

**See Distribution**

**KAPOOKA AUSTRALIAN RULES FOOTBALL TWELVES – 17 MAR 2012**

**Introduction**

1. The Kapooka Australian Rules Football Twelves (K12s) is an annual Kapooka Military Area (KMA) knockout competition and is to be contested between Defence teams on Sat 17 Mar 12.
2. The aims of the competition are:
  - a. to foster the game of Australian Rules Football within the ADF, and
  - b. to observe pre-selected individual men and women for the National Service Australian Football Competition.

**Aim**

3. The aim of this instruction is to detail the administrative and competition arrangements for the Kapooka 12s.

**General**

4. The Kapooka 12s is conducted to provide an opportunity for Australian Football players, within defence, to compete in a unique competition against other Defence teams. It is intended to promote a greater involvement in Australian Football within Defence through an active PR plan and by providing a national competition, conducted with low team and event overheads. Additionally the Kapooka 12s will provide an opportunity for selection for Australian Service Australian Football teams.

**Finals System**

5. The 2012 competition will consist of two separate finals series; the major finalist will compete for the DEFCREDIT shield. The minor placings will complete for the DEFCREDIT cup. The finals system will further be explained during the competition brief, conducted at 0730h 17 Mar 12 in the change rooms on oval number 1.

**Appointments**

6. The Host Officer for the event is COMDT ARTC, COL D.J. Hay.
7. The Chairman of Australian Services Australian Football Association (ASAF), Brig M.Hall CSC, is to be invited to attend the competition and will be requested to participate in the presentation of awards.

8. The following is a detailed list of appointments for the event:
  - a. Supervising Officer – CAPT I. Marston;
  - b. Coordinator/Treasurer – WO2 G. Fairbank;
  - c. Assistant Coordinator – Sgt B. Kellaway;
  - d. Chief Scorer – TBA;
  - e. Umpires representative – Mr Peter Hughes;
  - f. VIP Coordinator - TBA;
  - g. Officials – as attached at annex A;
  - h. Ground Marshall – Sgt R. Edwards;
  - i. MC / Announcer / Time Keeper – TBA; and
  - j. Team Managers – each team is to identify a team manager to the Kapooka 12s Coordinator upon registration.

### **Kapooka 12s rules**

9. Competition Rules and scoring methods are detailed at Enclosure 1.
10. Games will commence at approximately 0830h, Sat 17 Mar 12. The draw will be confirmed and distributed to Team Managers prior to the commencement of the competition.
11. All officials are to be conversant with the rules of the game IAW Laws of Australian Football 2011, an extract of those rules and local rules for the Kapooka 12s is at annex A. A copy of the Laws of Australian Football 2011 is available at the official's tent for perusal or it is available by following this link [http://afl.com.au/portals/0/afl\\_docs/Laws%20of%20Football\\_2011.pdf](http://afl.com.au/portals/0/afl_docs/Laws%20of%20Football_2011.pdf)

### **Points of Contact**

12. WO2 G. Fairbank is the POC and can be contacted on Mob 0407 070 292, email – [garry.fairbank@defence.gov.au](mailto:garry.fairbank@defence.gov.au) The alternative POC is CAPT I. Marston, Mob 0459 826 617, email – [ian.marston@defence.gov.au](mailto:ian.marston@defence.gov.au).

### **Registration**

13. Registrations are required to be submitted to the Kapooka 12s Coordinator NLT 13 Mar 12. A registration fee of \$150.00 is to accompany registrations. Cheques can be made payable to K12s or fees can be paid to DEFCREDIT ARTC RTF Sports Account BSB 803-205, Member No: 20749710.

14. Late registrations will not be accepted. Registration forms are attached at Enclosure 2.

### **Teams**

15. Teams are limited to a maximum of 18 players, which includes six interchange players.

16. Teams are required to provide two interchange marshals and two goal umpires when not playing games. These personnel also need to be identified upon registration. Team allocations will be detailed with the draw.

### **Sponsorship**

17. DEFCREDIT is the sole sponsor of the competition. They will be providing prize money for the K12s.

18. Allocation of prize money will be dependant on the number of teams participating and details of the prize money allocation will be given during the initial brief.

### **Umpires**

19. A representative from the Riverina Australian Football League (RAFL) will provide the umpires. A minimum of two field umpires is required per game.

20. Teams are required to provide goal umpires for games when not playing. There will be no boundary umpires required for the competition.

### **Field Preparation**

21. The (K12s) will be conducted on the KMA Australian Rules ovals one and two. All ovals are to be identically marked and oriented.

22. DS-K is to ensure the ovals are prepared to match standard. WO2 G. Fairbank is to liaise with ESS Systems detailing the conditions required.

### **Work Parties**

23. 1RTB is to provide a work party of 10 recruits from Digger James Platoon on Thu 15 Mar and Sat 17 Mar 12. PL SGT Digger James Platoon is responsible to provide these personnel. WO2 G. Fairbank is to liaise directly with PL SGT Digger James on timings, dress, locations etc.

### **Canteens**

24. The canteen is to be staffed by 219 Regional Cadet Unit. The canteen will provide food and drink for consumption throughout the day.

### **Alcohol**

25. Consumption of alcohol is not to occur by any player until they have completed all games they are participating in for the day. Sale and consumption of alcohol is approved during the following times at the main oval one canteen from;

- a. 1200 -1600 light beer; and
- b. 1600 -1800h open bar.

### **Duties**

26. Officials duties and responsibilities are shown at appendix 3.

### **Longest Kick/Sprint Race**

27. A longest kick and sprint race male and female event will be held during the lunch break. Each team is to provide one member to participate per event. Prize money will be awarded to the winner of the each event. Details of the conduct and rules will be given to the team managers at the initial brief.

### **Rations**

28. All teams are required to provide their own rations. Teams that are intending on dining in the messes are to provide the POC's a WNGO detailing the following:

- a. number of pers to be rationed in, and
- b. first and last meal.

29. Teams that require to be rationed into messes are to confirm by sending an SQ97 to the KMA Planning and Coord Cell, fax (02) 6931 6721 or email kapdsg.baseplanningandcoord@defence.gov.au at least 7 days prior to arrival.

30. Players and officials who are not rationed in by SQ97 are **NOT** to eat in the KMA messes unless paying for casual meals. Casual meals are also to be indicated by SQ97 to allow forecasting by the contractor.

### **Accommodation**

31. Non-powered campsites are the only available accommodation. Visiting teams are to bring their own tents, stretchers and bedding. The RPs are responsible for the allocation of camping sites. The campsites are to be located on the soccer oval, in close proximity to the Australian Rules ovals, clubrooms and SALs. A detailed map identifying individual team areas will be available upon arrival at the KMA.

### **Transport**

32. Visiting teams are responsible for their own transport.

33. WO2 G. Fairbank is to liaise with DS-K for the coord of vehicles to transport players to Wagga Wagga after the presentations if required.

### **Rubbish**

34. Visitors are reminded of the high profile environment surrounding the KMA and are to maintain rubbish free areas at all times. WO2 G. Fairbank is to liaise with DS-K to ensure that adequate rubbish bins are located at accommodation and games areas.

### **Medical**

35. WO2 G. Fairbank is to liaise with the Kapooka Health Centre (KHC) for the provision of the following:

- a. one patient transfer vehicle and driver at the field during competition;
- b. a MO to be on call in support of the competition, and
- c. medical may be supplemented by external arrangements.

36. The driver is to report to the Australian Rules oval by 0720h Sat 17 Mar 12 for a briefing by WO2 Fairbank.

37. Teams are responsible for their individual medical supplies and are to obtain sufficient quantities from parent units. The ARTC RAP and KHC are not responsible for the issue of supplies, or strapping to any visiting teams.

### **Allowances**

38. Visiting teams are to make claims for allowances through parent units.

### **Public Relations**

39. WO2 G. Fairbank is to coordinate the public relations plan in conjunction with the KMA PR Offr.

### **Public Address System**

40. WO2 G. Fairbank is to coord with the AAB-K for the provision, positioning, functioning and recovery of the public address system at the grounds.

### **Dress**

41. The dress for all competitors and officials is to be appropriate Australian Rules playing attire. Teams are required to be dressed uniformly. Civilian dress within the KMA is to be appropriate for any messes or clubs visited. Clothing is to be clean, in good repair and is not to offend in anyway.

**Post Match Presentations**

42. Presentations will occur at the Main Oval commencing at approximately 1700h. The presentations will include the K7s and the K12s. The winning teams are only required to send their team captains to the receive awards from the presentation stand.

**Prize Monies**

43. All prize monies to the winning teams/individuals will be awarded in the form of a cheque. All cheques will be made out to a relevant RTF or registered club. Cheques will not be made out to an individual.

**Post Match Activity**

44. Post match activity is planned to be held at the Victoria Hotel, Baylis St, Wagga Wagga. It is encouraged for all teams to attend, bar snacks will be provided. Further information and confirmation of the activity will be provided at the post match presentations.

**Stores**

45. WO2 G. Fairbank is responsible for the coord of stores listed at appendix 4.

**Training**

46. Teams are to commence training as early as possible to reduce injuries.

**Risk Analysis**

47. A copy of the Risk Analysis for the K12's competition, the accommodation site and the post match activity are shown at appendix 5. Team managers are to ensure all players are medically fit for full duty and that mouthguards are worn.

**VIP/Guest List**

48. A VIP/Guest list is at appendix 6.

**Planning Conferences**

49. Planning conferences are to be ongoing as directed by WO2 G. Fairbank. The following personnel are to attend:

- a. Supervising Officer – CAPT I. Marston;
- b. Coordinator/Treasurer – WO2 G. Fairbank;
- c. Chief Scorer/Assistant Coord – TBA;
- d. Assistant Coord– Sgt B. Kellaway;
- e. Umpires Representative – Mr Peter Hughes;
- f. KMA 12s Manager - TBA;

- g. K12s Marshall – Sgt R. Edwards; and
- h. DS-K – Mrs Sandy Waterhouse.

### **Visitor Teams**

50. Visiting teams participating in the K12s are not to arrive at Kapooka before 1300h on Friday 16 Mar 12 and are to depart NLT 1200h on Sunday 18 Mar 12.

### **Visiting Teams Brief**

51. Visiting team managers and captains are to meet with the Kapooka 12s Coordinator, WO2 G. Fairbank, at 0730h 17 Mar 12 at the clubrooms on oval one, for an area brief. This brief will include relevant standing orders for discipline and conduct within the KMA. Team managers and captains are responsible for the briefing and behaviour of their personnel. A coordination brief of the competition will also be conducted including any amendments to the draw.

### **Conclusion**

52. The opportunity for a national competition, together with national selection, and low overheads, is unique to the Kapooka 12s. This competition will promote teamwork, competitive spirit and maintenance of physical fitness, as well as demonstrating that sports play an important part between ADF units. A well-developed PR plan, thorough preparation, complimented with the presence of the Patron Army Australian Football will ensure a successful competition.

### **Enclosures:**

1. Competition Rules
2. Registration Form
3. Officials, Duties and Responsibilities
4. Stores List
5. Risk Assessment – K12's Competition
6. VIP/Guest List

### **Distribution:**

#### **External:**

Team Managers

#### **Internal:**

List A

RTF President

ARTC PR Officer

ARTC Sports Officer

ARTC Ops Cell

KMA Duty Officer

CAPT I. Marston

WO2 G. Fairbank

WO2 G. Wickham

SGT B. Kellway

SGT R. Edwards  
1RTB Ops Cell  
RAAF Base Wagga Ops Cell  
Base Services Manager – RAAF Base Wagga  
Base Services Manager - KMA  
Digger James Platoon  
RPs  
MPs  
DS-K

**LOCAL RULES/LAWS OF THE KAPOOKA 12S**

1. Each team will field 12 players selected from the squad of a maximum of 18 registered players. Players must be Military members or Defence civilians. Registration of players is to occur before 13 Mar 12.

2. All games, including finals will be played with an interchange rule, allowing teams to use all 18 players within one game. Replaced players may re-enter the game.

3. A substitute player however, may not enter the field of play until the player they are going to replace has left the field of play. Teams will not be allowed to use any player from outside their nominated squad of 18, regardless of circumstance.

4. To allow a more flowing game, only two players (including the 'ruck') from each team will be allowed in the centre square at the start of a half or after a goal has been scored.

5. 'Ball Out of Bounds' will be adjudicated as per the AFL pre-season competition rules. The team that last touches the ball before it goes out of bounds will have a free kick awarded against them.

6. Each team may have one runner and one trainer who may enter the field of play to attend injured players and give fluid to players during the game.

1. When a behind is scored, the team "kicking in" can play on without waiting for the goal umpire to signal (as per AFL competition).

8. Interchange - All teams are to use the Interchange area as marked on each ground which will be indicated by the ground marshal prior to the commencement of each game.

**Red and Yellow Cards**

9. A player who receives a Red or Yellow card during any match by the umpires will incur the following penalty:

- a. 1<sup>st</sup> Yellow Card – five minutes in the 'sin bin' without replacement;
- b. 2<sup>nd</sup> Yellow Card – sent off for the remainder of the game, without replacement, and with a one game penalty if a further game is to be played; and
- c. Red Card – sent off for the rest of the game and shall take no further part in the tournament.

10. Team coaches, managers, and reserves will sit in designated team areas during the game their team is participating in.

11. All teams shall take the field at the allotted match time, immediately upon the conclusion of the preceding match – at the direction of the nominated Field Umpire.
12. All teams shall vacate the field of play immediately upon the conclusion of their allotted match.
13. Teams are to ensure that their ‘strip’ is uniform for all players within their team.
14. No changes to the team lists are to be made following the submission of the team registration list. Any team found in breach of this rule during the course of the tournament shall be disqualified.

### **Timings**

15. Umpires are to control the start, stop and changes of each game. These are to be indicated by a siren blast from the announcer’s tent.
16. The first round of games is to commence at approximately 0830h.
17. Teams are to be punctual as per the draw. Disqualification will result for late comers.

### **Points Allocation**

18. Teams will be awarded two points for a win and one point for a loss. The competition rules will not result in a draw.

### **Conduct**

19. Each team will be assigned to a pool and teams in each pool will play each other once. The highest ranked teams at the end of the qualifying rounds will go into the finals. Total goals and behinds will count toward ranking where teams have to be separated. Goal difference will be used if further separation is required. The finals system will depend on the total teams registered. The system will be advised during the competition brief, conducted at 0730h 17 Mar 12.

### **Tied Game**

20. If scores are tied at the end of any game, except the grand final, the game shall be awarded to the team that scored first. Extra time shall only be played for the grand final.

### **Length of Matches**

21. All qualifying games, elimination and preliminary finals shall be played in 10 minute halves with a two minute interval.
22. The grand final shall have 15 minute halves with a five minute interval. If scores are tied at the conclusion of normal time in the grand final then five minutes each way of extra time with a one minute interval shall be played.
23. If the scores are again tied at the conclusion of extra time then a period of sudden death shall be played where the first team to score is awarded the game.

## **Penalties**

24. Any team that plays an unregistered player at any stage during the tournament shall forfeit that game.
25. Any team that fields less than ten or more than twelve players shall forfeit that game.

## **Dispute Committee**

26. A Disputes Committee shall be available to address any protest, and will be made up of the tournament's Supervising Officer and Coordinator. Only issues raised by the team manager or coach will be addressed. Protests must be brought to the attention of the disputes committee within ten minutes of the conclusion of the game in which the infringement is alleged to have occurred.
27. The umpire in charge of the match will be the sole judge of fact in relation to the Laws of the Game. Protests will not be accepted in relation to the field umpires interpretation of the Laws of the Game, or Local Rules, including the length of the actual playing time of the match.
28. Rulings of the disputes committee shall be final and shall be adhered to by all teams participating.

## **Interpretation**

29. The Disputes Committee reserves the right of interpretation in the case of doubts arising from the wording of any rule. It shall also have the right to decide on any situation, which is not covered by the rules, and such decisions will be final.

**KAPOOKA 12s  
17 MAR 12  
REGISTRATION FORM**

**Team Name  
Manager  
Email**

**Parent Team  
Phone  
ETA**

	<b>Players Name</b>	<b>PMKeyS Number</b>	<b>Jumper Number</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
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<b>12</b>			
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<b>15</b>			
<b>16</b>			
<b>17</b>			
<b>18</b>			

**Coach/s**

\_\_\_\_\_

**Goal Umpires 1.** \_\_\_\_\_

**2.** \_\_\_\_\_

**Interchange Marshal 1** \_\_\_\_\_

**2.** \_\_\_\_\_

**Additional comments:**

\_\_\_\_\_  
\_\_\_\_\_

\$150 cheque payable to Kapooka 12s enclosed

**Return Registration Form to: WO2 G. Fairbank – HQ 1RTB, ARTC, Blamey  
Bks, KAPOOKA, NSW, 2661**

**ENCLOSURE 3 TO  
ANNEX B  
DATED DEC 11**

**OFFICIALS' DUTIES AND RESPONSIBILITIES**

<b>Serial</b>	<b>Appt</b>	<b>POC</b>	<b>Duties and Responsibilities</b>
1	Supervising Officer	CAPT I. Marston	<ol style="list-style-type: none"> <li>2. Chair planning and post activity conferences</li> <li>3. Immediate supervision of the committee in the execution of their duties</li> <li>4. Allocate additional committee tasking as required</li> <li>5. Oversee the Official Time Keeper</li> <li>6. Supervise assistant recorders</li> <li>7. Maintain the progressive results and draw</li> <li>8. Develop a PR plan with ARTC PR Officer</li> </ol>
2	12s Coord	WO2 G. Fairbank	<ol style="list-style-type: none"> <li>1. Complete supervision prior to and after the activity</li> <li>2. Issue the invitation to participate in the competition to all services and units</li> <li>3. Draft and issue the admin instr</li> <li>4. Design the competition draw and finals system</li> <li>5. Supervise the setting up and refurbishment of venue</li> <li>6. Supervise allocation of camping sites</li> <li>7. Coord the presentation schedule incl display of trophies</li> <li>8. Sponsorship</li> <li>9. Coord medical support</li> <li>10. Brief Medic and ambulance driver on their requirements for the day</li> <li>11. Liaise with DS-K for oval marking</li> </ol>
4	12s Coord 21C	SGT B. Kellaway	<ol style="list-style-type: none"> <li>1. Assist WO2 Fairbank</li> <li>2. Coord allocation and tasking of work parties</li> <li>3. Coord trophies</li> <li>4. Coord stores pick up/return</li> <li>5. Liaise with band for PA system</li> <li>6. Supervise transport to Wagga return</li> <li>7. Competition registration</li> <li>8. Record and preserve planning conference minutes</li> <li>9. Maintain all correspondence</li> </ol>
5	Treasurer	WO2 Fairbank	<ol style="list-style-type: none"> <li>1. Maintain a record of approved expenditure</li> <li>2. Maintain a record of all receipts and cash on hand</li> <li>3. Finalise outstanding accounts NLT 21 Mar 11</li> <li>4. Banking</li> </ol>

6	VIP Coord and Liaison	WO2 G. Fairbank	<ol style="list-style-type: none"> <li>1. Conduct signal correspondence</li> <li>2. Assist Sec in correspondence as required</li> <li>3. Coord VIPs presentations</li> <li>4. Maintain liaison with ARTC OPS</li> </ol>
7	Chief Scorer	TBA	<ol style="list-style-type: none"> <li>1. Collate all scores from each game</li> <li>2. Log and maintain an electronic copy of all scores</li> <li>3. Update the score board at the end of each round</li> <li>4. Identify finalists and organize the finals draw</li> </ol>
7	Umpires Representative	TBA	<ol style="list-style-type: none"> <li>1. Advise the organising committee on the rules of the game and duties of match officials</li> <li>2. Coord availability/tasking for umpires</li> <li>3. Allocate umpires to games</li> <li>4. Brief runners, timekeeper, interchange marshals and goal umpires</li> </ol>
8	ARTC Aust Football Sports Officer	CAPT I. Marston	<ol style="list-style-type: none"> <li>1. Conduct team and competition briefings upon arrival into the KMA</li> </ol>
9	Disputes Committee	CAPT I. Marston WO2 G. Fairbank SGT B. Kellaway	<ol style="list-style-type: none"> <li>1. Adjudicate all protests</li> </ol>

**Kapooka 12s Aussie Rules**

**STORES LIST**

<b>SERIAL</b>	<b>ITEM</b>	<b>QTY</b>
1	11x11 Tent complete	8
2	11x11 Tent with Extn complete	1
3	Portable BBQ	2
4	Marquee (Sporties)	3
7	Shipper (Block and Party Ice required)	4
8	Portaloo	6
9	Extension Cord (30 m)	5
10	Grand Stand Seating	
11	Large Esky	10
12	Plastic Chair	100
13	FS Table	8
14	Large Whiteboard	1
15	Australian Rules Football	12
16	Sports Whistle	12
17	Air Horns	6
18	Goal Umpires Flags x sets	8



**ENCLOSURE 6 TO  
ANNEX B  
DATED DEC 11**

**VIP/GUEST LIST**

1. The following VIP/Guests are to be invited to attend the K12s Competition:

- a. RADM D. Thomas, AM, CSC – Patron Navy;
- b. TBA – Patron Army;
- c. ACM A. Houston, AO, AFC – Patron Air Force;
- d. BRIG M. Hall, CSC – Chairman ASAFA;
- e. COL A. Fidge – Executive Officer Army;
- f. CDRE C. Thomas CSC – President Navy Football;
- g. BRIG S. Caughey CSC- President Army Football;
- h. FLTLT J. Taylor – President Air Force Football;
- i. Mr J. Linehan – Chief Executive Officer - Defcredit;
- j. Ms L. Kyle – Executive General Manager – Marketing - Defcredit;
- k. Mr G. Prout - Executive Manager Retail Services - Defcredit;
- l. Ms N. Hansen – Area Manager – Riverina – Defcredit; and
- m. Ms A. Patten - Branch Manager – Kapooka – Defcredit.

