



AJ1708323

**See distribution**

**ADMINISTRATIVE INSTRUCTION ARTC 09/15**

**KAPOOKA SUMMER SPORTS SERIES**

**References:**

- A. DI(G) Admin 45-2 - *The Reporting and Management of Notifiable Incidents*
- B. DI(G) Pers 15-1 - *ADF Alcohol Policy*
- C. MILPERSMAN Part 4 Chapter 1 - *Alcohol Management in the ADF*
- D. Laws of Australian Football 2015
- E. Australian Association Netball Rules
- F. Laws of Touch Football 7<sup>th</sup> edition
- G. FINA Water Polo Rules 2013-2017
- H. League Nine Laws
- I. Rugby League Laws of the Game International Level

**Introduction**

1. The Kapooka Summer Sports Series (KSSS) is an Army Recruit Training Centre (ARTC) supported and “Defence Bank” sponsored tri-service event that is conducted annually in which ADF unit teams from around Australia compete.
2. The competition will be held on Sat 07 Nov 15 with the following sports to be played:
  - a. Australian rules - K12
  - b. mixed netball - K7
  - c. mixed touch - K6
  - d. mixed water polo - K5
  - e. rugby league - K9.

**Aim**

3. The aim of this instruction is to outline the administrative requirements for the coordination and conduct of the KSSS.

**Appointments**

4. The appointments for the overall conduct of the KSSS are:
  - a. OIC - CAPT I. Marston
  - b. 2IC - WO2 G. Fairbank
  - c. coordinator - WO2 Q. Stein.
5. The sports representatives for the KSSS are:
  - a. mixed water polo (K5) - CAPT C. Rentz
  - b. mixed netball (K7) - LT L. Gale
  - c. rugby league (K9) - WO2 M. Fisher
  - d. Australian rules (K12) - SGT M. Julian
  - e. mixed touch (K6) - LT L. Epps.

**Safety/risk plans**

6. The Safety Management Plan (SMP), risk tolerance summary and risk appreciation summary for the KSSS is shown in annexes A-C respectively. Each of the individual sports has a risk tolerance/appreciation summary contained in their respective annexes.

**Indemnity forms**

7. All civilians except spectators attending the KSSS are required to complete an indemnity form. This form is shown in annex D.
8. Any participants under the age of 18 competing in the KSSS are to complete the indemnity form shown in annex E.

**Sport instructions**

9. The instructions for each sport are shown at annexes F-J, which contain the details required for each of the sports.

**Sponsorship**

10. The official sponsor of the KSSS is the “Defence Bank”. Individual teams may source their own sponsorship; however this sponsorship must not conflict or overshadow the “Defence Bank”.

**Team entry**

11. Teams intending to enter the KSSS are to advise OIC KSSS of their interest NLT 28 Aug 15 via [ARTC.Events@defence.gov.au](mailto:ARTC.Events@defence.gov.au). Team registration is to be received NLT COB 30 Oct 15.

**Arrival/departure timings**

12. Teams participating in the KSSS are not permitted to arrive at ARTC prior to 061500KNov15. All teams are to depart ARTC NLT 081600KNov15 unless other timings have been approved by OIC KSSS.

**Accommodation and rations/catering**

13. Teams are permitted to utilise their own tentage on the grounds near the playing fields. Accommodation may also be sought at RAAF Wagga through the DHA website.

14. Defence teams will be rationed in at the Staff mess for the duration of the KSSS activity, subject to the submission of an *AE547 - Service Request*. A copy of the AE547 is to be emailed to the email address stated in para nine NLT 01 Nov 15.

15. KSSS participants will be able to purchase food and drinks from the canteens located at the rugby sheds, Aussie rules oval and netball/water polo area.

**Area/conduct brief**

16. A team brief will be available to all team managers upon arrival from the front gate at ARTC. The brief will contain specific information pertaining to ARTC procedures, as well as general information WRT the KSSS. The brief is shown in annex K.

**Incident/injury management**

17. All incident and injury management is to be IAW ref A and the SMP.

**Consumption of alcohol**

18. IAW ref B and C, no alcohol is to be bought into ARTC by teams and/or individuals. The possession and consumption of alcohol has been authorised by COMDT ARTC, and all directions WRT alcohol as stated in the SMP are to be followed.

**Budgets**

19. All ARTC sports representatives are to submit their respective budgets to the OIC KSSS NLT Fri 02 Oct 15. This is to ensure the budgets are approved and funding is available through the Regimental Trust Fund (RTF) for payment.

**Grounds and facilities maintenance**

20. The OIC KSSS is to ensure all appropriate requests have been submitted WRT the use of facilities, as well as any maintenance requirements that are required to be remedied before the start of the KSSS.

**Stores requests**

21. All sports representatives are to ensure their respective sports store list is submitted to the coordinator KSSS NLT Fri 02 Oct 15 IOT allow a consolidated submission.

### **Public/media releases**

22. All media releases WRT the KSSS are to be cleared through HQ ARTC OPS cell. This includes but is not limited to, the following:

- a. initial and all follow-up signals
- b. any advertising to the three Service newspapers
- c. any local media notifications.

### **Medical support**

23. Medical support for the KSSS is to be conducted IAW the SMP.

### **Sporting officials**

24. The KSSS sports representatives are to ensure all arrangements, including the booking of accommodation and rations (if required), for their respective umpires and referees is completed NLT Fri 02 Oct 15.

25. The KSSS sports representatives are also responsible for ensuring their respective umpires and referees conform to the requirements IAW the SMP.

### **Portable cool rooms**

26. The OIC KSSS is to liaise with the HQ ARTC Business Manager WRT the hiring of three portable cool rooms, to be placed at each of the sporting locations. The cool rooms are to be located in place NLT 061200KNov15, and be removed not before 090800KNov15.

### **Security**

27. No increased levels of security are required whilst the KSSS is being conducted at ARTC.

28. The OIC KSSS is to liaise with the Defence police Unit - Kapooka (DPU-K) WRT extra patrols throughout ARTC whilst the KSSS is being conducted. An ARTC area map is shown in annex L, highlighting the “no go” areas for all KSSS participants.

29. The OIC KSSS is also to request DPU-K initiate patrols along Baylis St Wagga Wagga on Sat 07 Nov 15 IOT provide a Military Police presence whilst participants of the KSSS are enjoying the post activity function.

### **Post activity function**

30. A post activity function will be held at the Victoria Hotel, Baylis St, Wagga Wagga. The OIC KSSS is responsible for arranging the buses for transporting of KSSS participants, and ensuring all KSSS participants and staff is fully aware of timings.

### **PA system**

31. The KSSS sports representatives are responsible for the organising, setup and testing of their PA system before commencement of the daily sport activities.

## Conclusion

32. The KSSS is regarded throughout the ADF as the major sporting event for selection of individuals to represent their service. The competition also provides an opportunity for ARTC to be at the forefront WRT fostering the competitive spirit within ADF sport.

**[Original Signed]**

**S Jobson, CSC**

COL

COMDT ARTC

Tel: (02) 6933 8210

10 Aug 15

### Annexes:

- A. Safety Management Plan
- B. Risk Tolerance Summary
- C. Risk Appreciation Summary
- D. Civilian Indemnity Form
- E. U/18 Indemnity Form
- F. Sports instruction - Australian rules
- G. Sports instruction - mixed netball
- H. Sports instruction - mixed touch
- I. Sports instruction - mixed water polo
- J. Sports instruction - rugby league
- K. KSSS area and conduct brief
- L. Army Recruit Training Centre area map

### Distribution

BSM

HQ ARTC CofS

CO 1 RTB

XO 1 RTB

OPS 1 RTB

HQ ARTC OPS

HQ ARTC S1

HQ ARTC BM

HQ ARTC IT Cell

OC KHC

OC ATW

RSM ARTC

DPU-K

OIC KSSS

2IC KSSS

Coordinator KSSS

Sports representatives

ARTC intranet/internet website