

KAPOOKA SPORTS SERIES – GOLF (K4)

General

1. The Kapooka Sports Series (KSS) is an ARTC sponsored tri-Service Golf event conducted at ARTC Kapooka, 'The Home of the Soldier'. It will be held on Saturday 12 November 2011 at the Kapooka Golf Club (KGC). The event is a Unit Team event open to novice and experienced players. The KSS provides an excellent opportunity to foster competition and esprit de corps within the ADF.

Sponsor

2. The Kapooka Sports Series is proudly sponsored by Defcredit.

Aim

3. The aim of this annex is to detail the administrative requirements for the activity to participating members.

Appointments

4. The Officer-in-Charge (OIC) of the K Series Golf competition is MAJ L. Rae. The Administration Officer (Admin Offr) for the activity is WO1 C. Free and the Registrar is CAPT B. Precians.

5. Responsibilities are as follows:

- a. OIC – is responsible for the safe and effective conduct of the Golf event;
- b. Admin Offr – is responsible for all administrative support to the Golf event; and
- c. Registrar – is responsible for administering member registrations, payments and coordinating the arrival briefs for members. Further the Registrar is to conduct the draw for the round.

Participation

6. Only ADF and APS members may participate in the K Series Golf.

Program of Events and Timings

7. The event will be conducted over 27 holes. The following is the program of events:

- a. **Friday 11 November 2011.** Registration of all team players, event brief, Area and Conduct brief, allocation of tee-off timings and an opportunity to meet fellow players will be held at the Kapooka Golf Club at 1700 h.
- b. **Saturday 12 November 2011.** The event will be conducted over the course of the day. Teams are to report to the starter 20 minutes prior to their tee-off time.

Dress

8. Neat golf attire is to be worn at the KGC at all times. Tailored pants and dress shorts with belt, jeans are acceptable but not encouraged (no tracksuit pants, drawstring waisted shorts or tee shirts without collars), collared shirts are to be worn. Mostly white socks are to be worn with shorts. Neat attire is to be worn whilst in the Kapooka Military Area (KMA) barracks environment.

Inclement Weather

9. The OIC of the K Series Golf competition shall have the power and discretion to decide what alternative arrangements may apply in the event of inclement weather.

10. In the event of inclement weather, adverse or dangerous conditions, and/or the course becoming unplayable for any reason, the following changes will be invoked:

- a. Loss of the days play will result in the event will be abandoned.
- b. Loss of playing conditions during the round, the ball shall be marked and play will continue as soon as possible; however, depending on the remaining time available on the day, the event length maybe shortened as required.

Scorecards

11. On completion of the round, teams are to hand their scorecards to the scorers as soon as possible. A card outstanding after the expiry of 15 minutes may render the player liable to disqualification. It is the responsibility of every member of the team to make sure that their card is filled out correctly before handing it to the scorer. The handing in of an incorrectly filled out scorecard may render the team members liable to disqualification.

Slow Play

12. Slow play is inconsiderate to the rest of the field. Warnings will be issued to any team that falls one clear hole behind the group in front. A grace period of three holes will be allowed to catch up. If a team fails to recapture its place in the field within the three holes, the offending team will be penalised two strokes, with repeated slow play resulting in the entire group be disqualified.

Sand Buckets

13. All teams are to carry a sand bucket at all times.

Competition Format

14. The event is to be a Single Stroke 27 hole event.

Game Rules

15. The rules of this competition are as follows:
 - a. Teams of 4 with varying handicaps;
 - b. 27 hole Single Stroke;
 - c. To be played as per the rules of golf;
 - d. The local rules will be briefed to participants on registration;
 - e. Team grades A, B, C, D and ladies;
 - f. Handicaps are to be declared on the nomination form.

Costs

16. The cost for the K4s event for 2011 will be \$50 per player, this includes buffet dinner Sat 12 Nov 11. Payment is to be made at the time of registration at the KGC.

Entry

17. Teams wishing to nominate for the K4s are requested to complete the nomination form, enclosure 1 to annex B, and return it to the Registrar. The Registrar can be contacted on email – brett.precians@defence.gov.au. Nomination closes on Fri 28 Oct 11.

Rules

18. All play is to be IAW The Rules of Golf and KGC Local Rules. It is the team member's responsibility to ensure they are conversant with the Local Rules prior to commencement of play.

Prizes

19. Prizes will be sponsored by Defcredit and be presented on the night of the buffet dinner at the Kapooka Golf Club. A number of prizes and trophies will be presented for the following:

- a. Winning Team - Perpetual Trophy, Trophy and Cheque for Unit RTF for \$500;
- b. 2nd and 3rd Placed Teams – Trophy and cheque for Unit RTFs for \$350 and \$150;
- e. Nearest the pins; and
- f. Longest drives.

20. This is a non profit competition.

Accommodation

21. Members can be accommodated at the Adventurous Training Wing student lines. Members are to advise of their accommodation choice on the nomination form. The ATW lines are only a short walk from the Clubhouse. Bedding is provided; SALs and laundry facilities are available. Members are asked to leave the facilities in a clean and tidy state on leaving.

22. Transit accommodation is not available at ARTC Kapooka. RAAF Wagga Wagga has very limited transit accommodation and any interested members are to email rbwdsgplanningandcoordination@defence.gov.au Members can use their own tentage on the grounds adjacent to the Clubhouse. SALs are provided at the rear of the Clubhouse.

Catering

23. The Clubhouse will be providing BBQ items for sale throughout the day. Soft drinks and snack foods will be available from the Clubhouse will be available throughout the day.

24. A buffet dinner will be provided for all participants at the Clubhouse commencing at 1800 h, with full bar facilities available during the function.

Alcohol

25. On Fri 11 Nov from 1600 h to 1800 h full bar facilities will be available at the Clubhouse during registration. Alcohol may be consumed at the Kapooka Golf Clubhouse on completion of play, Sat 12 Nov from 1600 h; however, alcohol is not to be consumed on the course whilst playing in the K Series Golf event. Members are reminded that this event is held within the confines of the Army Recruit Training Centre. Responsible drinking is the responsibility of everyone.

Transport

26. No military transport will be provided during the K Series Golf. Players are required to provide their own transport.

Safety and Risk Management

27. A Risk Analysis for the event is at enclosure 3.

First Aid

28. A First Aid facility is available at the Clubhouse for minor injuries. The Kapooka Health Centre (KHC) is warned out that there may be a requirement for accident emergency support in the event of serious injury.

GPS and Range Finding Devices

29. Sureshot GPS and Bushnell Range scopes (or similar) will be allowed conditional upon such devices providing distance information only. A device providing terrain, slope, wind, temperature info is not allowable.

Conclusion

30. The day offers the Kapooka Golf Club the opportunity to provide a professional and relaxing team golfing experience for ADF members within ARTC and the beautiful Riverina region. The day is to be conducted with Defence values at the core, Professionalism, Loyalty, Integrity, Courage, Innovation and Teamwork. An invitation is extended to members to enjoy a Sunday game with all members of the Kapooka Golf Club.

Enclosures:

1. K4s Golf Nomination Form
2. Risk Assessment – KSS Golf



NOMINATION FORM
K SERIES GOLF 2011

Name: _____

Rank: _____

Telephone: _____

Unit address: _____

Email: _____

Home Club: _____

Handicap: _____

Please tick accommodation arrangements:

ATW Room:

Own Tent:

Other Arrangements:

Contact the Registrar on: brett.precians@defence.gov.au.

NOTE: Nominations close Friday 28 October 2011.

*What other people may find in poetry or art museums, I find in
the flight of a good drive. ~ Arnold Palmer*



UNCLASSIFIED
RISK TOLERANCE SUMMARY

Activity Title: K Series - ARTC - Kapooka Golf Club

Start Date: 11 Nov 2011

End Date: 13 Nov 2011

Activity ID (ACMS):

Location: ARTC - Kapooka Golf Course

Objective/Mission: The Kapooka Series (K Series) is an ARTC sponsored tri-Service Golf event that is conducted at ARTC Kapooka, 'The Home of the Soldier'. It will be held on Saturday 12 November 2011 at the Kapooka Golf Club. The ARTC K Series provides an excellent opportunity of foster competition and esprit de corps within the ADF.

Activity End State: Foster competition and esprit de corps within the ADF through the medium of Golf.

Course of Action Outline: The event will be conducted over 27 holes. Fri 11 Nov - registration and briefs. Sat 12 Nov - Play the golf event. Sun 13 Nov members return to unit or enjoy and round with other members of the KGC.

Activity Context / Wider Situational Awareness: The event is part of the ARTC K Series of sporting events conducted throughout the year and sponsored by DEFCREDIT.

Officer Planning the Activity: STP-L checked for updated profiles: **NO (I have checked the STP Library and found no golf days listed.)**

C.W. Free (/ WO1) 8235015

Initials Surname (Appointment/Rank)

Service No./PMKeys No.

Signature

Date

Officer Authorising the Activity (OAA):

D. Hay (CO / COL)

Initials Surname (Appointment/Rank)

8240708

Service No./PMKeys No.

Transfer of Risks exceeding Tolerance has been confirmed? ~~Yes / No~~

Signature

Date

OAA Risk Tolerance Thresholds

MISSION: - LOW

PERSONNEL: - LOW

RESOURCES: - LOW

REPUTATION: - LOW

ENVIRONMENT: - LOW

Officer Conducting the Activity:

L. Rae (OC / MAJ)

Initials Surname (Appointment/Rank)

Service No./PMKeys No.

Signature

Date



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C.W.	Free (/ WO1)	8235015	
<i>Initials</i>	<i>Surname (Appointment/Rank)</i>	<i>Service No./PMKeys No.</i>	<i>Signature</i> <i>25 Aug 11</i> <i>Date</i>

Officer Authorising the Activity (OAA):		OAA Risk Tolerance Thresholds	
D.	Hay (CO / COL)	8240708	MISSION: - LOW
<i>Initials</i>	<i>Surname (Appointment/Rank)</i>	<i>Service No./PMKeys No.</i>	PERSONNEL: - LOW
<i>Transfer of Risks exceeding Tolerance has been confirmed? Yes / No</i>			RESOURCES: - LOW
<i>Signature</i>		<i>21 Sep 11</i>	REPUTATION: - LOW
		<i>Date</i>	ENVIRONMENT: - LOW

Officer Conducting the Activity:			
L.	Rae (OC / MAJ)		
<i>Initials</i>	<i>Surname (Appointment/Rank)</i>	<i>Service No./PMKeys No.</i>	<i>Signature</i> <i>25 AUG 11</i> <i>Date</i>



UNCLASSIFIED
RISK TOLERANCE SUMMARY

Activity Title: K Series - ARTC - Kapooka Golf Club
Start Date: 11 Nov 2011 **End Date:** 13 Nov 2011

Activity ID (ACMS):
Location: ARTC - Kapooka Golf Course

Risks Exceeding OAA Risk Tolerance Thresholds

Risk Ref.	Threat [Risk Event]	Impact(s) of Risk Event	Impact Category and Residual Risk Level	Risk Transfer Details
NONE				

Risks Inside OAA Risk Tolerance Thresholds

Risk Ref.	Threat [Risk Event]	Impact(s) of Risk Event	Impact Category and Residual Risk Level	Risk Transfer Details
5.1	Extreme Weather [Extreme Weather]	MISSION - Members may not complete event PERSONNEL - Injury from weather conditions RESOURCES - Damage to golf equipment ENVIRONMENT - Damage to golf course	MISSION - LOW (23) PERSONNEL - LOW (23) RESOURCES - LOW (23) ENVIRONMENT - LOW (23)	
1.1	Heat Illness [Heat Illness]	MISSION - Member will not complete event PERSONNEL - Hot weather: Not drinking enough water: Poor lifestyle choices	MISSION - LOW (24) PERSONNEL - LOW (24)	
3.1	Insect Bites [Insect Bites]	MISSION - Member may not complete event PERSONNEL - Member may suffer discomfort	MISSION - LOW (24) PERSONNEL - LOW (24)	
4.1	Struck by golf ball [Struck by golf ball]	MISSION - Member may not complete event PERSONNEL - Member may need greater levels of medical treatment	MISSION - LOW (24) PERSONNEL - LOW (24)	
6.1	Lower back/limb injuries [Lower back/limb injuries]	MISSION - Member may not complete event PERSONNEL - Member may require hospital medical care	MISSION - LOW (24) PERSONNEL - LOW (24)	
2.1	Snake Bite [Snake Bite]	MISSION - Member will not complete event PERSONNEL - The field of players will be smaller	MISSION - LOW (25) PERSONNEL - LOW (25)	



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RISK TOLERANCE SUMMARY

Activity Title: K Series - ARTC - Kapooka Golf Club

Activity ID (ACMS):

Start Date: 11 Nov 2011

End Date: 13 Nov 2011

Location: ARTC - Kapooka Golf Course

Risks Identified But Not Assessed

Risk Ref.	Threat [Risk Event]	Impact(s) of Risk Event
NONE		

Facts and Assumptions

Description (Assumption/Fact)	Suggested/Method of Verification	Verified
NONE		

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PREFACE. This electronic tool and printable guidance forms part of a broader, standardised Defence risk management (RM) capability suite. This suite was developed to meet Comcare Enforceable Undertaking 2981 and is part of a continuous RM improvement process undertaken by the Chief of the Australian Defence Force (CDF) instantiated in 2007. The RM capability suite is developed to Defence specifications and is currently in use by the Australian Army and other Defence elements.

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AUSTRALIAN ARMY
MINUTE
Army Recruit Training Centre

AJ638322
KGC/OUT/2011/09

COMDT ARTC

**REQUEST FOR ALCOHOL CONSUMPTION AT KAPOOKA GOLF CLUB –
K SERIES 11-12 NOVEMBER 2011**

1. The Kapooka Golf Club (KGC), as part of the Kapooka K Series, will be holding a golf event on Sat 12 Nov 11. It is requested that the consumption of alcohol be permitted upon arrival of the participants the evening of Fri 11 Nov, on completion of the days play and during a presentation function Sat 12 Nov.
2. The requested bar hours are as follows:
 - a. Fri 11 Nov – 1600 h - 1800 h; and
 - b. Sat 12 Nov – 1600 h – 2100 h.
3. Upon arrival participants will be briefed by the KMA RPs and by the organising committee for the event. During the Saturday a barbecue will be supplied for breakfast and lunch. A buffet function is to be conducted at the KGC to round out the event that evening.
4. During the conduct of the event no alcohol is to be sold by the KGC. The bar will offer soft drinks and snacks foods only during this time.
5. The day offers the Kapooka Golf Club the opportunity to provide a professional and relaxing team golfing experience as part of the Kapooka K Series sporting program. The day is to be conducted with Defence values at the core, Professionalism, Loyalty, Integrity, Courage, Innovation and Teamwork.
6. For your consideration.

ilue.

L. RAE
MAJ
Pres KGC

12 Sep 11

~~APPROVED / NOT APPROVED~~


D. HAY
COL
COMDT ARTC

21 Sep 11