



# AUSTRALIAN ARMY ARMY RECRUIT TRAINING CENTRE

Blamey Barracks, KAPOOKA NSW 2661

AJ622162

## See Distribution

## KMA ADMINISTRATIVE INSTRUCTION 03/2011

## KAPOOKA SPORTS SERIES NOVEMBER 2011

### General

1. The Kapooka Sports Series (KSS) is an ARTC sponsored tri-service event to be conducted on the weekend of 12-13 Nov 11. The event is part of the annual Kapooka Sports Series. The competition provides an opportunity for ADF/ADO teams and individuals from around Australia to compete in a professionally run carnival in line with respective service and national selection. The individual sports instructions are situated as follows:

- a. Annex A - Rugby League K9s;
- b. Annex B - Golf K4s; and
- c. Annex C – Multi-sport Endurance Event.

### Aim

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

### Sporting Appointments

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

- a. CAPT I. Marston – KSS Co-ordinator;
- b. MAJ A. Lynch – Rugby League representative;
- c. WO1 C. Free – Golf representative; and
- d. CPL M. Julian – Multi-sport Endurance Event representative.

### Individual sports instructions

4. Individual Sports representatives are required to produce annexes to this instruction which detail their own individual requirements to CAPT Marston by NLT 28 Jul 11. This instruction should be read in conjunction with those annexes.

5. All instructions are to include the following information:

- a. VIP list;
- b. risk assessment;
- c. sport representative contact details; and
- d. competition rules.

6. All instructions are to be distributed NLT Fri 31 Jul 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 KSS has been generously sponsored by Defcredit.

### **Visiting Teams**

9. Visiting teams participating in the KSS are not to arrive at Kapooka before 11 1200 h Nov 11 and are to depart NLT 13 1600 h Nov 11.

### **Rations**

10. All teams may be rationed into the Staff Mess for the duration of the activity subject to the submission of an SQ097. The signed SQ097 is to be emailed to Mr Craig Orr [craig.orr1@defence.gov.au](mailto:craig.orr1@defence.gov.au), as well as a nominal roll complete with PMKeyS by COB Fri, 28 Oct 11.

### **Accommodation**

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

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

12. Teams and individual participants 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 Blamey Barracks Duty Officer who will be responsible for raising the Initial 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 KSS (at each venue) is the responsibility of the appointed OIC for each sport of the KSS.
16. The three sporting organisations will be required to supply staffing support to assist with sports ground catering.

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

17. All ARTC sports representatives are to submit their budget to the RTF NLT Fri, 30 Aug 11.
18. 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 KSS in the three service newspapers; and
  - d. disperse funds via cheque within six weeks of the conclusion of the KSS.

### **Grounds and Facilities**

19. Defence Support Kapooka (DS-K) is responsible for the preparation and maintenance of both the grounds and the facilities for the KSS. Early ground preparation is essential and grounds will need to be sprayed, reseeded, fed, watered and in some cases dethatched.
20. DS-K are responsible for ensuring that:
  - a. sprinkler systems in the camping areas are turned off;
  - b. waste management;
  - c. cleaning of change sheds;
  - d. line marking; and
  - e. placing and removal of sand in the sprinkler heads occurs prior to the events.

21. The change shed will be cleaned prior to the commencement of the series. All waste will be removed after the activity.

### **Public Relations**

21. The ARTC OPS Cell is to notify (by most efficient means) all ADF units advising of the KSS NLT 30 Jun 11. Follow up notification is to be released NLT 30 Jul 11; 30 Aug 11; 30 Sep 11; and 30 Oct 11.
22. The ARTC PRO is to submit the KSS advertisement to the three service newspapers and arrange broad media promotion of the event.
23. Letters of invitation are to be drafted by individual sporting associations/ representatives at least four weeks prior to the event. All letters are for release by the ARTC COMDT.

### **KSS Dinner**

24. The COMDT ARTC will be hosting a dinner in the Blamey Barracks Officers Mess on the evening of Fri, 11 Nov 11 for invited patrons and dignitaries of the respective sports.

### **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 to the COMDT ARTC, regardless of where the activity is to be held.

### **Medical Support**

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

- a. one 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.

27. ARTC Ops Cell are to ensure the appropriate bids have been placed on ACMS.

### **Sporting officials**

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

### **Support staff**

29. 1 RTB is to be prepared to supply manpower support the KSS.

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

### **OH&S**

31. All competitors are to complete applicable mandatory training, such as SMART Rugby, prior to participating in KSS.

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.

34. All teams are requested to bring their own medics, strappers and medical equipment.

### **Hire Equipment**

35. The ARTC Business Manager is to arrange for the hire of refrigerators that are to be in place NLT Thu, 10 Nov 11 and be removed not before Mon, 14 Nov 11.

### **Traffic Control and Security Arrangements**

36. RPs are to place barricades to control vehicle traffic to limited locations as requested by the individual sports reps. DS-K is responsible for the control and access of visitors to Blamey Barracks for the KSS.

**PA System**

37. Sports representatives are to organise their own PA systems as required.

**Contact Details**

38. For more information on the administration of the DKSS please phone SGT Adam Bisset on 026938474 or CAPT Ian Marston on 0459826617 or email [ARTC.Events@defence.gov.au](mailto:ARTC.Events@defence.gov.au)

**Recovery**

39. Sports Reps of each individual competition are to ensure their areas are refurbished by 1200 h Mon 14 Nov 11.

**Post activity report (PAR)**

40. The representative of each sport is to submit an AAR to the KSS Coordinator NLT Fri 18 Nov 11. The KSS Coordinator is to produce a PAR for the KSS NLT Fri 25 Nov 11.

**Conclusion**

41. The KSS is a great opportunity to foster the values of the ADF that includes courage, teamwork and initiative. The event will undoubtedly develop within the ADF as the major event for selection of individuals to represent their service in their chosen sport. This competition allows ARTC to be at the forefront of fostering the competitive spirit of ADF sport.



**D.J. HAY**  
COLONEL  
COMDT  
ARTC Kapooka



**J. WANTLING**  
EL1  
BSM  
Wagga Military Bases

20 Jul 11

27 Jul 11

**Annexes:**

- A. KSS Rugby League K9 2011
- B. KSS Golf K4 2011
- C. KSS Multisport Endurance Event 2011
- D. Area and Conduct Brief

**Distribution:**

**COMDT**  
**BSM Wagga Bases**  
**COFS**  
**CO 1 RTB**  
**2IC 1 RTB**  
**ARTC S3/5**  
**ARTC S1/4**  
**OC KHC**  
**OC ATW**  
**OC TSC**  
**ADJT 1 RTB**  
**ARTC S31**

**RSM ARTC**  
**WO PERS**  
**1 RTB OPS WO**  
**WO2 C. Free**  
**PTI Sect**  
**DPU**  
**RP SGT**  
**CPL M. Julian**  
**Mr Mawson**  
**Business Manager**  
**ARTC IT Cell**  
**DS-K Planning and Coord Cell**  
**Mr C. Orr**  
**Staff Mess Manager**  
**Duty Officer**