



**AUSTRALIAN SERVICES  
AUSTRALIAN FOOTBALL ASSOCIATION**

Patron: Vice Admiral Russ Shalders, AO, CSC, RAN

Australian Defence Force Academy, Northcott Drive, CANBERRA ACT 2600

2001/19382/2

See distribution

**ADMINISTRATIVE INSTRUCTION**

**AUSTRALIAN SERVICES AUSTRALIAN FOOTBALL ASSOCIATION  
CHAMPIONSHIPS, CANBERRA 18-23 APRIL 2008**

**References:**

- A. DGDCSB/OUT/2000/11 Minute 2000/2583/1 of 19 Sep 00
- B. DI (G) FIN 14-1 Service Sporting Activities – Hire of Civilian Sporting Facilities and Payment of Officials
- C. DI (G) PERS 14-2 ADF Policy on Sport of 9 Jun 06
- D. ADF Sports Council Safety Policy and Related Documents  
(<http://defweb.cbr.defence.gov.au/adfsc/safety.htm/>)
- E. ASFA Sports Safety Management Plan (SSMP)

**General**

1. The 2008 Australian Services Australian Football Association (ASFA) Championships will be conducted at Ainslie Oval, Canberra during the period 18-23 April 2008. The Championships are an ADF Sports Council (ADFSC) approved activity with ADF male and female teams representing the Royal Australian Navy, the Australian Army and the Royal Australian Air Force.

**Aim**

2. The aim of this instruction is to detail the responsibilities, conduct and administrative procedures necessary to facilitate the 2008 ASFA Championships.

**Key Appointments**

3. ASFA Key Appointments are as follows:
  - a. ASFA Chairman – BRIG Brian Dawson (Op Deployment Nov 07 – May 08);
  - b. ASFA Deputy Chairman – TBA;
  - c. ASFA Executive Officer (XO) – MAJ James Weaver;
  - d. ASFA Sponsorship Officer – BRIG David Saul (Acting Chairman Nov 07 – May 08);
  - e. ASFA Treasurer – MAJ Chas Viner;
  - f. ASFA Secretary – PO Phillip Norton;
  - g. ASFA Operations Officer – SQNLDR Paul Webb;
  - h. ASFA Communications Officer – Mr Michael Weaver;
  - i. Championship Manager (CM) – SQNLDR Paul Webb;
  - j. Championship Administration Officer (AO) – LT Dominik Kul; and
  - k. Championships Umpires Coordinator (Ump Coord) – WO2 Clay Baker.

## Championships Management

4. **CM and AO.** The CM and AO are to establish liaison with Team OICs, Team Managers and key support staff. They are to conduct coordination meetings during the Championships as required, and update the ASFA Chairman and Executive Officer on key issues. They are responsible for coordination of all elements of the Championships, including the Championship Dinner.

5. **Team OICs.** The OIC of each team is to ensure that their respective teams maintain the highest standards of discipline expected of the ADF. The reputation and future of the ASFA Championships depends on the exemplary behaviour, both on and off the field, and sporting performance of all personnel. Lapses in discipline will not be tolerated and may result in expulsion from the Championships. Team responsibilities are detailed in annex A.

6. **Team Managers.** Team Managers are responsible for the administrative and logistic effectiveness of their respective teams. The success of the Championships is dependant on the thorough, timely and effective coordination of team administration.

## Administration

7. The CM and AO are to establish points of contact and liaison with Defence Support Group (DSG) ACT/NSW, Team Managers and the staff of the accommodating barracks in Canberra to facilitate the smooth administrative conduct of the carnival with respect to accommodation, rations, messing, medical, transport and other logistic support functions. Team Managers are responsible for all the administrative aspects of their team - they are required to confirm bookings and meal requirements for the duration of the championships. Team Managers are to be responsive to the direction provided by the CM and AO.

8. **Arrivals and Departures.** All personnel, including umpires and administrative staff, will be accommodated at available Barracks in the ACT region. All personnel are to arrive no later than 17 Apr 08, under the direction of their Team Managers. All teams are released for departure from 0800h 24 Apr 08.

9. **Risk Management.** Reference D and E are to be used as the starting point for risk management for all key personnel involved in the championships, notably the CM, Coaches and Team Managers.

10. **Transport.** Under standing arrangements between the ADF Sports Council (ADFSC) and DSG, transport support can be provided for the duration of the carnival (training, games, etc) and for pick-up and drop-off at the beginning and end of the carnival (between accommodation and airport, railway station, etc). Transport arrangements outside these times are the responsibility of respective teams (eg. for pre-carnival training camps). The CM is to advise the local DSG office about the carnival. Teams are able to organise their own transport for the carnival, but to ensure effective use of local transport resources, each Team Manager is to advise the CM any transport arrangements they have made at their earliest convenience.

11. **Accommodation.** All available service transit accommodation in Canberra is to be booked for the period 18-23 Apr 08 by the AO. Bookings outside this time are the responsibility of Team Managers, however teams can organise their own accommodation for the carnival, and advise the CM of these arrangements at their earliest convenience. Team managers are to liaise with the CM and AO to coordinate accommodation requirements.

12. **Messing.** All personnel are rationed in for the duration of the Championships without charge IAW ADFSC guidelines. All personnel are to adhere to Mess timings and rationing arrangements. If any team requires exemption from any meal this requirement is to be

coordinated by team managers to the relevant mess manager at least 24 hrs prior to the meal in question.

13. **Medical Support.** Medical support is to be coordinated by the CM and AO. A separate medical/injury management plan is to be prepared by the AO and promulgated prior to the championships. Team Managers are responsible for team medical support for individual team practice sessions.

14. **Laundry Facilities.** Laundry facilities are available at the individual Barracks.

15. **Bar Facilities.** Bar arrangements for the Championships are IAW local mess rules and host unit SOP. Team Managers are responsible for sourcing and promulgating timings and local rules to their teams. Permission is to be sourced by Team Managers for mixed ranks entry into each respective Barracks wet canteens.

16. **Finance.** Funding for the Championships has been provided to ASFA by the ADFSC and is subject to the guidance provided in References A to C. ASFA will pay incidental allowance (IA) only for the period 18-24 Apr 08. The Treasurer is responsible for payment of IA. Team Managers are to account for IA by providing receipts and a signature from each team member in receipt of IA.

17. **Travelling Allowance.** ASFA has had no provision made for Travelling Allowance. Players and officials should approach their parent units or individual service teams to provide Travelling Allowance for travel outside of this period IAW unit inter-service sport provisioning.

### Operations

18. The CM is to establish points of contacts and liaison to facilitate the marking and preparation of competition ovals. The CM is to ensure the provision of an appropriate VIP area, game venue catering, change rooms keys, goal post protection pads and other functions associated with the conduct of the "football" aspects of the Championships.

19. A range of gym, pool and oval facilities are available at HMAS Harman, ADFA and RMC. Team Managers are to ensure that timely bookings are made for the use of these facilities. In the event of conflicts over the use of facilities, the CM is to resolve these issues.

20. **Team Composition.** Incidental allowance will only be paid by ASFA for a maximum of 67 personnel per Service Team (men's & women's teams) and 17 umpiring personnel. Services are permitted to bring more personnel utilising their own resources, but are restricted to a maximum of 27 players in each of their teams.

21. **Initial Competition Briefing.** Team OICs and Team Managers are to attend an Initial Competition Briefing (ICB) on competition conduct and administration at the ADFA HQ Conference Room at 1600h Thurs 17 Apr 08. Secretary ASFA is to book this Conference Room for the ICB.

22. **Member Information Sheet/Player Profile Sheet.** Each team member is to complete a copy of the Member Information and Player Profile sheet detailed at annex B. A completed form is required for each team member and they are to be submitted to the CM prior to or at the ICB, but no later than the initial competition briefing, before players are eligible to play.

23. **Dress.** Dress of the day is team tracksuit or the dress uniform designated by each Service team. Neat casual dress is required at all other times in keeping with accepted dress standards for each team's respective accommodating mess.

24. **Championship Brochure:** The XO and CM, in consultation with the Sponsorship Officer, are responsible for the publishing of 250 championship brochures detailing the sequence of events; displaying sponsors logos; and providing contact numbers for key personnel.

25. **Equipment.** Each team is responsible for the provision of its own playing uniform, training footballs, pumps and any other equipment required for games and training. ASAFA will provide match footballs for each of the scheduled games. Management of the ASAFA equipment is to be coordinated between the CM and AO.

26. **VIP/Sponsors.** The Sponsorship Officer (SO) is responsible for the coordination and hosting of VIP guests and sponsors. Corporate style catering is to be provided in the VIP area to ensure appropriate hosting standards are provided. Service representatives are to provide a list of VIP's/sponsors to the SO by the 31 Mar 08 detailing names, relationship, sponsorship commitment, dates attending and timings. Any change to VIP details is to be passed to the SO as soon as possible during the carnival. Service representatives are also requested to forward electronic copies of sponsor logos to the Communications Officer by NLT 31 Mar 08.

27. **Annual General Meeting (AGM).** The ASAFA AGM will be conducted in the ADFA HQ Conference Room at 1400 h on Tues 22 Apr 08. The XO and the ASAFA Secretary are responsible for the coordination and conduct of the AGM. The ASAFA Executive, Team OICs, and key personnel from each of the teams/groups are to attend.

28. **Championships Dinner.** The Championships Dinner and Award ceremony will be held at the Ainslie Function Centre on Wed 23 Apr 08 (1900 h for 1930 h). The function format will be the same as 2007 with formalities concluded early in the program. This function will cost players and officials approximately \$20 per head. All monies for the function are to be paid to the Treasurer by 20 Apr 08. The CM will coordinate the dinner. All personnel are expected to attend. Apologies are to be submitted in writing to the ASAFA Chairman by 20 Apr 08. Team OICs are responsible for the behaviour of teams during the Dinner.

29. **Post Activity Report.** Each Team is to provide a Post Activity Report to the CM NLT 30 May 08 for submission to the ASAFA Chairman. A Post Activity Report checklist is contained in annex C. The CM is to consolidate each team's report into one report and forward to the XO by mid-Jun 08.

### Competition

30. **Draw.** The first game of each day will be played by the women's representative team. The draw for the Championships is as follows:

- |    |           |   |   |
|----|-----------|---|---|
| a. | 18 Apr 08 | - | Opening Ceremony: 1100 h                  |
|    |           |   | Women 1200hrs: Army v RAAF                |
|    |           |   | Men 1415hrs: Army v RAAF                  |
| b. | 21 Apr 08 | - | Women 1200hrs: 'First game loser' v Navy  |
|    |           |   | Men 1415hrs: 'First game loser' v Navy    |
| c. | 23 Apr 08 | - | Women 1200hrs: 'First game winner' v Navy |
|    |           |   | Men 1415hrs: 'First game winner' v Navy   |

31. **Venue.** All matches are planned to be played at Ainslie Oval, Limestone Ave, Ainslie. No glass bottles are permitted at the venue.

32. **Umpires.** The Ump Coord is to coordinate the selection of umpires, timekeepers, interchange stewards, and a match referee for each game. Umpires are to provide their own equipment and paperwork (eg. scorecards). Umpire uniforms are to be coordinated by the Umpire's Coordinator.

33. **Match Rules.** The Championships playing rules are detailed in annex D.

34. **Team Lists.** A specific reminder is made regarding the submission of correct team lists to the umpires, prior to the commencement of each match. Teams are not permitted to substitute any player in their final 27-player squads with an external player (i.e. not in the final squad) during the carnival.

35. **Send Off.** There will be a send off rule (IAW Order Off Rule) in place for the Championships. This is IAW the AFL rules and is further detailed in annex E. Normally for a first offence a player will be shown a yellow card and ordered from the ground for a set period of time (eg. one quarter) - unless it is a major first offence as per annex E and the player is ordered from the ground for the remainder of the game, in which case a red card will normally be shown. Order-offs for a quarter(s) will be served by actual time (i.e. one quarter for men = 25min, and for women = 20min), and this time penalty will be managed by the Emergency Umpire.

36. **Tribunal.** There will be a tribunal in place for the Championships. If a player is reported a tribunal will be convened as soon as possible after the match. Each Service is to nominate a senior member of their management to act as a representative on the tribunal (eg. Service OIC), and this is to be advised to the CM at the initial coordination meeting on 13 Apr 08. The Chairman of the Tribunal will be the ASFA XO, and the final position on the tribunal will be a senior non-playing umpire. The Tribunal will hear the case and determine an appropriate penalty, which could apply to the remainder of the ASFA carnival, any subsequent carnivals and/or any other ASFA representative games.

37. **Opening Ceremony.** A Championships Opening Ceremony will be conducted at Ainslie Oval prior to the first match at 1100h on 18 Apr 08. All players and officials are to be present and attired in team tracksuits/ team uniforms. Full details of the event will be advised at the initial coordination meeting.

38. **Presentations.** Medallions and the competition trophies will be presented by ASFA to the winning men's and women's teams at the conclusion of the respective final games. Trophies for the Best Umpire, Best Individual Player from each team and the Best Player from the Championships (male and female) will be presented at the Championships Dinner. Other ASFA perpetual trophies will also be awarded at the dinner. Army is to return the Jim Smail Perpetual Trophy at the initial coordination meeting. The CM is to coordinate the provision of relevant trophies for the presentation ceremony.

39. **ADF All Star Team.** The ADF 'All Australian National Teams (both male and female)' of 22 players will be announced at the Championships Dinner. These teams will consist of the best 22 players from the Championships, the best umpires, the National All Star Coach and National team support staff. The female selections will form the basis of the ADF Women's team scheduled to participate in a curtain raiser game to be played in Melbourne prior to an AFL game (TBC).. The male selections will form the basis of the ADF Men's team to participate in the annual Services Challenge Cup Match against the National Emergency Services Team.

40. Whilst the best teams will be selected, it is understood that this is subject to player availability. Player availability for the All Star team's needs to be advised ASAP, as this is

the ultimate criterion for selection in these teams. Advice of officials available for the All-Star representative matches can be made at any time prior to this carnival, the earlier the better.

41. **Selection Committee.** A selection committee for the All Stars Teams comprised of the ASAFA Chairman (Chair), ASAFA Deputy Chairman, selected ASAFA Executive personnel, Umpires Coord and each team coach will be held immediately after the last game for All Star Selections.

42. **PR Plan and Media Coverage.** The ASAFA Communications Officer is to provide a dot point brief on the PR plan for the event to the ASAFA Chairman at the ASAFA Executive Committee Meeting to be held at HQ 17 Brigade Randwick Barracks on 27 Feb 08. The brief is to include all internal and external coverage of the Championships IAW the PR plan and Service newspaper reporting requests.

43. **Points of Contacts.** Team officials are to provide the AO and CM with advice of their contact details, preferably a mobile phone number, NLT 27 Feb 08 for inclusion in the administrative notes for the Championships. ASAFA Championships Points of Contacts are as follows:

- a. XO, MAJ James Weaver – 0419 268 634
- b. CM, SQNLDR Paul Webb – 0416 163 743
- c. AO, LT Dominik Kul – 0409 042 346

#### Conclusion

44. The ASAFA National Championships is the major event for Services Australian Rules Football for Season 2008. It provides ADF footballers with an opportunity to represent their Service and the ADF. Professional and disciplined behaviour, sound and effective administration and spirited and fair competition are the hallmarks of successful Championships. Adherence to this instruction and the Defence code of conduct will ensure the 2008 National Championships are a memorable event. Best of luck to all teams and support staff.



**B.R. DAWSON**  
BRIG  
ASAFA Chairman

26 Oct 07

**Annexes:**

- A. Team Responsibilities
- B. Member Information/ Player Profile Sheet
- C. Post Activity Report Check List
- D. Championships Match Rules
- E. Send Off and Tribunal Rules

**Distribution**

ASAFA Deputy Chairman  
ASAFA XO  
ASAFA Secretary  
ASAFA Treasurer  
ASAFA Sponsorships  
ASAFA OPSO  
ASAFA AO,  
ASAFA Communications  
Navy Football President  
Army Football President  
RAAF Football President  
Women's Football Rep.  
Women's National Coach  
Umpires Coordinator

**For Information:**

ADF Sports Council  
DSG-ACT/SNSW

**ASAFA TEAM RESPONSIBILITIES  
2008 ADF AUSTRALIAN NATIONAL FOOTBALL CHAMPIONSHIPS**

1. Team Management is to provide the following information to the CM and AO by the dates indicated:

- a. The anticipated arrival and departure times of their squad (27 Feb 08).
- b. The means of travel and accommodation for their squad (ASAP but NLT end Mar 08).
- c. The full list of squad members, identifying managers, coaches and players (including player jumper numbers), for inclusion in the Championships program ASAP, but NLT 6 Apr 08.
- d. Details of any sponsor acknowledgments or advertising for inclusion (28 Feb 08).
- e. Details and POC of VIPs and Patron's staff officer (end Mar 08).
- f. Complete and submit a post-activity report (end May 08).

2. **Team Managers.** Team Managers are responsible for:

- a. Provide a comprehensive team list to the CM NLT the initial competition briefing 17 Apr 08 (including player's jumper numbers).
- b. Maintaining an official roll book for their respective team for the duration of the Championships.
- c. Collection of Championships Dinner money.
- d. Paying incidental allowance to team members.
- e. Notifying any changes to meal arrangements with catering staff.
- f. Picking up of team oranges, cordial and cups prior to each game.
- g. Washing of all uniforms at the conclusion of each game.
- h. Team transport and accommodation arrangements.
- i. Medical support for team training activities.
- j. Ensuring that accommodation areas are clean and tidy prior to departing for the day's activities. No team member is permitted to finally depart until the accommodation is inspected and cleared by the Team Manager.
- k. Tasks as directed by the CM and AO.

**ASAFA PLAYERS PROFILE**  
**2008 ADF AUSTRALIAN NATIONAL FOOTBALL CHAMPIONSHIPS**

NAVY/ARMY/RAAF/WOMENS NATIONAL TEAM

SURNAME.....

FIRST NAME .....

NICKNAME .....

RANK .....

RATE/CORP/TRADE .....

UNIT .....

D.O.B ..... HEIGHT .....cm WEIGHT.....kg

CONTACT NO'S .....(WK) .....(MB)

PREFERRED PLAYING POSITION .....

CURRENT FOOTBALL CLUB (INCLUDING LEAGUE).....

.....

PLAYING NUMBER.....

PREVIOUS NATIONALS.....

PREVIOUS ASAFA ALL STARS SELECTION.....

AVAILABLE FOR ASAFA ADF REP SIDE (Y/N).....

SUGGESTIONS FOR AN ASAFA SURVEY.....

.....

.....

OTHER REMARKS FOR ASAFA .....

## **POST ACTIVITY REPORT CHECKLIST 2008 ADF AUSTRALIAN NATIONAL FOOTBALL CHAMPIONSHIPS**

The following is the mandatory information required in the Post Activity Report:

1. Administration
2. Championships Operations
3. Competition Participation
4. Umpiring
5. Competition Rules
6. Order Offs and Tribunal
7. Medical Support
8. Injuries (training and games)
9. Identified Risks
10. Dinner (format, location and theme)
11. ASAFA Finance
12. Team Finance
13. Team Sponsors
14. Team VIP (attendance and views)
15. AGM (team management and player views)
16. Recommendations

## CHAMPIONSHIPS RULES 2008 ADF AUSTRALIAN NATIONAL FOOTBALL CHAMPIONSHIPS

In addition to the rules of the AFL, the ASAFA match rules are:

- a. A maximum of four interchange players is permitted per team.
- b. 25 minute (men) and 20 minute (women) quarters with no time on.
- c. Intervals at the end of quarter are:
  - (i) First quarter – 5 minutes.
  - (ii) Half Time – 15 minutes.
  - (iii) Third Quarter – 5 minutes.
- d. In the event of a draw at the end of normal time, two 5-minute halves will be played with teams changing ends directly at the commencement of the extra time and at the interval. If the scores are still level, the team which scored the first goal in extra time will be deemed the winner. In the unlikely event that there is no score in extra time, a further period of 5 minutes will be played. Coaches are not permitted on the oval during any period of extra time.
- e. Only one nominated runner per team (to wear distinctive colour T-shirt) is allowed on the oval at any one time. The runner is not to carry any electronic aids or two-way devices.
- f. Only two water carriers per team (to wear white T-shirt) are allowed on the oval at any one time.
- g. There will be no other officials on the playing arena except for medical emergencies, within the marked boundary, during the playing quarters of the game or during any extra time.
- h. If a stretcher is required, the game will be stopped and timekeepers are to stop the clock as soon as the umpire indicates.
- i. Teams must provide a team sheet to the Umpires NLT than 10 minutes prior to the commencement of the match. Each player is to be allocated a playing jumper number for the Championships. These numbers are not to be changed between/during games unless the jumper becomes unserviceable.
- j. If a player has blood visible on either the body or uniform, the Umpire will order the player from the field via the interchange area to facilitate treatment and removal of the blood. The sent off player is to be replaced immediately and play will not recommence until the replacement player has had an opportunity to take position.
- k. In the event of each team ending up with one win each, the Championship winner will be decided by percentage.

## CHAMPIONSHIPS SEND OFF AND TRIBUNAL RULES 2008 ADF AUSTRALIAN NATIONAL FOOTBALL CHAMPIONSHIPS

### Order Off Law

It is intended that the following **Order Off Law** will be applied for the 2008 Carnival. The details of this Law were endorsed by the ASAFA Executive on 03 Dec 02.

Table 1 shows the relevant offences and the penalties that are to be applied.

ASAFA has decided that the offending Player may be replaced whilst he is serving his prescribed penalty.

**Management.** The Order Off Law will be managed as follows:

- The penalties prescribed in Column 3 of the table are to be applied for the first offence. Where this indicates the timeframe of a quarter, that is to be taken as a quarter in actual time (eg. for one quarter in a men's game = 25 minutes) – the Emergency Umpire is to manage this time.
- A second offence will attract the penalty shown in Column 4.
- The umpire will also report the player if in his opinion the Player brings the game into disrepute.
- A tribunal will convene as soon as practicable after the game to hear the charge(s).

1	2	3	4
AFL Rule No:	Reportable Offence	Period 1 <sup>st</sup> Offence	Period 2 <sup>nd</sup> Offence
20.2.a	Intentionally, recklessly or negligently making contact with or striking an Umpire	Remainder of match	N/A
20.2.b	Attempting to make contact with or strike an Umpire	Remainder of match	N/A
20.2.c	Using abusive, insulting, threatening or obscene language towards or in relation to an Umpire	Remainder of match	N/A
20.2.d	Behaving in an abusive, insulting, threatening or obscene manner towards or in relation to an Umpire	Remainder of match	N/A
20.2.e	Intentionally, recklessly or negligently kicking another person	Remainder of match	N/A
20.2.f	An act of misconduct if the Umpire is of the opinion that the act constituting misconduct is serious in nature	Remainder of match	N/A
19.2.2.e	Disputing a decision of an Umpire	1 Quarter	Remainder of match
19.2.2.f	Intentionally, recklessly or negligently:-		
	(ii) striking another person	2 Quarters	Remainder of match
	(iii) tripping another person whether by hand, arm foot or leg.	2 Quarters	Remainder of match
19.2.2.f	(iv) engaging in Time Wasting	1 Quarter	Remainder of match
	(v) Charging another person	1 Quarter	Remainder of match
	(vi) throwing or pushing another Player after that Player has taken a Mark, disposed of the football or after the football is otherwise out of play.	1 Quarter	Remainder of match
	(vii) engaging in rough play against an opponent which in the circumstances is unreasonable.	1 Quarter	Remainder of match
	(viii) engaging in a melee, except where a player's sole intention is to remove a team mate from the incident.	1 Quarter	Remainder of match
	(x) spitting at or on another person.	1 Quarter	Remainder of match
19.2.2.g	Attempting to kick another person	1 Quarter	Remainder of match
19.2.2.h	Attempting to strike another person	1 Quarter	Remainder of match
19.2.2.i	Attempting to trip another person	1 Quarter	Remainder of match

19.2.2.j	Intentionally shaking a Goal or Behind Post when another Player is preparing to Kick or is Kicking for Goal or after the Player has kicked for goal and the ball is in transit.	1 Quarter	Remainder of match
19.2.2.k	Wrestling another person.	1 Quarter	Remainder of match
19.2.2.l	Using abusive, insulting, threatening or obscene language	1 Quarter	Remainder of match
19.2.2.o	Any act of misconduct	1 Quarter	Remainder of match

### **Tribunal**

An ASAFA Tribunal can also be employed with or without the Order Off Law being prescribed for any incident. The Tribunal shall comprise the following membership:

- The ASAFA XO (chairperson).
- An official from each team.
- A senior umpire not involved with the incident.

**Management.** The Tribunal will hear the case and determine an appropriate penalty, which could apply to the remainder of the ASAFA carnival, any subsequent carnivals and/or any other ASAFA representative games.