



# AUSTRALIAN ARMY

## ARMY RECRUIT TRAINING CENTRE

Blamey Barracks, KAPOOKA NSW 2661

ARTC/OUT/2012/  
AJ690579

### **KAPOOKA RUGBY UNION 10's 2012 – ADMINISTRATIVE INSTRUCTION & COMPETITION RULES**

#### **General**

1. The Kapooka Rugby Union Tens (K-10s) is an ARTC sponsored tri-service Rugby Union event that will be conducted at ARTC Kapooka, The Home of The Soldier. It will be held on Sat 10 Mar 12 at Sir Donald Dunstan Oval, ARTC Kapooka, NSW. The ARTC 'K' series provides an excellent opportunity to foster competition and esprit de corps within the ADF.

#### **Aim**

2. The aim of this instruction is to detail the administrative requirements for the activity to participating unit teams.

#### **Appointments**

3. The Officer-In-Charge (OIC) of the K-10s Rugby Union Competition is MAJ N. Orr. The Competition Administrator (Comp Admin) for the activity is SGT N. O'Halloran, the Registrations Officer is MAJ Matt Singers and the Competition Operations Officer is SGT R. Foster. Responsibilities are as follows:

- a. OIC – is responsible for the safe and effective conduct of the K-10s.
- b. Competition Administrator – Is responsible for the draw and is to provide a draft Team draw to the OIC by COB 01 Mar 12. They are also responsible for all administrative and operational support to establish and conduct the K-10's
- c. Registrations Officer - is responsible for administering team registrations, payments and passing all team information to the competition Administrator.
- d. Competition Operations Officer – is responsible for to provide a briefing for all teams on arrival at ARTC and assistant to the Competition Administrator.

#### **Participation**

4. Only ADF units may participate in the DEFCREDIT Kapooka Rugby Union Tens.

#### **Registration and Fees**

5. **Registration.** Team registration forms can be found in enclosure 1 and are to be forwarded to the Registration Officer NLT COB on Fri 24 Feb 12. The Registration Officer can be contacted on (02) 6933 8331 or at [Mathew.Singers@defence.gov.au](mailto:Mathew.Singers@defence.gov.au). The registration fee for the K-10s is \$150.00 per team. Registration closes Fri 24 Feb 12.

6. **Payment.** Fees are to be paid by cheque made out to: 'ARTC RTF Sports Account' and mailed to the K-10s Registration Officer, Blamey Barracks, Kapooka NSW 2661 or paid by electronic transfer to DEFCREDIT ARTC RTF Sports Account, BSB 803-205, A/C No: 20749710 and labelled **K-10s Registration - Unit name**. Cash or cheque payment can **not** be made on the day of arrival.

### **Safety and Risk Management**

7. A Risk Analysis is at enclosure 2. Team Managers must ensure that:
- a. all players are medically Fit for Full Duty to play in the K-10s;
  - b. all players have previous club experience in the game of Rugby Union and a high level of fitness;
  - c. all players have demonstrated competition of the ARU Smart Rugby program; and
  - d. Each team must have a minimum of 5 players trained to play in the front row.

### **Rules of the Competition and Game**

- e. The rules of the competition are detailed at enclosure 3.

### **Visiting Teams and Reporting**

8. Visiting teams are not to arrive at Kapooka before Friday 09 Mar 12 at 1500h, and are to have departed NLT 1500h the following Sunday. Teams are to report to the Competition Operations Officer on arrival. The Competition Operations Officer is to conduct an induction brief for all teams immediately upon arrival. A copy of the brief is at enclosure 4. Approval for teams to arrive before extend their stay outside these timings is to be submitted in writing to the COMDT ARTC.

### **Referee Support**

9. Referees for the K-10s will be provided by the Australian Services Rugby Referees Association (ASRRA), the POC is MAJ D. Weston and Southern Inland Rugby Union (SIRU), POC is Mr I. Mawson. The OIC is to ensure that a letter to each organisation has been drafted and sent prior to the 01 Feb 12.

10. Members from the ASRRA are to be accommodated within the Officer's Mess which will be arranged through the OIC.

11. Members from the SIRU are from within the local area and will be provided meals and drinks by the Riverina ADF Rugby Club (RARC) for the duration of the activity. A gratuity will be provided in response to their support to the activity.

### **Guests**

12. A list of invited personnel, representing Tri-service and Army Rugby Union and Unit interests, will be confirmed and forwarded through the OIC to respective organisations.

Invitations are to be sent NLT 01 Jan 12 and are to include but are not limited to; ASRU, Inland Southern Rugby and Army Rugby presidents and patrons.

### **Accommodation**

13. Teams are to bring their own tentage IOT be accommodated on the grounds adjacent the playing fields. Where tents are not available to the visiting team, a request for tents may be made through the Competition Administrator.

14. SALs will be provided at the Clubhouse facilities located adjacent to the playing fields. If the number of teams camping warrants additional showers, the Australian Rules SALs will be utilised. The Competition Administrator is to liaise with DSG-K to ensure the facilities are appropriately prepared. Transit accommodation is not available at ARTC Kapooka. RAAF Wagga Wagga has very limited transit accommodation and any interested teams need to liaise directly with the accommodation clerk to access this facility.

15. Where the demands on ablutions are greater than that outlined above, the ARTC gymnasium may be utilised under supervision. If required, this will be co-ordinated through the organising committee.

### **Transport**

16. All participating teams are responsible for their own transport and associated costs for travel to and from Kapooka.

### **Rations**

16. A canteen providing BBQ items, drinks etc for sale will be available throughout the day. Any teams seeking to be rationed at Kapooka must submit an SQ 97 to the Competition Administrator NLT Fri 24 Feb 12. Upon arrival, teams rationed in are to provide a list of personnel to support the provided SQ97 to the Competition Administrator. Any teams rationed in are to ensure all team members eat in the ARTC Staff Mess.

### **Martialling**

17. The Competition Administrator is to liaise with HQ ARTC/AAB-K for provision of an announcer and PA system. Martialling equipment is to be loaned from the AAB-K.

### **Provision of Alcohol**

18. No alcohol is to be brought into the KMA by teams. Alcohol may be purchased from the canteens provided on the day and consumed within the boundaries of the activity.

### **Officers, Sergeants Mess and Wally T Club**

19. Visiting members may utilise their respective mess IAW the individual mess rules. Officers, WOs and SGTs must pay for casual meals at their respective messes.

### Outside NPMA

20. Units are informed that no outside NPMA is to operate within the KMA during the period of the activity.

### Consumption of Alcohol

21. Players are not permitted to consume alcohol until their team has completed designated games within the tournament. Failure to adhere to this guideline will result in the disqualification of that team from the competition.

### Kapooka Health Centre (KHC)

22. KHC is warned out that there may be a requirement for accident emergency support in the event of a serious injury. ARTC is to provide a qualified Med Asst and ambulance with driver on the day of competition at the grounds from 0830h to 1630h. If KHC is unable to provide a request is to be sent by the OIC to the RAAF Base Wagga for support. Team Managers are notified that they are to bring their own medical supplies for strapping etc. First aid and physio will ONLY be available for injured personnel.

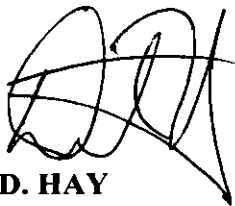
### Sponsorship

23. While teams are permitted to demonstrate sponsorship, this is not to be done in such a manner that it will conflict with or impinge upon the event's sponsor- DEFCREDIT. Where this does occur, teams will be required to adjust practices or displays.

### Conclusion

24. The K10s tournament provides excellent opportunity to expand the 'K' Series IOT include the extremely popular sport of Rugby Union. The 'K' 10's will also provide an outstanding occasion for the fostering competitive team sport between units within the ADF.

26. Adherence to these instructions will ensure an effective competition.



**D. HAY**  
COL  
COMDT ARTC

16 Dec  
16 Jan 12

### Enclosures:

1. Team Registration Form
2. Risk Assessment
3. Competition Rules
4. Brief to all players

### Distribution:

COMDT  
COFS  
CO 1 RTB  
2IC 1 RTB  
S3/5  
OC KMC  
OC ATW  
OC DW  
OC PSS-K  
OC AAB-K  
OC A Coy  
OC B Coy  
OC C Coy  
OC D Coy  
OC TS Coy  
ARTC Business Manager  
ARTC Incident Manager  
ARTC IT Manager  
ARTC Safety Manager  
Base Manager  
Assistant Base Manager  
Sports Offr  
Treasurer RTF  
RSM ARTC  
RSM 1 RTB  
Policing Section  
RP Section  
WO1 Marston  
OPSWO 1 RTB  
Staff Mess Manager  
Offrs Mess Manager  
Sgts Mess Manager  
Duty Officer Brief  
All Competing Teams (via ARTC Intranet site)

**KAPOOKA TENS  
TEAM REGISTRATION FORM**

**TEAM NAME** \_\_\_\_\_

**UNIT** \_\_\_\_\_

**TEAM OIC** \_\_\_\_\_

**CONTACT DETAILS** \_\_\_\_\_

Serial	PMKeys	Rank	Int.	Last Name	Position	Unit/Sub Unit
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Accommodation

Kapooka Tent Lines  Pls tick one

RAAF Base Wagga

Other

ETA  
ETD

Additional Comments

Registration fee is \$150.00 per team and to be made payable to ARTC RTF  
Registration form to be returned NLT 24 Feb 12 to:

**MAJ Mathew Singers  
OC C COY  
Blamey Barracks KAPOOKA NSW 2661  
PH (02) 6933 8331  
Fax (02) 69338371**

Competition Administrator use:

Registration form returned   
Registration fee paid   
SQ 97 submitted

**ACTIVITY DETAILS**

<b>Activity Title:</b>	Kapooka Rugby Union 10's	<b>Activity ID (ACMS):</b>	4.g. Exercise Personnel Investment
<b>Objective / Mission:</b>	The ARTC 'K' series provides an excellent opportunity to foster competition and esprit de corps within the ADF.	<b>Activity End State:</b>	Activity successfully conducted and all personnel return to unit without major injury or incident.
<b>Course of Action Outline:</b>		<b>Activity Context / Wider Situational Awareness:</b>	
<b>Start Date:</b>	10 Mar 2012	<b>End Date:</b>	10 Mar 2012
<b>Location:</b>	Blamey Barracks Kapooka	<b>Activity Period:</b>	
<b>Initials:</b>	N.L.	<b>Officer Planning Activity:</b>	
<b>Surname:</b>	ORR		
<b>Service:</b>	Army		
<b>Title / Rank:</b>	MAJ		
<b>Appointment:</b>	OC		
<b>PMKeys / Service / Employee Number:</b>	8237760		
<b>STP Library Checked:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Reason if STP library not checked (double-click to change):</b>	
<b>Initials:</b>	D.J.	<b>Officer Authorising Activity (OAA):</b>	
<b>Surname:</b>	HAY		
<b>Service:</b>	Army		
<b>Title / Rank:</b>	COL		
<b>Appointment:</b>	Formation Commander		
<b>PMKeys / Service / Employee Number:</b>	8240708	<b>OAA Risk Tolerance Thresholds:</b>	
<b>Mission:</b>	HIGH		
<b>Personnel:</b>	HIGH		
<b>Resources:</b>	HIGH		
<b>Reputation:</b>	HIGH		
<b>Environment:</b>	HIGH	<b>Officer Conducting Activity:</b>	
<b>Initials:</b>	N.L.		
<b>Surname:</b>	ORR		
<b>Service:</b>	Army		
<b>Title / Rank:</b>	MAJ		
<b>Appointment:</b>	OC		
<b>PMKeys / Service / Employee Number:</b>	8237760		
<b>Security Classification:</b>	UNCLASSIFIED		
<b>Risk Appreciation Status:</b>	ENDORSED		

4.g. Operations Branch is to conduct an officer staff development programme in order to familiarise personnel with new updated business processes not less than 03 hours 17'

4.g. Operations Branch personnel will be conversant with new updated business processes and can confidently apply them

4.g. The activity will be conducted in three (3) phases consisting of Preparation, Execution and Finalisation. An after action review will disseminate and feed lessons into next year's training program.

4.g. This activity directly supports the Operations Branch human resources capability program.

ACMS: <http://acms.csd.defence.mil.au/acms/>

**KAPOOKA TENS**  
**Rules of the Competition**

1. Teams are to comprise of no more than seventeen (17) players of which five must be trained to play in the front row. Failure to do so may result in removal from the competition.
2. All players must have recent club Rugby playing experience, be fit for Full Duty and must have completed a SMART RUGBY Program within the last 24 months.
3. Teams must wear a uniform rugby strip.
4. A maximum of ten (10) players and a minimum of seven (7) may take the field at any one time. A minimum of 3 trained front row players and two locks must play at all times during a match.
5. Match balls are to be returned to the Ball Boy under the supervision of the Referee at the conclusion of each game. Failure to do so may result in forfeiture of points gained during the match.
6. Organisations with more than one team are not permitted to share players between teams. Teams found doing so may be disqualified.
7. All matches excluding the Grand Finals will be made up of two 10 minute halves with a one minute break – no injury time; the Grand Finals: 15 minute halves, two minute intervals with injury time.
8. The winning teams at the end of the Cup and Plate knockout games will be placed in order according to points for and against as a percentage. The finals will then follow a knockout format.
9. If scores are tied at the conclusion of the normal time for any semi-final, no extra time shall be played. The match shall be awarded to the team that first meets the criterion for the semi-final match listed in the following order:
  - a. The lesser number of red cards issued;
  - b. The lesser number of yellow cars issued,
  - c. The greater number of tries, then
  - d. The team that scores first.
10. If scores are tied at the conclusion of normal time in the Grand Finals then Sudden Death will be played consisting of 5 minutes each way of extra time with a 1 minute interval until first points scorer is declared the winner.
11. If the scores are the same at the conclusion of extra time then no further time will be played. The match will be awarded under the semi finals criterion.

12. Experimental Law Variations (ELVs) will not be employed for the competition. The following rules apply for the competition IAW the 2010 rules amendment:

- a. The team throwing in the ball determines the maximum number of players in the lineout. The minimum number of players remains two from each team;
- b. Infringements at the ruck and maul will be awarded a Penalty Kick;
- c. Players are no longer able to defend a Maul by pulling it down. It is once again illegal to try to cause a maul to collapse in any fashion what so ever; and
- d. If a team pulls the ball back into their own 22m area (through passing, kicking or running) and the ball is subsequently kicked directly into touch; this action will result in a line-out from where the kick was taken for the opposing team.

13. Under 19s laws are not to apply WRT half-back outside line at scrums, crotch binding, wheeling, half-back in the 6/7 and 8 slot, pre-gripping at line outs etc.

14. Scrums. The scrum shall be five a side and played under the Laws as written for U19 Rugby, with the following exceptions:

- a. The scrum half of the defensive team shall remain behind the middle line of the scrum next to where the ball is being put in – until the ball exits the scrum; unless taking a position in the defensive line under the normal provisions of Law 24 (offside).
- b. Percentages shall be calculated by the match point scored by a team over the two games played expressed as a percentage of the number of match points scored against.

### **Injury and Interchange**

15. **Injury.** Players sustaining injury during the course of the match shall be replaced at the next stoppage in play. They are not to play again unless cleared to do so by a Doctor, Physiotherapist, Paramedic/Med assist, Ambulance person or properly qualified Sports trainer. Injury time is NOT permitted. The match referee will police time wastage on injury and interchange replacements.

16. **Interchange.** A player may be replaced but return to the field later in the match after interchange with another player provided no injury has occurred. All interchanges will:

- a. Only be made at stoppages of play,
- b. Occur on a nominated side of the field
- c. Be on the line with the touch judge and under his direction, and
- d. Be carried out quickly and efficiently.

## **Red and Yellow Cards**

17. A player who receives a Red and/or yellow card during any match of the tournament may incur the following penalties:
- a. 1st yellow Card – 5 minutes in the sin bin;
  - b. 2nd yellow Card – sent off for the remainder of the match with one match penalty if a further match is to be played; and
  - c. Red card – sent off for the rest of the match and shall take no further part in the tournament.
18. A player who receives a Yellow Card shall not be replaced for the duration of the five minute sin bin period, or remainder of the match if it is his/her second Yellow Card.
19. A player who receives a Red Card shall not be replaced for the duration of the match.
20. The interchange rules shall apply if a front row player is sent off (yellow or red) and the offending team shall play with the adjusted number of players (e.g. a front row player can replace another front row player, as long as they remove another player in an alternative position from the field to compensate).

## **Kicks.**

21. All kicks offs and kicks for goal are to be drop kicks.
22. All kicks for goal are to be taken within 30 seconds of the try being awarded. Players from the defensive side do not have to return to behind the try line for the conversion but must in no way distract the goal kicker.

## **Overall Authority**

23. A dispute Committee, consisting of the activity organising committee, a senior Army rugby referee and COMDT ATRC shall be available to address any grievances, complaints or protests.
24. Any ruling given by the disputes committee shall be final and shall be adhered to by all teams participating.
25. The referee in charge of the match will be the sole judge of fact in relation to the Laws of the Game. No protest will be accepted in relation to the match referees interpretation of the Laws of the Game, including the length of the actual playing time of the match.
26. The referee will award a 3-2-1 for the best player in each game for awarding Player of the Series trophy.

## **Conduct**

27. Teams are to provide a touch judge for each participating game with the exception of the finals.
28. Games will commence and conclude upon the siren provided by the organisation committee.
29. A pre-series meeting will occur between the committee, referees and team managers prior, at a time to be set, to the commencement of the competition to confirm the details of participation.
30. Teams are required to provide a team sheet prior to the game to the organisation committee. Team sheets will be provided to team managers prior to the commencement of the competition. Failure to do so may incur forfeiture of points gained during the match.
31. Team captains are to meet with the referee, at the committee tent, at half time of the game proceeding theirs in order to receive a pre-game brief.
32. Each team may have one runner or trainer who may enter the field of play to:
  - a. Attend any injured player, and
  - b. Give fluid to players during breaks in play.

## **Draw**

33. The teams will be allocated a draw on the morning of the competition, by computer once names are picked from the hat. There will be a Cup, Plate and Bowl final played and the respective winners will receive the following trophies:
  - a. The A division Cup;
  - b. The B division Plate;
  - c. The C Division Bow; and
  - d. Best and Fairest Trophy.

**KAPOOKA TENS 2012 - TEAM BRIEF**

1. Welcome to the Army Recruit Training Centre, the Home of the Soldier, for the annual Kapooka Tens Rugby Union Competition. The Kapooka Tens competition provides an opportunity, to unite our fellow service men and women through the great game of Rugby Union. For the competition to be a success, however, all teams have to be aware of the competition's format and schedule, the rules governing Saturday's games, and more generally the Standing Orders for the Kapooka Military Area (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 on the northern side of the Soldiers Way road, and in particular anywhere near the recruit's lines. A map of the KMA is enclosed to avoid any confusion.

3. For those personnel that have been rationed in for the weekend, meals will be provided for in the OR's mess (all ranks). This is situated in building 92 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. By order of the COMDT, no visiting Defence member participating in the Kapooka Tens, outside the messing arrangements listed above, is to be accommodated in any of the KMA Messes (ie: the Officers Mess, Sergeant's Mess and/or Wally Thompson Club) for the duration of the weekend.

5. The success of the tournament can only be assessed by the enjoyment had by the participating teams. Kapooka welcomes you and looks forward to some good Rugby Union.

**Supervising Officer/Activity Organiser**

6. The Supervising Officer/Activity Organiser for the Kapooka 10's is Major Nikki Orr.

## Timings

7. Kapooka Tens timings for Sat 10 Mar 12 are as follows however these are subject to change:

<b>Date/ Time</b>	<b>Event</b>	<b>Remarks</b>
12 Nov 0730	Registration & Team Managers Brief	Team managers are to return registration forms to the Supervising Officer.
0800		Competition Starts IAW draw attached
1320		Pool Matches conclude
1340		Semi Finals Commence
1450		Preliminary Finals Commence
1530		GRAND FINAL
1600		Presentations

## Rules governing the Conduct of the Tournament

8. Teams must be on time for all matches. Kick off will occur on the 'hooter' at the designated time of play. The referee at his discretion may commence the game unopposed, award a penalty try or designate a forfeit on behalf of the absent team.

9. All players are to be Defence members.

10. Teams are to ensure that their strip is uniform for all players within their team.

11. The consumption of alcohol is to occur only after a player has completed his designated games within the tournament. Failure to adhere to this guideline will result in the disqualification of that team or individual from the competition. In addition disciplinary action may be taken.

## Rules of the Game

13. Rules for the conduct of the competition are at Enclosure 3.