



Australian Government
Department of Defence

DEFENCE INSTRUCTIONS (GENERAL)

Department of Defence
CANBERRA ACT 2600

9 June 2005

Amendments to Defence Instruction (General) PERS 14-2 are issued pursuant to section 9A of the *Defence Act 1903*.

Handwritten signature of R.C. Smith in black ink.

R.C. SMITH, AO, PSM
Secretary

Handwritten signature of P.J. Cosgrove in black ink.

P.J. COSGROVE, AC, MC
General
Chief of the Defence Force

LIST B—ISSUE NO PERS B/6/2005

Amendment

PERS 14-2 *Australian Defence Force policy on sport*
AMDT NO 3
Complete Revision

Single Service filing instructions

This instruction should be filed as:

1. NAVY PERS 70-7
2. ARMY PERS 195-2
3. AIR FORCE ADMIN 12-5

Cancellation

DI(G) PERS 14-2 ISSUE NO PERS B/27/2002 of 13 NOV 2002 (AL2) is cancelled.

AUSTRALIAN DEFENCE FORCE POLICY ON SPORT

INTRODUCTION

1. Sport is an important element in developing team and individual skills within the Australian Defence Force (ADF) and contributes to the maintenance of physical fitness. Sport also provides a medium for interaction between the Services, the wider Australian community and the forces of other countries. This interaction occurs in competitive settings that develop qualities that have been recognised to be of benefit to the ADF. These qualities include teamwork, mental and physical robustness, personal wellbeing, determination and the will to win.
2. Participation in sport by members of the ADF is to occur safely and with an appropriate balance of challenge, risk, cost and benefit. The conduct of sport in the ADF is to be in accordance with Defence values and is to be underpinned by sound financial management, in particular the efficient, effective and ethical use of public money.
3. Members of the ADF seeking to participate in sport outside of the ADF as paid employment, or on the basis of voluntary participation in off-duty hours, are to read this policy in conjunction with Defence Instruction (General) (DI(G)) PERS 25–2—*Employment and voluntary activities of Australian Defence Force members in off-duty hours*.

AIM

4. The aim of this Instruction is to state the ADF policy on sport.

SCOPE

5. This Instruction provides policy on:
 - a. the purpose of sport in the ADF;
 - b. the management, governance and approval processes for sport in the ADF;
 - c. the requirements for safety and injury prevention when conducting sport in the ADF;
 - d. who may participate in sport in the ADF; and
 - e. other issues regarding sport in the ADF such as funding, garrison support and general administration.

DEFINITIONS AND EXCLUSIONS

6. The following definitions and exclusions apply to sport in the ADF:
 - a. **Sport.** Sport is defined as an activity that involves physical exertion and skill that is governed by a set of rules or customs in a structured, competitive environment, where participants are provided with a team and/or personal challenge.
 - b. **ADF sport.** An ADF sport is a sport formally approved for conduct in the ADF through the Australian Defence Force Sports Council (ADFSC).
 - c. **Single-Service Sport.** A Single-Service sport is a sport formally approved for conduct by a Service Headquarters.
 - d. **Defence Australian Public Service (APS) employee.** A Defence APS employee is a person employed under the *Public Service Act 1999* by the Department of Defence.

- e. **Physical training (PT).** The conduct of PT involves structured and supervised fitness and training regimes related to providing the human input to Defence capabilities and usually occurs within normal working hours. PT is exclusive of ADF sport.
- f. **Adventurous training.** The conduct of adventurous training complements but is exclusive of ADF sport. Policy for the planning and conduct of adventurous training is detailed in DI(G) PERS 14–3—*Defence Organisation policy on adventurous training*.

PURPOSE OF SPORT IN THE AUSTRALIAN DEFENCE FORCE

7. Participation by ADF members in sport is intended to achieve the following:
 - a. Enhance the personal, mental and physical qualities consistent with those required of ADF personnel, in an environment that minimises the risk of injury.
 - b. Enhance the level of conditioning gained through PT.
 - c. Encourage and foster the development of team spirit through participation in accessible, team-based sports.
 - d. Contribute to a favourable public Defence image by demonstrating that ADF members are physically fit and well trained.
 - e. Provide opportunities to represent the ADF and participate at an elite level of competition.
 - f. Provide a medium for interaction between the Services and with the wider community.
8. Given these purposes of sport in the ADF, preference in relation to approval and funding through the ADFSC is given to the more physical, competitive, accessible, team-based sports with high participation rates across the ADF.

MANAGEMENT, GOVERNANCE AND APPROVAL

Australian Defence Force Sports Council and Defence Education, Training and Development Branch

9. The ADFSC provides overall sports policy for the ADF and oversees the activities of the associations that manage approved ADF sports. The ADFSC Charter is in [annex A](#).
10. Routine enquires and advice regarding the conduct of ADF sport should be addressed to the Staff Officer Sports Policy in the Defence Education, Training and Development Branch of the Defence Personnel Executive.

Management and Governance of sport in the Australian Defence Force

11. For sport in the ADF to be effective and achieve its purpose, it must have a structure that provides for its management and governance. Sport in the ADF is managed as either:
 - a. ADF sport;
 - b. Single-Service Sport; or
 - c. participation in other sport.
12. Sport is also organised according to the level at which it is played. This includes 'local level' competitions in approved sports conducted on designated sports afternoons that have been authorised by each of the Service Chiefs. Members may also be approved to participate in sport at state, national and international levels. To meet management and governance requirements, ADF sport is organised in a hierarchical structure aligned to these participation levels as detailed in [annex B](#).

Australian Defence Force sport

13. The ADF, through the ADFSC, approves and supports a number of sports that best meet the purpose of sport in the ADF. Approval as an ADF sport allows for:

- a. funding by the ADFSC;
- b. the conduct of an annual national level carnival;
- c. the authority to seek approval to participate in an international tour once every three years, as detailed in [annex D](#); and
- d. the use of Defence titles, as detailed in [annex E](#).

14. Recognition as an ADF sport is reviewed annually and requires that personnel involved in the sport form an 'association' and meet certain organisational requirements and criteria. Members of the ADF who wish to have a sport approved or maintained as an ADF sport need to apply for recognition to the ADFSC. This application is to conform to the requirements, criteria and assessments detailed in [annex C](#). A list of currently approved ADF sports can be found on the ADFSC web site (see <http://intranet.defence.gov.au/adfsc/>).

Single-Service sports

15. The Services each have a long tradition of supporting sport and sporting teams. A Service Headquarters may approve and support sports other than approved ADF sports following due consideration. When considering approval of a sport as a Single-Service sport, Service Headquarters are to meet the processes, criteria and requirements for approval as an ADF sport as stated in [annex C](#). This is to ensure uniformity of the standards for risk, cost and benefit across Defence.

16. Service Headquarters should be cognisant that approval of a sport as a Single-Service Sport means that the Service Headquarters will provide supervision, management and governance arrangements for the safe conduct of that sport. The Single-Services are responsible for the management and administration of sport up to and inclusive of National Single-Service sport associations as detailed in [annex B](#).

17. Members of other Services may participate in an approved Single-Service Sport with the approval of their Commanding Officer (CO). Such approval is to include the requirement for the member to join the appropriate Single-Service sport association.

18. Funding for approved Single-Service sports is a matter for that Single-Service. A Service Headquarters may choose to provide additional support and funding for their involvement in an approved ADF sport.

19. Points of contact for Single-Service sport matters are:

- a. Navy: Director of Sailor Career Management—Navy Headquarters.
- b. Army: Colonel Operations, Headquarters Training Command—Army.
- c. Air Force: Director of Coordination—Air Force Headquarters.

Participation in other sports

20. This policy does not prevent any member participating in any sport in off-duty hours. ADF conditions of service provide ADF personnel participating in such activities with medical and dental care for injuries that might be sustained. However, ADF personnel must be aware that they may not be covered for compensation, public liability or income protection whilst participating in other than approved ADF or Single-Service sports. In undertaking other sporting activities, it is strongly recommended that members insure themselves with a relevant sporting body or seek personal cover for such eventualities.

21. The requirements for seeking approval for participation in other than approved ADF or Single-Service sports are detailed later in this Instruction.

SAFETY AND INJURY PREVENTION

22. Injuries may occur in sporting events but they are not an inevitable result of participation. Injuries can be prevented or reduced by the application of appropriate intervention measures. The ADFSC, the Single-Service headquarters, commanders at all levels and the relevant sport association committees are responsible for the safe conduct of training and competitions.

23. An approved Sport Safety Management Plan (SSMP) is a requisite for initial and ongoing approval of any ADF or Single-Service Sport. The sport associations of ADF and Single-Service sports are to develop and maintain SSMP in consultation with Defence Health Services Branch (DHSB). DHSB is responsible for approving the SSMP for each sport annually. SSMPs (and an SSMP template) are available on the ADFSC web site.

24. ADF personnel already have access to medical and dental care as a condition of service. Approval to participate in a sport, when given by a CO or higher authority within an individual's chain of command, brings with it provisions for compensation as well as a range of conditions of service that provide for contingencies such as public liability and income protection. All of these provisions come at either a direct or indirect cost to Defence. COs and the Service Headquarters need to be cognisant of these costs and liabilities when approving, or seeking to approve, non approved ADF sports.

PARTICIPATION IN SPORT

Approval to participate in sport

25. Authority for approval to participate in sport within the guidance given in this policy lies with the member's CO and the chain of command to the individual's Service Headquarters.

Approval for participation in approved Australian Defence Force or Single-Service sport in a Service environment

26. A CO should, given due consideration to the individual member's duties, personal circumstances and medical restrictions, approve participation in an ADF or Single-Service sport.

Participation in approved Australian Defence Force or Single-Service sports in a civilian club/competition

27. Participation in approved ADF or Single-Service sports in a civilian club/competition is to be formally processed by the submission and approval of the pro forma in [annex G](#). This pro forma is to be approved by the member's CO and is to be retained by the unit/ship/base.

Participation in other than approved Australian Defence Force or Single-Service sports

28. COs cannot authorise members participation in any non approved ADF or Single-Service sport however, in exceptional circumstances, COs may recommend to their Single-Service Headquarters that a member be permitted to participate in an other than approved sport. An example may be the national selection of a member in a non-ADF sport (ie boxing, equestrian, martial arts). Recommendations are to be accompanied by a formal risk analysis and cost assessment. Written approval from the single Service Headquarters is to be recorded and kept by the unit/ship/base, utilising the form shown in [annex G, appendix 1](#).

29. Given that approval under this provision may commit the Commonwealth to liability for compensation costs, the risk involved from a member's participation must not be disproportionate to the potential benefit for the participant or the Single-Service. A risk management guide is in [annex H](#). Detailed guidance is provided in the *Defence Safety Management Agency Handbook* (DSMA HB 01-2001). Additionally, a DSMA Risk Assessment Calculator is provided on the ADFSC web site.

Participation in sport without Commanding Officer approval

30. Members choosing to participate in any sport in off-duty hours without their CO's approval do so at their own risk, and may not be eligible for compensation under the Military Rehabilitation and Compensation Scheme; however, each case will be considered on its merits. Members choosing to participate in civilian sport without the approval of their CO should ensure that the civilian sports management committee carries appropriate public liability insurance as well as insurance for personal injury. If this is not the case, the member should seek their own insurance cover.

Recording of approval

31. Approval for personnel to participate in sport other than an approved ADF or Single-Service sport is to be recorded using the pro forma in annex G, [appendix 1](#). Recording against PMKeyS is to occur when such functionality becomes available.

Regular Service members

32. Regular members of the ADF may participate in 'local level' competitions of approved ADF or Single-Service sports where medical restrictions do not prevent or restrict them from doing so. Members who have the ability may also represent their unit, region, state or the ADF in sporting competitions and may be released to train and participate where Service requirements permit. The authority for the release of selected personnel is the member's CO, who should consult the member's supervisor where the member is employed outside of the CO's workplace. Release of personnel may also include those required for officiating or administrative roles.

Reserve Service members

33. CO's may permit their Reserve members to participate in ADF sporting activities, having considered the core responsibility of Reserve members, budget/resource restrictions and the limited time a Reserve member has available to serve in a given year. Given these limitations, CO's may decide:

- a. not to allow participation in a sporting activity in order to meet core employment and capability priorities;
- b. to approve voluntary, unpaid attendance that allows the member to be eligible for compensation arising from injury; or
- c. to approve paid attendance utilising their ship/unit's allocation of Reserve Training Salaries.

Defence Australian Public Service employees

34. Defence APS employees can participate in local level ADF sporting activities at the discretion of the military ship/unit CO, Branch Head or equivalent. The *Defence Workplace Relations Manual* (DWRM)—'Participation in Australian Defence Force Activities', provides policy guidance on the considerations that apply when determining whether a Defence APS employee may participate in any of the various levels of ADF sporting activity. Additionally, the participation of a Defence APS employee must be approved by the organisation or association responsible for the control and coordination of the particular sport at the level being played.

35. Defence APS employees may only participate in local level ADF sporting competitions as defined in annex B, [appendix 1](#). It is not appropriate for Defence APS employees to participate in ADF sport at representative levels of competition such as Inter-Service and Combined Service competitions at the regional, state and national levels. Participation at these levels is normally reserved for ADF members. Any proposal for a Defence APS employee to participate at these levels must be approved by the ADFSC, which will only consider applications that are formally recommended by the appropriate ADF sport association.

Non-Defence Australian Public Service employees/civilians

36. Non-Defence APS employees/civilians APS staff who are not employed by the Department of Defence are not to participate as competitors in ADF sport. ADF sports associations may seek ADFSC approval for non-Defence APS employees/civilians to act as officials, coaches or administrators where no suitable Service personnel can fill the role. Any official provided by an association must produce proof of full personal injury and personal liability insurance cover. In respect to administrators (coaches included), a precondition of their engagement is that they be advised of, and formally acknowledge in an agreement/contract for services, the need to effect income protection insurance.

Duty status and compensation

37. Defence personnel who are authorised to participate in sport within the terms of this Instruction are authorised as 'on duty', subject to any applicable exclusions. It should be noted, however, that authorisation of 'on duty' status does not guarantee compensation. For example, the *Military Rehabilitation and Compensation Act 2004* precludes coverage in circumstances involving, but not limited to, serious and wilful misconduct, intentional self-infliction of injury, unreasonable exposure to abnormal risk of injury and the influence of drugs or alcohol, or where the injury arose from a serious breach of discipline. Similar provisions are made in the *Safety, Rehabilitation and Compensation Act 1988* and the *Veterans' Entitlements Act 1986*, which were in place prior to 01 July 2004.

38. If a member is injured while participating in ADF sport, they can apply for compensation by lodging a claim under the relevant compensation Act. The determination as to whether or not compensation is payable is a matter for the compensation delegate. Each case will be considered on its merits.

39. Additional guidance in relation to compensation and other personnel issues is in [annex F](#).

Absence on duty to participate in sport

40. In order to encourage participation in sport at the elite level of competition in an ADF authorised sport, CO's may grant absence on duty for members to participate in sport. Limits on the periods of absence which a CO may approve for an individual involved in sport from normal duties are as follows:

- a. **Inter unit competitions.** One half-day or three to five hours weekly.
- b. **State Inter-Service/State Combined-Service competitions.** Up to three days to train and up to one week for competition annually, at the discretion of the appropriate Inter-Service Sports Committee.
- c. **National Inter-Service.** Up to one week for training and one week for competition annually, as recommended by the ADFSC.
- d. **National Combined-Service representative tours, competitions or international competitions.** Up to one week for training and two weeks for competition annually, as recommended by the ADFSC.

41. Approval of absences of duty beyond these limits is to be referred to the individual's Service Headquarters for approval.

Members contribution to costs, payment of allowances and personnel issues

42. Participation in lengthy or costly sporting activities with ADF or Service support and assistance may be conditional upon a contribution from the member, at a level to be determined by the appropriate sport association. A reasonable balance between welfare, public and personal funds should be maintained. There should be no expectation by a member for funding assistance through the relevant sport association. Members participating in approved ADF sport at all levels continue to receive pay and pay-related allowances.

43. Travelling Allowance (TA) is the only supplementary allowance payable to members undertaking travel whilst involved in sport. **When approved, only the incidental element of TA is payable.**

Provisions for elite sport participation

44. In some circumstances it is possible that there will be potential benefit to the ADF of an individual participating in a sport at the elite level. Elite sports participants may require additional support such as special posting considerations, additional leave, provisions for attending training and special rationing.

45. In order for the ADF to extend its support beyond normal limits as would apply to an ADFSC recognised sport, it is necessary for the member to seek recognition as an 'elite sports participant'. Such recognition would only be afforded to high profile sports at the national and international level.

46. The individual is to request recognition as an elite sports participant by writing to their CO outlining:

- a. their sport;
- b. their participating role, eg player;
- c. their level of participation;
- d. the activities planned to be undertaken;
- e. the level of exposure;
- f. the benefits to the ADF; and
- g. the specific details of the support required from Defence.

47. The Single-Service Headquarters is the approving authority for the support of elite sports participants. The Single-Service Headquarters is to make a decision upon the provision of support and advise the ADFSC, the unit and the member.

Sponsorship

48. Athletes seeking individual sponsorship are to comply with the requirements of DI(G) ADMIN XX-X—*Sponsorship in Defence* (to be issued) and DI(G) PERS 25-6—*Conflict of interest and acceptance of offers or gifts and hospitality*.

FUNDING, GARRISON SUPPORT AND ADMINISTRATION

Sources of funding for Australian Defence Force sport

49. The ADFSC receives limited funding to support approved ADF sports. These funds are distributed through the approved sports associations based on the ability of that sport to satisfy the criteria in annex I, [appendix 2](#).

50. Funding supplementation for participation in sport within the ADF and civilian competitions may be sought from the single Services, member's contributions or sponsorship. Acquiring funding through sponsorship must be in line with current Defence policy and guard against the occurrence or perception of fraud and unethical behaviour. The ADF requirements for seeking and receiving such funding, including sponsorship forms, are detailed in [annex I](#). ADF sports associations are to provide the ADFSC with a copy of any sponsorship agreement that they, or any subordinate body of their association, enter into.

Garrison support for the conduct of Australian Defence Force sport

51. Garrison support for ADFSC authorised sporting activities conducted on, or logistically supported by a Service establishment, will be provided by Corporate Services and Infrastructure Group or the Base Commander. Individuals may be required to meet costs not covered by public monies without recourse to reimbursement. The level of support that may be provided is outlined in [annex J](#).

Administration

52. [Annex K](#) lists the administrative issues, including logistics, which management committees are to address to ensure sport within the ADF is managed professionally.

Annexes:

- A. [Charter of the Australian Defence Force Sports Council](#)
- B. [Management and governance of sport in the Australian Defence Force outline organisation for policy](#)
- C. [Approval as an Australian Defence Force or Single–Service sport](#)
- D. [International sport](#)
- E. [Use of Defence titles](#)
- F. [Personnel issues](#)
- G. [Participation in an approved Australian Defence Force sport in a civilian club/competition](#)
- H. [Risk management administration](#)
- I. [Sources of funding for Australian Defence Force sport](#)
- J. [Garrison support provided by Corporate Services and Infrastructure Group for the conduct of Australian Defence Force sport](#)
- K. [Administration](#)

Sponsor: DGDETD (DETP)

CHARTER OF THE AUSTRALIAN DEFENCE FORCE SPORTS COUNCIL

Title

1. The name of the Council is the Australian Defence Force Sports Council (ADFSC).

Membership

2. Director-General Defence Education, Training and Development (DGDETD) has responsibility for the provision of policy for Australian Defence Force (ADF) sport, and the effective management of funding in support of ADF sport. The ADFSC supports DGDETD in this role. The membership of the ADFSC is to comprise of an officer of Colonel (E) rank from each of the Services. Each member represents their Chief of Service on all matters related to ADF sport.

3. The Chair of the ADFSC is the Director, Defence Education and Training Policy who supervises the activity of the ADFSC on behalf of DGDETD. The Staff Officer Sports Policy, DETD acts as both the secretary and coordinator of the Council.

Aim

4. The aim of the ADFSC is to promote the conduct of sport in the ADF.

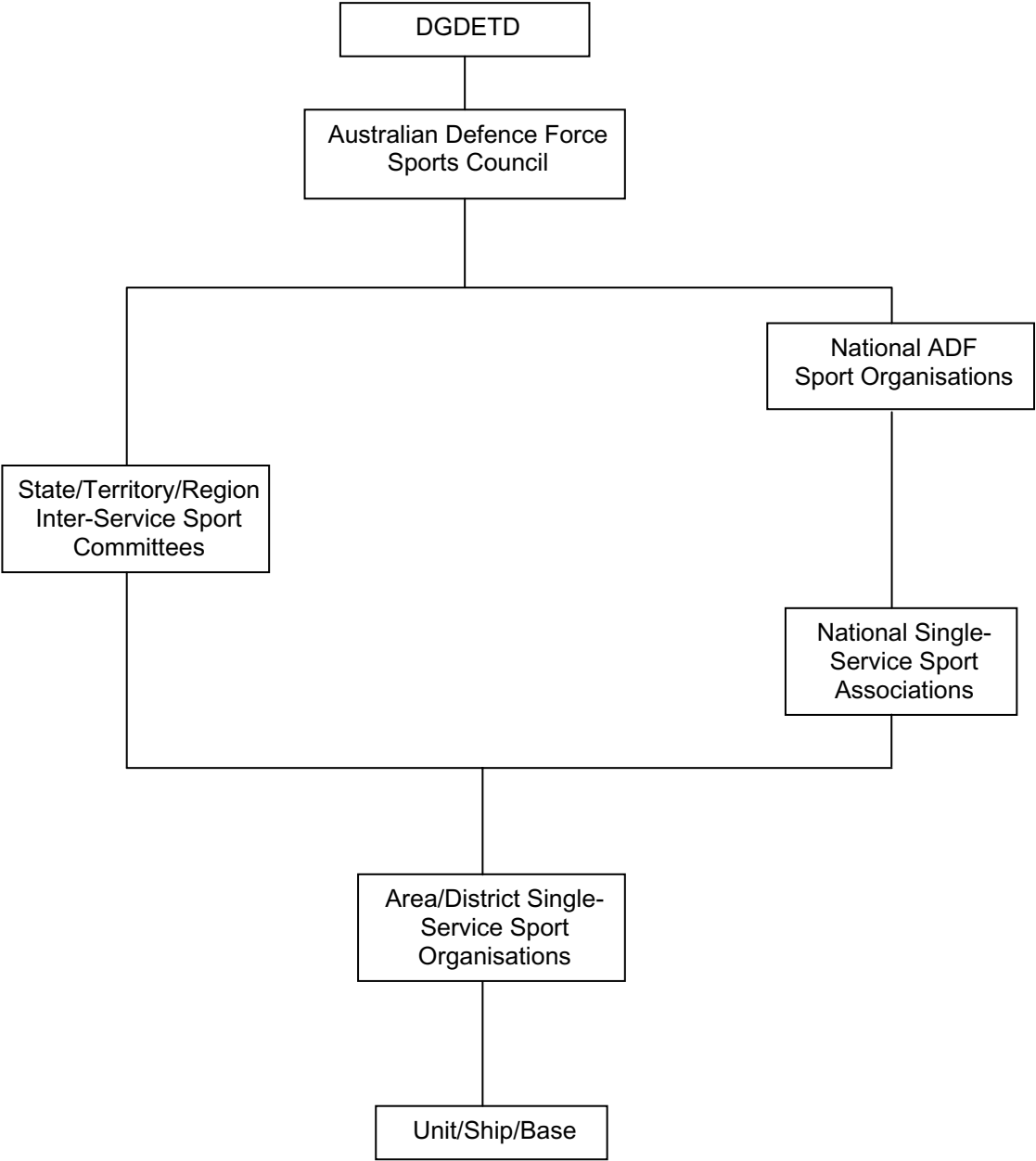
Functions

5. The ADFSC is responsible to DGDETD for:
 - a. advising on ADF sport;
 - b. developing policy for the participation of ADF personnel in sport at all levels;
 - c. granting recognition of ADF level sports associations, which includes the approval of each association's constitution;
 - d. reassessing the recognition of ADF sports associations on an annual basis.
 - e. fostering competitive sport in team-based environments and approving the conduct of sport at national and international levels;
 - f. coordinating the ADFSC Rolling Program of Activities (refer [annex J](#) and [K](#));
 - g. coordinating annual estimates submitted by recognised ADF sports associations, and bidding for and managing the funds required to support ADF participation in national and international sporting competitions;
 - h. cooperating with Government departments and civilian governing bodies for the improvement of ADF sport;
 - i. negotiating with other sporting bodies the terms and conditions for acceptance of ADF teams or individuals in national and international sports competitions;
 - j. representing the ADF as an Associate Member of the Australian Olympic Committee; and
 - k. promulgating sport safety management procedures as developed by Defence Health Services Branch.

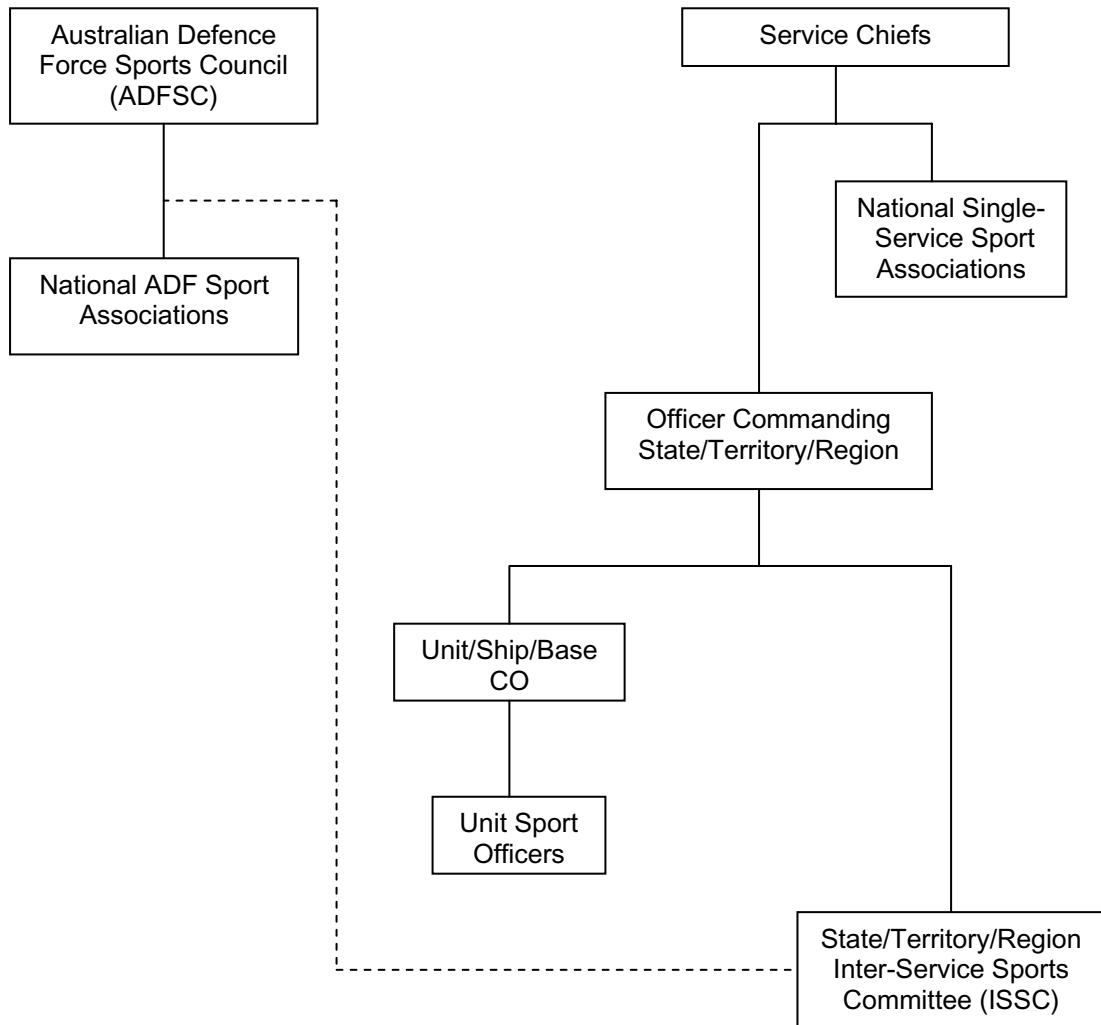
Frequency of meetings

6. The ADFSC is to meet biannually, or more frequently, as required.

**MANAGEMENT AND GOVERNANCE OF SPORT IN THE AUSTRALIAN
DEFENCE FORCE OUTLINE ORGANISATION FOR POLICY**



OUTLINE ORGANISATION FOR ADMINISTRATION



Appendixes:

- 1. Local level sport
- 2. State level sport
- 3. National level sport
- 4. International level sport

LOCAL LEVEL SPORT

| Level of sport | Management, organisation and approving authority for sponsorship | Authority for the conduct of sport |
|---|---|---|
| <p>Local-level sport is the fundamental building block for Australian Defence Force (ADF) sport and should promote involvement of a large proportion of members of the ADF and may be played between:</p> <ul style="list-style-type: none"> • Intra/Inter-Unit teams. • Teams from all Services. • Service teams playing in local civilian competitions. | <p>Commanders. Commanders are to appoint Area Sports Officers for each sporting competition.</p> <p>Local Sport Committees. Local military areas may appoint sports committees at the discretion of the senior military member in the area. These committees are responsible for the organisation, administration and safe conduct of all local-level sport in the area.</p> <p>Area Sport Officer. The Area Sport Officer is to ensure that the competition is commensurate with the level of skill and fitness of the members, and that adequate pre-training time is allocated and conducted prior to competitions. The Area Sport Officer is to ensure that the competition is supported with appropriately qualified officials, including; referees, coaches, managers, trainers and medic/first aid assistant.</p> <p>Physical Training Instructors. Assistance to the Area Sport Officer for sub-unit/intra unit sport is to be provided by the Area Physical Training Staff.</p> <p>Coaches and Referees. Coaches and referees play a central role in injury prevention. How they coach/control an event, the environment they create, and the sport safety culture they establish, will impact on injury. Coaches and referees are to be aware of their influence on reducing injuries and must ensure members are fully fit to play.</p> | <p>Each Commanding Officer is responsible for authorising the sports played by members of their unit, and the format under which they are played. Sport approval is granted for up to 12 months and is to be applied for every 12 months.</p> |

Note

- (a) Guidelines for the conduct of sport at all levels should be in accordance with Australian National Body guidelines ie qualified coaches, trainers, first aid, conduct of events.

STATE LEVEL SPORT

| Level of sport | Management, organisation and approving authority for sponsorship | Authority for the conduct and format of sport |
|--|--|--|
| <p>Single-Service teams, eg Teams or individuals representing the same Service from within a state (SA Army team v WA Army team) or distinct military region (North Qld Army v South Qld Army).</p> | <p>Single-Service Sports Councils (SSSC). Management of Single-Service sport is the prerogative of the Services. Each Service is to form a sports council to be responsible for the administration of sport within their Service. SSSC are to monitor the activities of their recognised sports associations, may undertake control and coordination tasks where appropriate and are to approve the constitutions and management structures of their Single-Service sports associations. SSSC are to recognise those associations that are approved by the ADFSC. The criteria for recognising Single-Service sports are to reflect the criteria used by the ADFSC for approval of ADF sports.</p> | <p>SSSC are responsible for authorising the sports and events to be played and the format under which they are played, within its jurisdiction.</p> |
| <p>Inter-Service teams, eg: Teams or individuals representing the Single-Services for that state (Vic Army v Vic Navy).</p> | <p>Inter-Service Sports Committees (ISSC). ISSC may exist at state and territory level and may be appropriate for other defined geographical areas, such as North and South Queensland, where the level of ADF presence warrants it.</p> <p>An ISSC is appointed by the Joint-Service Local Planning Committee/senior Australian Defence Force (ADF) commander, and should consist of two or more members from each Service and a representative from each discrete Service region within the state or territory.</p> <p>The ISSC is responsible to regional Service Commanders for the proper administration and safe conduct of Single-Service sport in their area of responsibility and are to keep the ADFSC advised of the occurrence of Inter-Service sporting competitions.</p> <p>Each ISSC is responsible for the following functions:</p> <ol style="list-style-type: none"> a. Controlling and coordinating Inter-Service and Combined-Service sports events. b. Implementing policy regarding the conditions of competition between the Services. c. Providing financial support to Inter-Service and Combined-Service sports activities through submissions to welfare organisations, or through accepted departmental budgeting procedures. d. Liaison between civilian sports associations and the Services. | <p>ISSC are responsible for authorising the sports and events to be played and the format under which they are played, within its jurisdiction.</p> <p>Commanding Officers may authorise members to participate in approved Single-Service sports, which are not accredited by the ISSC for that area.</p> |

| Level of sport | Management, organisation and approving authority for sponsorship | Authority for the conduct and format of sport |
|----------------|--|---|
| | <p>e. Liaison with the ADFSC and ADF sports associations and the coordination of administrative aspects as delegated, including tours by visiting overseas teams/ individuals.</p> <p>f. Conducting ISSC meetings (a copy of the minutes is to be forwarded to the ADFSC).</p> | |

Note

- (a) Guidelines for the conduct of sport at all levels should be in accordance with Australian National Body guidelines ie qualified coaches, trainers, first aid, conduct of events.

NATIONAL LEVEL SPORT

| Level of sport | Management, organisation and approving authority for sponsorship | Authority for the conduct and format of sport |
|--|--|--|
| <p>National level sport may be played between:</p> <ul style="list-style-type: none"> • National Single-Service teams (National Army v National Navy). • Combined Services state teams (SA Combined Services v WA Combined Services). | <p>National Single-Service Sports Associations (NSSSA): must be approved by the Single-Service sports Council for that Service. Where no such council exists the Service representative on the ADFSC is to provide approval for that Service. The ADFSC does not monitor the operations of a NSSSA. The body that grants the approval to the association performs this function. Where an approved Australian Defence Force (ADF) sporting association exists, it is to also monitor the operations of the NSSSA and provide advice where required.</p> | <p>The ADFSC is responsible for approving sports and events that may be played annually at the national level.</p> |
| <p>Combined-Service teams or individuals representing the ADF against civilian teams or individuals (Australian Services Rugby Union v NSW).</p> | <p>ADF Sports Associations. The President of each ADF Sports Association is responsible for the coordination and administration of all matters relating to national Inter-Service and Combined-Services sport. Responsibility for the continued approval of ADF sports Associations rests with the ADFSC. Approved sports associations are directly responsible to the ADFSC for the implementation of sporting policy and act as advisers to the ADFSC on individual sports.</p> | <p>The ADFSC is responsible for approving sports and events that may be played annually at the national level.</p> |

Note

- (a) Guidelines for the conduct of sport at all levels should be in accordance with Australian National Body guidelines ie qualified coaches, trainers, first aid, conduct of events.

**APPENDIX 4 TO
ANNEX B TO
DI(G) PERS 14-2**

File as: (NAVY PERS 70-7
(ARMY PERS 195-2
(AIR FORCE ADMIN 12-5
(Complete Revision)

INTERNATIONAL LEVEL SPORT

| Level of sport | Management, organisation and approving authority for sponsorship | Authority for the conduct and format of sport |
|--|--|--|
| <p>International level sport is played between a team from another country and:</p> <ul style="list-style-type: none"> • An Australian Combined-Services team. • An Australian Single-Service team. • A Combined-Services team drawn from a state or territory. | <p>All international competition (played at home or abroad) must be endorsed by the ADFSC. Approved international activities will be scheduled in the ADFSC Rolling Program of Activities after approval by Director-General Defence Education Training and Development. Where appropriate, the ADFSC is to undertake control and coordination tasks for international competitions with the support of the relevant sports association.</p> | <p>The ADFSC is responsible for approving the sports to be played at international level. Approved overseas tours—will be promulgated in the RPA. The ADFSC is to obtain clearance from International Policy Division for all proposals involving overseas tours by Australian Defence Force (ADF) sports teams or individuals representing the ADF (less tours to or from New Zealand). The ADFSC is also to publish approvals of tours of Australia by sporting teams or individuals from other countries after the visit is cleared by International Policy Division.</p> |

Note

- (a) Guidelines for the conduct of sport at all levels should be in accordance with Australian National Body guidelines ie qualified coaches, trainers, first aid, conduct of events.

APPROVAL AS AN AUSTRALIAN DEFENCE FORCE OR SINGLE-SERVICE SPORT

1. This annex outlines the processes for gaining recognition as an Australian Defence Force (ADF) sport and Single-Service sport. The annex deals in detail with the recognition of an ADF sport only. The detailed requirements for approving a Single-Service sport are to be determined by each of the Single-Service Headquarters. The procedures for approving a Single-Service Sport are to have similar processes and governance arrangements, modified to meet the Single Service objective, criteria and purpose for undertaking such sports.

Australian Defence Force sport

2. Recognition of a sport as an 'ADF approved sport' by the Australian Defence Force Sports Council (ADFSC) provides the organising committee of that sport with the authority to:

- a. seek ADFSC funding;
- b. conduct an annual national level carnival;
- c. seek approval to participate in an international tour once every three years (as detailed in [annex D](#)); and
- d. use Defence titles (as detailed in [annex E](#)).

Approval process

3. The relevant sport is to provide a written submission addressing the objective and criteria below to the Chair of the ADFSC. Recognition is dependent on unanimous agreement by Single-Service sports committees and Service representatives on the ADFSC as to the suitability of the sport for ADF-level accreditation.

4. Each sport, irrespective of whether or not it is applying for initial or ongoing approval, will be assessed against the objectives and criteria outline below.

Objective

5. It must be demonstrated that the sport being considered for approval achieves the purpose of ADF sport as detailed in [paragraph 7](#) of this policy, and is not recreational in nature.

Criteria

6. Personnel seeking the approval of a sport at ADF level will be required to form an association which reflects a broad representation of ADF members wanting to participate in the proposed sport. The association needs to comply with the following requirements:

- a. **Patron.** A Patron is to be identified. The Patron should be a serving or retired senior ADF Officer.
- b. **Management committee.** A management committee is to be identified to represent the sport (comprising a President, Secretary and Treasurer). The management committee must be able to carry out the administrative requirements as laid down in this Instruction.
- c. **Service agreement.** An agreement is to be provided from each of the three Services that they intend to participate at a national carnival level for the proposed sport.

- d. **Sports Safety Management Plan (SSMP).** An SSMP is to be developed for the conduct of the sport in consultation with Defence Health Services Branch (DHSB) and the ADFSC. The approval of an SSMP by DHSB is required before the sport can be approved as an ADF Sport. The draft SSMP should follow the templates provided on the ADFSC web site and is to include recommendations for: supervision; responsibilities and qualifications of team managers/coaches/support staff and prerequisites for participants; injury surveillance; pre-screening; injury considerations; first aid requirements; venue and equipment safety; requirement for referees and officials; injury prevention/minimisation strategies; rehabilitation; and conditioning.
 - e. **Constitution.** A draft or updated constitution for the association is to be submitted.
7. Sports seeking approval as an ADF sport are assessed against the following criteria:
- a. That the sport involves participation in a structured, competitive environment.
 - b. That the sport is characterised by physical exertion and skill that contributes to physical conditioning.
 - c. That the sport presents minimal risk of death or serious injury, with participation managed by a comprehensive SSMP and risk assessment.
 - d. That participation is in a team-based environment that encourages and fosters the development of esprit de corps.
 - e. That the sport is accessible to a broad cross-section of the ADF population (this results in a legitimate bias towards more popular sports played in the wider community, and includes cost/time considerations).
 - f. That the sport contributes to a favourable public Defence image.
8. All ADF sports are required to apply for ADFSC recognition annually. The submission of a Consolidated Annual Return can be regarded as the request for ongoing recognition for sports associations already recognised by the ADFSC (refer [annex I](#), paragraph 8 and [annex K](#), paragraph 2).

INTERNATIONAL SPORT

Overseas tours by Australian Defence Force teams or individuals

1. Each currently recognised Australian Defence Force (ADF) sports association may seek approval to undertake an international tour once every three years. Where an association has a separate men's and women's team, they may seek approval for a tour by each team once every three years.
2. All overseas tours by ADF teams or individuals are to comply with Defence Instruction (General) ADMIN 23-5—*Overseas visits*. All overseas tours by teams and individuals are to ensure that they take out medical and travel insurance prior to going ahead with the tour.
3. All proposals involving overseas tours by ADF sports teams, or individuals representing an ADF sports association, are to be submitted to the Australian Defence Force Sports Council (ADFSC). The ADFSC will then seek International Policy Division clearance and Director-General Defence Education Training and Development (DGDETD) approval for the tour to proceed.

Tours of Australia by sporting teams or individuals from other countries

4. All proposals involving tours of Australia by foreign teams or individuals are to be submitted to the ADFSC. The ADFSC will seek International Policy Division clearance and DGDETD approval for the tour to proceed. Once clearance and approval has been obtained, the ADFSC will issue a formal invitation to the selected team.
5. Other than the administrative requirements for the ADFSC detailed above, all administrative and resource implications are the responsibility of the relevant sport association.

USE OF DEFENCE TITLES

Scope

1. The use of Defence titles readily identifies teams as belonging to Defence and has the potential to increase the profile of Defence within the community. Conversely, the use of titles where inappropriate behaviour by members of a sporting team occurs can bring Defence into disrepute and therefore the use of titles needs to be strictly controlled.

2. Teams considering using Defence titles such as 'Defence', 'RAN', 'Navy', 'Army', 'RAAF' or 'Air Force' in their official team title, eg 'the Kapooka Army Brumbies', the 'Wagga Wagga Defence Rugby Club' or the 'HMAS KUTTABUL Bowls Club', must seek approval as outlined in this annex.

Official team use only

3. Defence titles are only to be used for official sporting teams. For example, at the local level, official teams are those approved by the local sports committee or the Commanding Officer on behalf of the local area commander.

4. Unofficial teams or teams from Australian Defence Force (ADF) units/bases/ships that wish to enter into civilian competitions or play civilian teams in one-off games, and wish to use any Defence title in their official team name, are to apply to the relevant Approving Authority for that title.

Team composition

5. Sports teams from ADF units/ships/bases that use Defence titles in their name must consist entirely of uniformed ADF members. Teams that have previously been granted use of Defence titles and subsequently include a non-ADF member in the team are to formally change their name by removing the prescribed term. This change is to be communicated to the organising authority of the competition in which they compete, and is to be advised to the relevant approving authority.

Approval Authorities

6. The Approving Authority for each Defence title is as follows:

- a. to use the term 'Defence'—Australian Defence Force Sports Council (ADFSC);
- b. to use the term 'RAN' or 'Navy'—Navy Headquarters;
- c. to use the term 'Army'—Army member of the ADFSC; and
- d. to use the term 'RAAF' or 'Air Force'—RAAF member of the ADFSC.

7. When approval has been granted, the team is to report that approval to the ADFSC.

8. When approval has been granted as an official team, the following further benefits may be negotiated for games and training sessions with the local commander or garrison support service provider, subject to availability and the provisions outlined in [annex J](#):

- a. the use of a designated ADF medical facility;
- b. the use of a designated wet canteen;
- c. the use of a designated mess;
- d. the use of an ADF ground(s);
- e. the use of military transport; and
- f. the tax-exempt purchase of equipment and clothing.

Australian Defence Force sports associations

9. This approval process does not apply to ADF sports associations directly coordinated by the ADFSC. These teams, eg the Australian Services Rugby Union team, have existed for a significant period and their continued use of these titles has been approved by the ADFSC.

Use of 'Services'

10. For historical reasons, the term 'Services' may be used in lieu of 'Defence' or 'ADF'.

PERSONNEL ISSUES

Allowances

1. Members participating in approved Australian Defence Force (ADF) sport at all levels will continue to receive ADF pay and pay-related allowances. The only supplementary allowance which may be payable is the incidental element of Travelling Allowance (TA).
2. At sports above local level, the availability of funds may preclude the member's Commanding Officer (CO) from paying the incidental element of TA as resources allocated to units are for unit activities and not necessarily for sporting activities. In this case the member should seek the payment of allowances from the organising body of the activity, eg for national and international-level sport, the recognised ADF sports association. Subject to availability, limited funding may also be provided by the Australian Defence Force Sports Council (ADFSC) to ADF sports associations to assist in the payment of the incidental element of TA to participants in ADFSC approved activities.
3. As a guiding principle, individual members should expect to contribute towards their participation in sporting activities.

Medical

4. Members who have a medical restriction may only participate in ADF sport within the limitations of their restriction. It is a member's responsibility to comply with the requirements of a medical restriction and ensure that they do not participate in any sporting activity that may exacerbate an existing medical condition.

Compensation—full-time Australian Defence Force members participating in Service sporting activities

5. An ADF member approved to participate in sport within the terms of this instruction is deemed to be on duty, and in the event of death or injury, may be eligible for compensation. Specific exclusions include, but are not limited to, if the death or injury is:
 - a. intentionally self-inflicted;
 - b. attributable to serious or wilful misconduct and/or a serious breach of discipline;
 - c. involves the use of alcohol or drugs; or
 - d. results from unreasonable exposure to an abnormal risk of injury.
6. The determination as to whether or not compensation is payable is a matter for the compensation delegate.

Compensation—full-time Australian Defence Force members participating in civil sporting competitions

7. Personnel are required to obtain written approval from their CO prior to participating in civilian sporting competitions and activities in after-duty hours. The provisions of the Military Rehabilitation and Compensation Scheme may apply to full-time personnel participating in sporting activities approved by their CO, provided that those activities fall within the terms of the approval. Specific exclusions include, but are not limited to, those detailed in [paragraph 5](#) of this annex. The determination as to whether or not compensation is payable is a matter for the compensation delegate. Each case will be examined on its individual merits. Where CO approval is not granted, members are not prevented from participating at their own risk.
8. When considering approving a member's participation in civilian sport, CO's are to ensure that the member's participation in the activity does not result in unacceptable exposure of the Commonwealth to liability.

Compensation—Reservists

9. Reservists or part-time members must be authorised by their CO to participate in ADF sport outside their unit. If the member is authorised in writing to participate in sport within the terms of this policy, the member is deemed to be on duty, and in the event of death or injury, may be eligible for compensation. Specific exclusions include, but are not limited to, those detailed in [paragraph 5](#) of this annex. The determination as to whether or not compensation is payable is a matter for the compensation delegate. Each case will be examined on its individual merits.

Defence Australian Public Service Employees

10. Defence Australian Public Service employees who are deemed to be on duty while participating in ADF sporting activities may be covered by the relevant provisions of the *Safety, Rehabilitation and Compensation Act 1988*. Compensation cover is not to be anticipated in respect of employees who participate on approved flexitime and are not deemed to be on duty. The determination as to whether or not compensation is payable is a matter for the compensation delegate. Each case will be examined on its individual merits.

Prizes

11. Personnel may not accept any remuneration or prizes, other than trophies or awards of low value, for any sporting activity for which they are deemed to be on duty and for which they receive assistance by means of public funding for such participation. When special circumstances exist the matter may be referred to the ADFSC for consideration, but the principle to be applied is that no monetary profit shall accrue to the member when representing the ADF. This also applies to Defence civilian employees and non-Defence civilian employees participating in joint Service/civilian activities. Cash prizes should be donated to the recognised ADF sports association or to the ADFSC where no sponsoring association exists.

PARTICIPATION IN AN APPROVED AUSTRALIAN DEFENCE FORCE SPORT IN A CIVILIAN CLUB/COMPETITION

.....
(Full Name) (Rank and Service/PMKeyS No) (Unit)

The above is authorised to participate in the ADF approved sport of
in a civilian club/competition from to
(date) (date)

(Club/Competition etc)

(Scope of approval including times, location and activities approved and any restriction. A copy of the association indemnity, any programs, timetables and fixtures associated with the approved sporting activity should also be attached).

Basis of approval (CO to complete)

Outline the specific reasons for granting approval

Approved/Not Approved

I acknowledge that I have read Defence Instruction (General) (DI(G)) PERS 14-2—*Australian Defence Force policy on sport* and that approval is given in accordance with this policy.

.....
CO's Name **CO's Signature** **Date**

Member's Acknowledgment

I acknowledge that approval to participate in this civilian sporting activity is based on information I have provided and that activity undertaken outside the terms of this approval is at my own risk. I further acknowledge that I will be considered to be 'on duty' where sporting activity is conducted within the terms of this approval and that the provisions of the Military Rehabilitation and Compensation Scheme may apply, subject to exclusions and limitations contained within DI(G) PERS 14-2 and the relevant Compensation Act. I acknowledge specific exclusionary provisions that include but are not limited to: if the injury is intentionally self-inflicted, or is attributable to serious or wilful misconduct, which includes being under the influence of alcohol or non-prescribed drugs. I further acknowledge that the determination as to whether compensation is payable is a matter for the compensation delegate and each case will be treated on its individual merits.

.....
Member's Signature **Member's Name** **Date**

Appendix:

1. [Participation in an other than approved Australian Defence Force sport](#)

**PARTICIPATION IN AN OTHER THAN APPROVED AUSTRALIAN
DEFENCE FORCE SPORT**

.....
(Full Name) (Rank and Service/PMKEYS No) (Unit)

The above is authorised to participate in the other than approved ADF sport of.....

.....

in a civilian club/competition from to
(date) (date)

(Details of Club/Competition etc)

(Scope of approval including times, location and activities approved and any restriction. A copy of the association indemnity, any programs, timetables and fixtures associated with the approved sporting activity should also be attached).

Basis of approval (CO to complete)

Attach copy of recommendation to Single-Service HQ that participation in a sport, which is not approved by the ADFSC, be approved. To include specific reasons for recommending approval, cost assessment, and risk analysis factors considered in determining if participation in the sporting activity poses an unacceptable risk or exposure of the Commonwealth to liability.

Written approval is to be kept by the unit/ship/base.

Approved/Not Approved

I acknowledge that I have read Defence Instruction (General) (DI(G)) PERS 14-2—*Australian Defence Force policy on sport*, and that approval is given in accordance with this policy.

.....
Authorised Single Service Delegate **Signature** **Date**

Member's Acknowledgment

I acknowledge that approval to participate in this civilian sporting activity is based on information I have provided and that activity undertaken outside the terms of this approval is at my own risk. I further acknowledge that I will be considered to be 'on duty' where sporting activity is conducted within the terms of this approval and that the provisions of the Military Rehabilitation and Compensation Scheme may apply, subject to exclusions and limitations contained within DI(G) PERS 14-2 and the relevant Compensation Act. I acknowledge specific exclusionary provisions that include but are not limited to if the injury is intentionally self-inflicted, or is attributable to serious or wilful misconduct, which includes being under the influence of alcohol or non-prescribed drugs. I further acknowledge that the determination as to whether compensation is payable, is a matter for the compensation delegate and each case will be treated on its individual merits.

.....

| | | |
|---------------------------|----------------------|-------------|
| Member's Signature | Member's Name | Date |
|---------------------------|----------------------|-------------|

RISK MANAGEMENT ADMINISTRATION

1. Participation in sport increases the exposure to hazards and risk factors associated with sports injuries. Australian Defence Force (ADF) sport will rarely be free of risk, however, injuries are not an inevitable result of sporting participation and all measures are to be taken to prevent them.
2. Service Chiefs have identified promoting 'sport safety' as an essential health and manpower issue. It is the responsibility of the approving and convening authorities within ADF sport to ensure a safe environment in which their members participate. An evaluation of the risks inherent within sport, and the implementation of countermeasures to reduce the risk of injury, will achieve effective sport safety.
3. All participants, officials and organisers of ADF sport are to adhere to the Sports Safety Management Plan (SSMP) maintained by the applicable ADF sport association. SSMP's will be posted on the Australian Defence Force Sports Council (ADFSC) web site at Defence Intranet address (see <http://defweb.cbr.defence.gov.au/adfsc/>). The risk management model described below provides Commanding Officers (CO) with a risk management format that allows a quantifiable evaluation of sporting risk before approving participation in sporting activities.

RISK MINIMISATION

4. The following formal approach offers guidance to COs for assessing the risk of members participating in ADF sport:
 - a. Review the SSMP and establish whether the competition and training risk fit into the context of the SSMP.
 - b. Use the SSMP to list significant or unusual hazards that are associated with that particular sporting activity that may lead to injury.
 - c. Determine the likelihood (probability x exposure) of the hazard.
 - d. Determine the consequence of the hazard if it was to occur.
 - e. Estimate the risk and document it on the justification for the participant's approval.
 - f. Identify additional controls that may reduce or minimise the risk level. Additional controls may include a cost benefit analysis.
 - g. Ensure controls are implemented prior to involvement in the competition/training.
 - h. Post-activity effectiveness of controls should be evaluated to determine a minimisation strategy.
5. Additional components for risk assessment are as follows:
 - a. condition of materiel to be used and environment of the competition;
 - b. appropriate injury surveillance;
 - c. appropriate supervision and qualified officials;
 - d. identification of equipment and first aid support;
 - e. venue risk avoidance and control;
 - f. adequate physical preparation and conditioning components;
 - g. rehabilitation and health promotion components; and
 - h. appropriate management level and infrastructure support.

SOURCES OF FUNDING FOR AUSTRALIAN DEFENCE FORCE SPORT

Members contribution

1. It is anticipated that members may have to make a financial contribution towards their participation in their sport. This may include the need to purchase personal clothing and equipment, as well as costs not covered by public monies without recourse for reimbursement (eg costs for accommodation, transport and other necessary garrison support, should such support not be able to be provided by the Service establishment supporting the activity). Australian Defence Force (ADF) sports associations may seek a membership and/or participation fee from members for their involvement in their respective ADF sport.

Sponsorship

2. Defence Instruction (General) (DI(G)) ADMIN XX-X—*Sponsorship in Defence* (to be issued) and DI(G) PERS 25-6—*Conflict of Interest and acceptance of offers of gifts and hospitality* provides policy guidance for all private sector sponsorship proposals. Where there is doubt regarding the appropriateness of a proposal or the application of Defence Instructions, the matter should be referred to the Director, Fraud Control Policy and Ethics in the Inspector-General Division.

3. **Sponsorship approval.** The Delegate for sponsorship of ADF sport is Director-General Defence Education Training and Development (DGDETD), who authorises each recognised ADF sports Association President to be the approving authority for sponsorship of their sport. Approving authorities should note that they are responsible for ensuring that no conflict of interest exists with potential sponsors prior to approval.

4. **Requests for sponsorship.** Requests for sponsorship are to be forwarded to the approving authority. As a minimum, the information requirements in [appendix 1](#) of this annex are to be included in the application. Copies of all approved agreements are to be forwarded to the Secretary, Australian Defence Force Sports Council (ADFSC) who will maintain the required register.

5. **Disclaimer.** Members of the ADF must ensure that all parties are aware that sponsorship does not mean that the ADF endorses that company's products or services, which have only been provided for a particular event and/or sport, and that no other agreements are entered into as a result of the sponsorship. This disclaimer is displayed on the ADFSC web site.

Australian Defence Force Sports Council funding

6. **Funding bands.** The ADFSC will allocate available funds in support of approved ADF sports associations and activities. Given that the availability of funds varies from year to year, no specific level of funding support should be anticipated. The level of funding received by sports associations each year is dependent upon on their ability to satisfy a number of criteria as shown in [appendix 2](#) of this annex.

7. A sport that satisfies all the criteria will be placed in the highest funding band and will consequently receive a larger proportion of available funds than a sport that satisfies fewer criteria. Applications by sports associations to the ADFSC to change their funding band must address these criteria.

8. **Consolidated Annual Return (CAR).** The ADFSC is required to provide a forecast of estimated resource expenditure for the following financial year to DGDETD in accordance with the Portfolio's forecast requirements. In support of this requirement, ADF sports associations are to provide the ADFSC with a forecast of estimated resource expenditure for the following financial year as part of their annual application for recognition. Additionally, an indicative five-year schedule of major sporting events is to be provided for inclusion in the ADFSC Rolling Program of Activities (RPA). Information on the RPA and CAR is included in [annex K](#).

9. Forecasts are to include each major event that the association is requesting approval to conduct, including international events in Australia and overseas, and should include the requirement for:

- a. travel and subsistence funds;
- b. rations;
- c. accommodation;
- d. casual labour;
- e. hire of facilities;
- f. payment for officials;
- g. fuel by type;
- h. equipment and stores; and
- i. transport including drivers.

Inter-Service Sports Committees

10. Each Inter-Service Sports Committee is to determine the forecast requirements within their area of jurisdiction, and may use one of the following sources to fund sports activities:

- a. each Service to bid through Single-Service channels for one-third of the annual cost;
- b. each Service to fund the annual cost on a three year rotational basis; or
- c. non-public funds.

Appendixes:

1. [Standard sponsorship request form](#)
2. [Criteria for Australian Defence Force Sports Council funding](#)

STANDARD SPONSORSHIP REQUEST FORM

Recipient:

Contact:

Commercial supporter:

Contact:

Nature of support: A statement of what the sponsor agrees to provide, and what Defence/team agrees to provide (signage at games, logos on jerseys, name on program etc). This is important in that GST is payable on sponsorships where we provide something in return, eg advertising.

The period of sponsorship:

Value of support:

Agreement:

I on behalf of agree to supply assistance, as detailed above, subject to the following conditions:

- a. no formal agreements, contract or conditions other than this agreement have been or will be undertaken with the sponsor during the term of the commercial support;
- b. reference to this commercial support in advertising may be made only by saying that the product has been provided for this particular event; and
- c. I acknowledge that acceptance of this sponsorship does not imply endorsement of me or my organisation's product or services by Defence and that I may not claim or imply such endorsement in any public communication or advertising. Any advertisement will be vetted by the local Service Public Relations representative prior to publication or screening.

.....

Date

.....

Signature

Note

- (a) The original of this document is to be lodged with the Approving Authority. Copies are to be forwarded to the sponsor and the Australian Defence Force Sports Council.

CRITERIA FOR AUSTRALIAN DEFENCE FORCE SPORTS COUNCIL FUNDING

Introduction

1. There is no automatic or standard entitlement to Australian Defence Force (ADF) funding through the Australian Defence Force Sports Council (ADFSC). Resource constraints and Defence priorities determine the level of support available each year. Subject to advice on funds availability, the ADFSC annually determines the level of funding for each sport. The level of funding is determined by considering each sport against the criteria for 'recognition as a sport' and 'additional funding criteria' as detailed below.

Recognition criteria for funding

2. Sixty per cent of the funds available for ADFSC distribution are allocated on the basis of each sport's overall percentage satisfaction rating against the purpose for ADF sport detailed in [paragraph 6](#). and [annex C](#) of this policy. These are:

- a. involves participation in a structured, competitive environment;
- b. is characterised by physical exertion and skill that contributes to physical conditioning;
- c. presents minimal risk of death or serious injury, with participation managed by a comprehensive SSMP and risk assessment;
- d. offers participation in a team-based environment that encourages and fosters the development of esprit de corps;
- e. is accessible to a broad cross-section of the ADF population (this results in a legitimate bias towards more popular sports played in the wider community, and includes cost/time considerations); and
- f. is considered to contribute to a favourable public Defence image.

3. The percentage satisfaction rating is then graded as a band. The bands range from 0 (less than 50 per cent) to five (90-100 per cent). Sports that receive a band of 0 will be allocated the minimum amount whilst sports in Band 5 will receive the maximum.

Additional funding criteria

4. Forty percent of the funds available for ADFSC distribution are allocated on the basis of each sport's ability to satisfy four additional criteria. These are:

- a. **Number of participants.** Recognition and funding of ADF sports associations is based on the number of **military** members participating in their sport. The ADFSC may require proof of participation levels during the funding consideration process (eg through the use of registration forms).
- b. **Gender and age equity.** Sports that provide opportunities for participation by both male and female members of the ADF, and by members of all ages, are preferred.
- c. **Accessibility.** Sports that are available in most ADF base locations and are able to be played for extended periods each year are preferred.
- d. **Member/cost ratio.** From an accessibility perspective, sports that are relatively inexpensive to participate in are preferred.

5. **Sports will then be graded into bands.** The bands range from 0-4. Sports that do not satisfy any of the criteria will not receive any additional funding, while sports that satisfy all criteria will be graded as Band 4 and will receive the highest level of additional funding. Sports that satisfy three of the criteria will be placed in Band 3 and so on.

6. The ADFSC will advise the sports management organisations of the disbursement of funds.

GARRISON SUPPORT PROVIDED BY CORPORATE SERVICES AND INFRASTRUCTURE GROUP FOR THE CONDUCT OF AUSTRALIAN DEFENCE FORCE SPORT

Introduction

1. Corporate Services and Infrastructure Group (CSIG) provides a range of Garrison Support Services (GSS) to Defence establishments nation-wide, as well as Australian Defence Force (ADF) sporting activities approved by the Australian Defence Force Sports Council (ADFSC). GSS are provided in support of:

- a. programmed ADF sport—programmed training activities;
- b. local ADF sporting activities—sporting activities conducted within the region organised by individual sites in the region; and
- c. ADF Inter-Service sport—sporting activities between two or more of the Services organised by a central body of the ADF.

2. The ADFSC Rolling Program of Activities (RPA) will be used to advise CSIG of the ADF approved sports program and the support requirements. Details of support requirements are to be provided annually by 30 September for the following financial year. Local and state level sports management organisations are to liaise with the relevant CSIG point of contact with regard to upcoming activities at least two months before the event or activity is scheduled to take place. Failure to have sporting activities included in the ADFSC RPA, or late notice amendments to the RPA, may result in the costs of garrison support being met by the respective management organisation.

Level of support

3. Where the activity is conducted on, or logistically supported by a Service establishment, the costs of providing the agreed garrison support will normally be met by CSIG at no cost to recognised ADF sports associations. Depending on the level of support required, however, CSIG may seek contributions from sporting groups to cover costs. The agreed level of support to be provided by CSIG for activities identified in the ADFSC RPA and its amendments is:

- a. Service accommodation;
- b. provision of rations from CSIG managed messes (including provision of cut lunches as required). Rations will not be delivered to venues. Additionally, funding of fresh rations, if required, must be forecast to the Secretary of the ADFSC via the RPA process (Secretary then lodges an 'allocated rations' bid with Defence Materiel Organisation (DMO)). The procurement of fresh rations is to be coordinated by the sports association through the relevant regional DMO Joint Logistics Unit;
- c. transport between air and rail heads or coach stops and host establishment for groups (not individuals);
- d. daily transport to and from the host establishment to local playing venues for groups (not individuals);
- e. minor direct unit purchasing supplies such as laundry and cleaning items; and
- f. provision and preparation of Defence/CSIG sporting facilities/grounds.

4. It should be noted that, with respect to paragraphs 3.c. and 3.d. above, transport will be provided by CSIG at no cost to associations for travel within the CSIG region in which the sporting event is scheduled. It is the responsibility of participants/sports management organisations to meet all other transport costs associated with ADF sporting events, including the cost of travelling to and from the CSIG region in which the sporting event is to be held. CSIG can assist with the hiring of vehicles (at the participants' request and expense) for additional travel/transport requirements. All requests for travel by Service means are to be submitted in accordance with normal Service procedures. Regional transport units may be approached for transport requirements outside of those provided by CSIG (Garrison Support). Members may be required to contribute to the cost of commercial transport.

International tours

5. Where a sporting team from another Defence Force is approved to play ADF teams within Australia, the recognised ADF sports association is responsible for hosting the foreign team within Australia. Service sports teams from foreign countries are to be regarded as ADF members for the duration of their tour of Australia, for the purposes of rations and accommodation.

6. Hosting is to include coordinating arrangements and meeting costs for accommodation, rations, transport, and casual labour. Hosting responsibilities do not include the payment of allowances to foreign teams within Australia.

Australian/New Zealand teams

7. When ADF sporting teams visit New Zealand (NZ), all in-country costs are to be met by the ADF sporting association. When NZ sporting teams visit Australia all in-country costs are to be met by the NZ Defence Force.

ADMINISTRATION

Application for recognition

1. Individual sports must apply for recognition as an Australian Defence Force (ADF) sport each year. The application is inherent in the Consolidated Annual Return (CAR).

Consolidated Annual Return

2. Recognised ADF sports associations are required to submit a CAR to the ADFSC by 31 August each year. Failure to submit a CAR by the due date could result in a loss of funding and/or recognition status of the association. Detailed requirements for each component, as well as report formats, are available from the ADFSC web site. The CAR consists of six components. These are:

- a. Forecast Component—a detailed forecast for the next financial year (FY).
- b. Longcast Component—an outline forecast for the next five FY's following the forecast FY ie Forecast Component.
- c. General Component—a general report covering the period of the previous FY.
- d. Audit Component—an audit report for the previous FY.
- e. Sponsorship Component—a report on the sponsorship received by the association for the previous FY.
- f. Submission of a current SSMP (see [annex E](#)).

Australian Defence Force Sports Council Webpage

3. The ADFSC operates a web site (see <http://intranet.defence.gov.au/adfsc/>) that is accessible on the Defence Intranet (DEFWEB). The site can be accessed through the DEFWEB home page via the Defence Education, Training and Development (DETD) web site. Each recognised ADFSC sports association has a web site that can be accessed through the ADFSC web site. Clicking on a sports title accesses the association web sites. Each association is responsible for maintaining their own web site, which provides details of executive appointments, a schedule of events, the results of competitions and relevant notices.

4. A sponsorship disclaimer is included as part of the ADFSC web site.

Australian Defence Force Sports Council Rolling Program of Activities

5. The ADFSC promulgates the ADF Rolling Program of Activities (RPA). The data for the RPA is provided by the ADF sports association's Forecast Component of their CAR. The RPA is to be formulated (where considered appropriate) after consultation with International Policy Division, Inter-Service Sports Committees, the recognised ADF Sports Associations and other bodies. The RPA will include all international, national and Inter-Service level competitions and other notable approved ADF sporting activities in detail for the following year, and an outline forecast for the subsequent five years. The RPA will be included on the ADFSC web site and will be updated annually, and on any other occasions where changes, or additions, to forecast sporting events are made.

Facilities

6. ADF sporting competitions are to be conducted at Service establishments and make use of Service facilities whenever financially and geographically viable. Civilian facilities may be hired at public expense only when no Service or other free-of-cost facility is available. Defence Instruction (General) FIN 14-1—*Service sporting activities—hire of civilian sporting facilities and payment of officials* outlines the provisions for the hire of civilian facilities.

Clothing/equipment

7. Service clothing and equipment, if available through Service supply channels, may be used at all levels of sports competitions. Normal Service request and control procedures are to apply.
8. **National Inter-Service teams.** The colours for national Inter-Service sports are:
 - a. Navy—Dark blue with white trim;
 - b. Army—Red with white trim; and
 - c. Air Force—Light blue with dark blue trim.
9. **State or regionally based Combined-Service teams.** Where state or regionally based Combined-Service teams are fielded, colours should be based on civilian state sporting colours. Funding arrangements for these playing strips are to be determined between the Inter-Service Sports Committees and the appropriate sports association.
10. **National ADF teams.** The colours to be used by national ADF sports teams are the Joint-Service colours of dark blue, red and light blue for on-field clothing and tracksuits, with the ADF emblem suitably displayed. Recognised ADF sports associations may be required to affix the ADF and/or their association's emblems.