules.

6. All instructions are to be distributed NLT Fri 23 Dec 11. Sport representatives are to ensure that HQ ARTC IT Cell is supplied an electronic copy of the approved instruction.

7. HQ ARTC IT Cell is to place all instructions on both the ARTC internet and intranet sites.

### **Sponsorship**

8. The KWSS has been generously sponsored by DEFCREDIT since the inception of the competition. SO Coord is to draft a letter requesting further support from DEFCREDIT.

### **Visiting Teams**

9. Visiting teams participating in the KWSS are not to arrive at Kapooka before 1500h on the Friday before and are to depart NLT 1600h on the Sunday.

### **Rations**

10. All teams may be rationed into the Staff Mess for the duration of the activity subject to the submission of an SQ097. SQ097 with numbers are to be emailed to Mr Craig Orr [craig.orr1@defence.gov.au](mailto:craig.orr1@defence.gov.au), and a nominal roll complete with PMKeyS numbers is to be submitted to him on arrival.

### **Accommodation**

11. Teams are to be accommodated in their own tentage on the grounds near the playing fields. Accommodation may be sought at RAAF Base Wagga.

### **Area and conduct team brief**

12. Teams are to notify the ARTC Duty Officer on 02 6933 8200 of their arrival at the KMA. The RP SGT is responsible to ensure that all teams receive the Area and Conduct Brief at annex D on arrival.

### **Incident management**

13. All team managers and coaches are to be briefed by the sport representative that all reportable incidents are to be reported to the KMA Duty Officer who will be responsible for raising the reportable incident report.

### **Transport**

14. All Team Managers and OIC's are responsible for the booking and security of their team transport to and from Kapooka. In addition to ensuring that organisation of the team transport has occurred, they are to:

- a. ensure that all personnel are aware of the requirements of the *Defence Road Transport Instructions* (DRTI) and understand that the Instructions apply equally

to Defence owned vehicles and short and long term rental vehicles. Particularly, personnel should be aware that DRTI Chapter 5, paragraph 5.24 requires that drivers of Defence vehicles:

- (1) are not to consume alcohol whilst operating a Defence vehicle;
- (2) are to maintain a zero blood alcohol reading if operating a Defence vehicle;
- (3) are not to operate a vehicle if they are considered to be under the influence of alcohol or drugs; and
- (4) are not to enter a licensed premises whilst on duty except in the performance of duty or to obtain meals.

### **Sports ground catering**

15. The catering for the KWSS (at the ground) will be supplied by the appointed OIC for each sport of the KWSS with assistance from 219 ACU.

16. The ARTC Sports Offr is to draft a letter to the OC 219 ACU inviting them to participate.

17. The three sporting organisations will be required to supply manpower support to assist with the sports ground catering.

### **Regimental Trust Fund (RTF)**

18. All ARTC sports representatives are to submit their budget to the RTF NLT Fri 10 Feb 12.

19. RTF is to:

- a. cover all compulsory fees e.g. insurance,
- b. purchase sporting equipment that cannot be secured through the supply system,
- c. finance the cost of the advertisements for the KWSS in the three service newspapers, and
- d. disperse funds via cheque within six weeks of the conclusion of the KWSS.

### **Grounds and facilities**

20. Defence Support Kapooka (DS-K) is responsible for the preparation and maintenance of both the grounds and the facilities for the KWSS. Early ground preparation is essential and grounds will need to be sprayed, reseeded, feed, watered and in some cases dethatched.

21. DS-K are responsible for ensuring sprinkler systems in the camping areas are turned off, waste management, the cleaning of change rooms and ablutions prior to the weekend of the events, line marking and the placing and removal of sand in the sprinkler heads.

### **Public Relations**

22. The ARTC Ops Cell is to release a signal to all ADF units advising of the KWSS NLT Fri 20 Jan 12. A follow up signal is to be released NLT Fri 3 Feb 12 and again NLT Fri 17 Feb 12.

23. The ARTC Ops Cell is responsible to submit the KWSS advertisement to the three service newspapers.

### **Letters of invitation**

24. Any letters of invitation will be the responsibility of the individual sporting associations. Any invitations of one star or above are to be drafted for release by the COMDT.

### **Extra activities**

25. Any individual sport that intends to conduct extra activities (either informal or formal) for the sporting teams whilst they are in Wagga Wagga are to request permission in writing from the COMDT ARTC, regardless of whether the activity is on service or civilian land.

### **Medical Support**

26. Kapooka Health Centre (KHC) is requested to support the KSS as follows:

- a. 1 x manned ambulance at the field during the competition;
- b. a manned RAP tent with physio capability on site at the fields;
- c. a doctor on stand by; and
- d. appropriate medical stores eg stretchers, bandages and ice packs.

### **Sporting officials**

27. Sport representatives are to make all arrangements for umpires and referees including the booking of mess accommodation.

### **Support staff**

28. 1 RTB is to be prepared to supply trainees from Digger James Platoon for manpower support.

29. HQ ARTC Ops Cell is to place a request for announcer support on ACMS.

### **MP support**

30. HQ ARTC Ops Cell is to place a request for MP support on ACMS from 1 MP Bn.

**OH&S**

31. All competitors are to complete applicable mandatory training, such as SMART Rugby, prior to participating in KWSS.
32. All teams are to have an appropriately qualified coach.
33. All teams are to commence training early to maximise success in the competition and to minimise injuries.

**Hire equipment**

34. The ARTC Business Manager is to arrange for the hire of refrigerators which are to be in place NLT Thu 8 Mar 12 and be removed not before Tue 21 Mar 12.

**Traffic control and security arrangements**

35. DS-K is to place barricades to control vehicle traffic to limited locations. DS-K is also responsible for the control and access of visitors to Blamey Barracks for the KWSS.

**PA system**


36. Supervisor PT is to set up and test a PA system at each field for each day.

**Post activity report (PAR)**

37. The representative of each sport is to submit a PAR to the K Series Coord Officer NLT Fri 23 Mar 12. The KMA Sports Officer is to produce a PAR for the KWSS NLT Fri 30 Mar 12.

**Conclusion**

38. The KWSS is well regarded throughout the ADF as the major event for selection of individuals to represent their service in their chosen sport. The competition also provides an opportunity for ARTC to be at the forefront of fostering the competitive spirit of ADF sport. The successful conduct of this event is dependant on all areas of ARTC working together in a timely and coordinated fashion.



**D.J. HAY**  
Colonel  
Commandant  
Army Recruit Training Centre

14 Dec 11



**J. WANTLING**  
Mr  
Base Support Manager  
Wagga Bases

20 Dec 11

**Annex:**

- A. Kapooka 10's Rugby Union competition 2012
- B. Kapooka 12's Aussie Rules competition 2012
- C. Kapooka 7's Netball competition 2012
- D. Area and conduct brief

**Distribution:**

**COMDT  
COFS  
CO 1 RTB  
2IC 1 RTB  
ARTC S3/5  
ARTC S1/4  
OC KHC  
OC ATW  
OC DW  
ADJT 1 RTB  
ARTC S31  
RSM ARTC  
WO PERS  
1 RTB OPS WO  
DPU  
WO2 Fairbank  
RP SGT  
Mr Mawson  
Business Manager  
ARTC IT Cell  
Base Services Manager  
Mr C. Orr  
Staff Mess Manager  
OC 219 ACU  
Duty Officer Brief**

**KWSS AREA AND CONDUCT BRIEF – ON ARRIVAL**

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1. Welcome to the Army Recruit Training Centre, the Home of the Soldier, and the annual Kapooka Sports Series. The Kapooka Sports Series is one of the few remaining truly national Defence competitions, to unite our fellow service men and women through good spirited competition. For the competition to be a success, however, all teams have to be aware of the importance of their conduct whilst being housed in the KMA.

2. First and foremost, the KMA is a high profile training institution for all recruits for the Australian Army. The intake of recruits during the summer months is generally very high and presents the KMA with a high amount of activity. It is important that the competition in no way disturbs our primary function here at Kapooka (recruit training). **Under no circumstances, therefore, are team members allowed to enter any buildings or areas not directly part of the KWSS, in particular anywhere near the recruit's lines. A map of the KMA is attached to avoid any confusion.**

3. For those personnel that have been rationed in for the weekend, meals will be provided for in the Staff Mess (an SQ 97 must be provided). This building is indicated on your map; with entry being from the north-east (sign posts are readily visible). Timings for meals are as follows:

	<b>Friday / Saturday</b>	<b>Sunday</b>
<b>Breakfast</b>	0600-0710	0700-0810
<b>Lunch</b>	1130-1250	1130-1250
<b>Dinner</b>	1700-1830	1700-1830

4. Any function regardless whether on civilian or service land are to be approved by COMDT ARTC.

5. All reportable incidents are to be reported to the KMA Duty Officer on 0428270769.

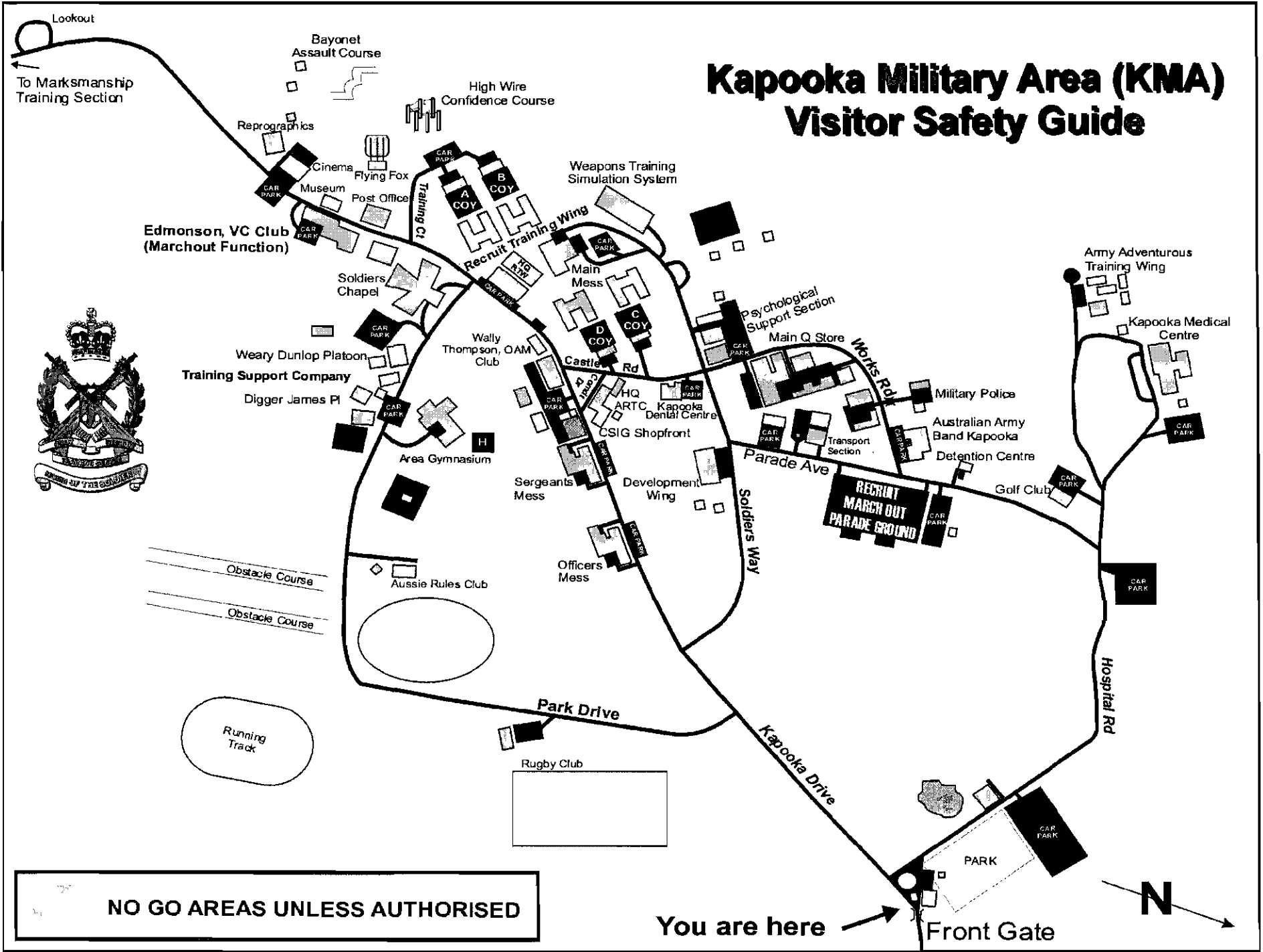
6. All participants are reminded that they are representing their unit and their service and that their conduct should reflect this.

7. KMA welcomes you all and hopes that the success of the tournament will be measured by the enjoyment of the participating teams.

8. KMA Sports representatives are:

- a. K10s – CAPT L. Orreal;
- b. K7s – SGT P. Frampton, and
- c. K12 – WO2 G. Fairbank.

# Kapooka Military Area (KMA) Visitor Safety Guide



**NO GO AREAS UNLESS AUTHORISED**