

**AUSTRALIAN DEFENCE RUNNING
AND ATHLETIC ASSOCIATION**

**Incorporating the
Defence Athletic Club**

HANDBOOK

1 January 2008

FORWARD

The Australian Defence Running and Athletic Association is the premier body representing the interests of Defence personnel in the sport of running and track and field and is responsible for managing the sport within Defence and the links to the community. This handbook has been developed as a guide for the Committee, event organisers, coaches and individuals on the management of the sport in Defence.

Proposals for any additions or corrections should be referred to the Secretary, whose contact details are available on the Association's web site at www.adf.coolrunning.com.au.

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CHAPTER 1

INTRODUCTION AND GENERAL

1.1 INTRODUCTION AND HISTORY

Running has been a traditional form of physical fitness in the military well before a Greek soldier named Pheidippides made that fateful run from Marathon to Athens in 490BC, only to collapse and die from exhaustion. In the ADF of today, running continues to play a vital part in maintaining those physical qualities required of Defence personnel in the performance of their roles.

The Australian Defence Running and Athletic Association, as it is known today, has evolved over many years from its beginnings in the early 1980s as the Australian Services Marathon Association, to become one of the foremost sporting bodies in the ADF. Today, the Association manages a range of events that cater to both male and female athletes in all age groups, regardless of standard, and manages the activities of the Defence Athletic Club. Through membership of the Defence Athletic Club, personnel now become part of an expanding national-based club and eligible to represent Defence at national and international levels and in local club competition under the auspices of Athletics Australia.

The Association is committed to the maintenance of physical fitness and to the development of teamwork and esprit de corps and through this handbook all members have access to the management structure and rules of conduct for events. Quintessential is the creation of an atmosphere where athletes of any ability can enjoy participation in the sport and have knowledge of how the sport is governed.

1.2 MISSION STATEMENT

The Mission of the Association is to:

To promote the sport of running and athletics within the Defence community and encourage all Defence personnel to challenge themselves in athletic pursuits.

1.3 GOALS

The Association is intrinsically focussed on meeting its Mission Statement. To do so, the principal goals of the ADRAA are:

- a. To promote the sport of running within the Defence, be it distance, cross country or track and field, and to encourage individual and team participation in athletic pursuits in state, national and international events.

- b. To foster competition in the sport between the Services and between teams representing ADF and Service teams from other nations.
- c. To provide the opportunity for better integration between full time serving members and reserve members through the conduct of inter-Service, combined Service and other events.
- d. To improve the quality of performance and the level of participation in the sport by encouraging Defence members to become qualified coaches.
- e. To ensure the sport is conducted in professional manner and where the safety of competitors is paramount.

CHAPTER 2

CONSTITUTION AND MEMBERSHIP

2.1 ADRAA CONSTITUTION

The Association's affairs are governed by its Constitution, as reproduced below. Amendments to the Constitution require endorsement by a majority at an Annual General Meeting.

CHARTER

The name of the association is the Australian Defence Running and Athletic Association (hereinafter the ADRAA). The ADRAA manages and organises running and athletic events for individual and teams competition, inter-Service and combined Services competition, and competition between teams representing the ADF and Service teams of other nations. The Association also manages the Defence Athletic Club, which is a registered athletic club.

MANAGEMENT

The affairs of the ADRAA shall be conducted by a Committee, which shall be subject to the authority of the Australian Defence Sports Council (ADSC). The affairs are to be managed in accordance with Defence Instruction (GENERAL) 14-2 *ADF Policy on Sport*. A Consolidated Annual Return that incorporates the Association's Management Plan for endorsement shall be provided to the ADSC annually in August in accordance with existing policy.

COMMITTEE

The ADRAA Committee shall be responsible for managing the affairs of the ADRAA and those of the Defence Athletic Club. The Committee shall comprise of elected representatives from the three Services. The Committee shall determine an annual plan of events and operating budget for the ADRAA and manage the Association's financial state. The Committee shall be subject to the Constitution and responsible for carrying out the charter of the ADRAA.

COMMITTEE STRUCTURE AND OFFICE BEARERS

The Committee shall comprise of four Elected Office Bearers, a Service Representative from each of the RAN, Army and RAAF, a Development Officer and an Athletics Representative who is also the Director of the Defence Athletic Club, as listed hereunder.

- a. President
- b. Vice President
- b. Secretary
- c. Treasurer
- d. Service Running Managers
- e. Development Officer
- f. Athletics Representative and Director Defence Athletic Club

Office bearers of the Committee shall be elected by a quorum at the Annual General Meeting and appointments subject to confirmation of the ADSC. All other positions are voluntary and remain in office at the discretion of the Committee.

TERMS OF OFFICE

All appointments to an office of the Committee shall be made for a period of one year or until the next AGM. All elected office bearers shall be eligible for re-election. Service Representatives, the Development Officer and the Athletics Representatives shall be appointed by the Committee for an indefinite period. Removal of an elected office bearer requires endorsement by the full membership of the Committee.

COMMITTEE MEETINGS

The Committee shall meet as often as is necessary for the proper conduct of the affairs of the ADRAA. The Secretary shall issue an Agenda at least seven days prior to each meeting of the Committee, to each member, and shall keep minutes of the proceedings of such meetings. Decisions of the Committee shall be recorded in the minutes, including decisions made on motions outside normal meetings.

VOTING

Each member of the Committee shall be entitled to one vote on any motion, and in the case of a tied vote, the President shall have the casting vote.

QUORUM

All decisions made by the Committee shall require approval by a quorum consisting of the President and at least three members, and preference that there is one from each Service. Where a quorum does not exist, the President may carry on the business of the meeting, which must subsequently be ratified by a quorum.

SUB-COMMITTEES AND ADDITIONAL APPOINTMENTS

The Committee may appoint sub-committees from time to time for any specific purpose and may appoint additional representatives to assist with the affairs of the Committee. These appointments do not carry any additional voting rights.

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the ADRAA shall be held annually in conjunction with a major inter-Service event or as determined by the Committee. At the AGM, the Committee shall report upon the activities of the ADRAA for the previous year, provide a financial statement and conduct a vote for office bearers. The Secretary shall provide a copy of the minutes to each Committee member and to the Secretary of the ADSC.

VOTING AT THE AGM

Each member of the Defence Athletic Club shall be entitled to one vote on every resolution at the AGM. A resolution put to vote is decided by a simple majority, unless the motion is to vary this Constitution. Motions to vary this Constitution must be passed 75 percent of the membership.

AGM QUORUM

All business transacted at the AGM requires the presence of a quorum consisting of at least 10 percent of the DAC membership. Where a quorum does not exist, the President may carry on the business of the meeting, and any motions must be passed by 75 percent of those present at the AGM.

FINANCES

The ADRAA Treasurer shall keep an account with a registered financial institution. All monies received shall be banked and either cheques drawn upon the account or electronic transfer of funds to pay accounts rendered. The Treasurer shall keep a proper record of all financial transactions and present annually to the AGM and ADSC an audited financial statement. Either the President or Vice President shall approve all cash disbursements.

WINDING UP

The ADRAA may be wound up at the direction of the ADSC or by resolution of a majority of members present at an AGM and entitled to do so. Funds held on behalf of the ADRAA shall be handed over to the ADSC and the Association's bank account audited and closed. On winding up, the ADSC shall be provided with an audited financial statement.

EQUIPMENT AND UNIFORMS

All sporting equipment, perpetual trophies and uniforms held by the ADRAA shall remain the property of the Association. The Treasurer is to maintain a register of assets.

COMPETITIONS

The ADRAA shall conduct inter-Service, combined Services and other competitions to meet the Charter of the Association. The Committee shall determine the schedule of competitions to be held annually and the level of funding allocated to each event. The schedule is to be included in the Consolidated Annual Return and endorsed by the ADSC.

2.2 MEMBERSHIP OF THE DEFENCE ATHLETIC CLUB

Membership of the Defence Athletic Club (DAC) is open to all serving ADF Permanent and Reserve personnel, including personnel from foreign military Services on full time exchange with the ADF, and Defence civilians. All Committee members must be current members of the DAC. Reserve Cadet Units are currently ineligible to represent Defence in ADF Sports Council sanctioned events and are therefore ineligible for membership of the DAC.

2.3 MEMBERSHIP REGISTRAR

The Secretary is to maintain a current registrar of all members of the DAC. Membership is to be renewed annually by 1 Apr. Application for membership is required on the official form.

2.4 PROCEDURE AT MEETINGS AND MINUTES OF MEETINGS

2.4.1 Committee Meetings. The President shall convene meetings of the Committee to consider normal business as frequently as is necessary to ensure the proper administration of the Association. The Secretary shall produce an agenda prior to each meeting and maintain a proper set of minutes that record the business considered and decisions made. Minutes shall be published on the ADRAA web page.

2.4.2 Annual General Meeting. The Committee shall hold a General Meeting of the ADRAA annually in conjunction with a major inter-Service event or as determined by the Committee. The Secretary shall publish notice of the AGM in advance and produce an agenda prior to each meeting and maintain a proper set of minutes that record the business considered and decisions made. Minutes shall be published on the ADRAA web page and a copy forwarded to the ADSC.

2.4.3 Agenda of the Annual General Meeting. The agenda of the Annual General Meeting is normally as follows:

- a. Present and Apologies
- b. Minutes of the previous Annual General Meeting
- c. Business arising therefrom
- c. President's Report
- d. Treasurer's Report
- e. Secretary's Report
- f. Presentation and approval of Annual Operating Budget

- g. Report on Events
- h. Election of Office Bearers
 - (1) President
 - (2) Vice President
 - (3) Treasurer
 - (4) Secretary
- i. Consideration of motions to amend Constitution Articles
- j. Determination of annual DAC registration fee
- k. Other Business

2.5 DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

All elected officers of the Association hold office until their successors are elected or appointed. Principal responsibilities of elected office bearers are as follows:

- a. **President.** The President is the principal officer of the Association and is responsible for the proper management of the Association, and for control of all matters as directed by the ADSC. The President presides at all meetings of the Association and also presides over the conduct of the DAC, including annual registration of affiliation. The President represents the Association and DAC at all functions and meetings and in conjunction with the Treasurer, shall present the operating budget and calendar of events for the forthcoming year, and shall ensure that the Association's books are audited annually.
- b. **Vice President.** The Vice President presides at any meeting of the Association in the absence of the President and has all the powers that the President could have exercised had he been present. The Vice President deputises for the President as necessary, and is delegated duties as directed by the President for the conduct of business and events.
- c. **Treasurer.** The Treasurer is responsible for maintaining the financial affairs of the ADRAA including the keeping of proper accounts and for the preparation and presentation of budgets and audit statements. The Treasurer will also maintain the Register of Assets.
- d. **Secretary.** The Secretary is responsible for the administration of the Association, production of agenda and minutes of meetings and for maintaining the Registrar of Membership of the DAC. The Secretary is also responsible for managing the process for annual DAC membership renewal. The Secretary maintains the currency of the ADRAA web site in the absence of a webmaster.

CHAPTER 3

ORGANISATIONAL STRUCTURE AND ADMINISTRATION

3.1 ADF SPORTS POLICY

The policy governing ADF sporting associations is promulgated in Defence Instruction (GENERAL) PERS 14-2 *ADF Policy on Sport*. As a recognised sport within Defence, the Association is expected to achieve a number of objectives, namely:

- a. improve physical fitness in all age groups,
- b. provide opportunities for both male and female members,
- c. encourage esprit de corps,
- d. stimulate physical and mental well-being,
- e. provide opportunities for personal and team challenges,
- f. provide members with the opportunity to represent the ADF,
- g. inculcate the personal, mental and physical qualities consistent with those of Defence personnel in operational roles, and
- h. promote a positive Defence image amongst the public.

3.2 AUSTRALIAN DEFENCE SPORTS COUNCIL

The ADSC exists to provide policy guidance on sports management in Defence and administers Defence sports funding to accredited sports associations. As the governing sports body in the Defence, its aim is to encourage participation and monitors sports in Defence, and approves the conduct of sport at the national and international level. Its Charter is promulgated in DI(G) PERS 14-2. The ADSC sanctions the ADRAA annual program of events and allocates funding through the Annual Consolidated Return each August.

3.3 ADRAA EXECUTIVE

The ADRAA Executive Committee comprises elected officer bearers, Service Representatives, the Development Officer and the Athletics Representative. The Executive is responsible for managing the affairs of the ADRAA and is responsible for meeting the Charter of the Association. In particular, the Committee undertakes the following functions:

- a. Determination of the annual plan of events and associated annual budget for the ADRAA.
- b. Determination of the five year rolling program and program costs.
- c. Management of the Association's financial state.
- d. Ongoing development and monitoring of the Five Year Development Plan.
- e. Management of the activities of the Defence Athletic Club.

3.4 ASSOCIATION PATRON

DI(G) 14-2 requires each Sport Association to have a Patron. The position of Patron, whilst not onerous, is very important to members of the ADRAA and a compulsory part of the management structure. Selection of a Patron requires ratification at an AGM. The ADSC must be advised whenever the Patron changes.

3.5 ATHLETICS REPRESENTATIVE AND DIRECTOR DEFENCE ATHLETIC CLUB

The Athletics Representative is appointed by the Committee to act as the focal point for Track and Field. The Athletics Representative has a dual role as the Director of the Defence Athletic Club and is responsible for:

- a. Principal adviser on track and field competition.
- b. Representing the ADRAA Committee interests with Athletic North Queensland.
- c. Representing the affairs of the DAC with Athletics North Queensland.
- d. Advice on the coordination of the Defence Track and Field Championship.
- e. Managing representative teams in track and field competition as required.
- f. Maintaining the Records and Ranking List.

3.6 SERVICE RUNNING MANAGERS

Running Managers are appointed for each Service to act as the focal point for their respective members. Essentially, Service Running Managers are responsible for:

- a. Representing the interests of their Service on the ADRAA Committee.
- b. Promoting ADRAA events and encouraging participation.

- c. Managing and organising their team for inter-Service events.
- d. Acting as prime point of contact for their personnel.
- e. Coordinating ADRAA events and activities as allocated by the Committee.
- f. Maintaining a database of their members and keeping members informed of developments.
- g. Coordinating results achieved for publication.

3.7 DEVELOPMENT OFFICER

The Development Officer is appointed by the Committee to oversee the process of implementing the Five Year Development Plan and for reporting progress at Committee Meetings. In addition the Development Officer is responsible for:

- a. Coordinating the annual DAC Training Camp and the associated budget.
- b. Developing proposals for sponsorship.
- c. Coordinating overseas tours
- d. Maintaining the DAC information newsletter/brochure.
- e. Conducting research to ensure ADRAA aims continue to meet the needs of members.

3.8 STATE EVENT COORDINATORS

To represent the interests of the Association and to act as point of contact for all State-based events, State Event Coordinators may be appointed by the ADRAA to coordinate activities. State Event Coordinators are the focal point for events allocated to a location within the State or Territory and will generally be appointed as the Event Organiser. State Event Coordinators are a critical component of the management structure and perform a vital role in ensuring the success of the event.

3.9 UNIFORMS POLICY

3.9.1 Championship Competition. All competitors representing their Service shall, where provided, wear official Service uniforms in all championship events conducted by the ADRAA. The wearing of either single-Service or designated Unit sporting uniform is preferred for all inter-Service and combined Service Championship events.

3.9.2 Defence Representative Teams. Personnel selected to represent Defence in national and international events are to wear the Defence Athletic Club uniform throughout the relevant competition.

3.9.3 Defence Athletic Club Members and Registered Athletes. All members of the DAC may wear the official DAC uniform in ADRAA organised events and in community based events. Registered athletes of the DAC who compete in club competition are entitled to wear the official DAC uniform during local and state competition.

3.10 AGE CATEGORIES

To meet its objective of satisfying gender equity and expanding opportunities for awards, all ADRAA organised inter-Service events shall, where appropriate, include the following categories within the competition structure:

Men's Open
Veteran Men 35-44 years
Masters Men 45 years and over
Women's Open
Women's Veteran 35 years and over

3.11 FIVE YEAR DEVELOPMENT PLAN

3.11.1 Purpose. The Five Year Development Plan is a strategic plan for the ongoing development of ADF running and athletics that provides the basis for future progress and management of the Association. Its purpose is to ensure that future development and growth in the sport is made to happen. The plan is reviewed annually to measure progress and achievements in meeting the Association's aims.

3.11.2 Development Officer. Oversight of progress is undertaken through the appointment of a Development Officer. The Development Officer is responsible for:

- a. Oversight of the Five Year Development Plan.
- b. Developing proposals for funding and sponsorship to meet targets.
- c. Reviewing and reporting progress to the Committee.
- d. Conducting research to assist in determining the needs of members and scope for increasing the diversity of events.

CHAPTER 4

DEFENCE ATHLETIC CLUB

4.1 STRUCTURE AND MANAGEMENT

4.1.1 Structure. The Defence Athletic Club (DAC) is a non-incorporated national-based registered athletics body affiliated with Athletics North Queensland (ANQ). ANQ is a Member Association of Athletics Australia (AA) thus all registered DAC athletes are registered with Athletics Australia. The DAC is subject to the Constitution of the ADRAA, and By-Laws and Rules of ANQ and AA. Formal Application for Affiliation with ANQ is required annually in February.

4.1.2 Management. The DAC is the competition arm of the ADRAA and operates under the auspices of the ADRAA Committee. The ADRAA President is also President of the DAC. The Athletics Representative, as Director of the DAC, represents the interest of the DAC with the ANQ and is also responsible for club promotion.

4.2 MEMBERSHIP AND REGISTRATION

4.2.1 Non-Financial Membership. Membership of the DAC is open to all ADF Permanent and Reserve members and members of foreign services on full time exchange, and Defence Civilians. Membership is renewable annually by 1 April and is current over the whole year and is free of charge. Membership is necessary for:

- Members to be eligible to vote at the AGM and on motions
- Members to be eligible for selection in Defence representative national and international teams
- Members to be eligible for the award of Athlete of the Year
- Members to be entitled to wear the DAC uniform
- Members to be eligible for special funding for support to athletes
- Members to participate in training camps and other DAC events

4.2.2 Obligation of Members. Members are bound by the rules governing the sport in Defence and the rules of conduct for members of the ADF and APS. Membership applications are to be renewed annually on 1 Apr.

4.2.3 Financial Membership. DAC members who wish to compete at local club and state level competition can register to become a Registered athlete with ANQ. The DAC provides a standard fee structure for all personnel and registration is compulsory for all athletes competing in programs organised by Athletics Australia Member Associations. Athletes may compete with any affiliated athletics club in Australia whilst a Registered athlete of the DAC. Registration fees are payable annually by 1 Apr for the current season.

Once paid, that registration is transportable throughout Australia whenever the athlete posts to another locality. DAC athletes will receive their own set of numbers through ANQ. Registration forms and details are available through the Association's web site at www.adf.coolrunning.com.au.

4.2.4 Services to Registered Athletes. DAC registered athletes are generally offered the following services by AA Member Associations:

- Comprehensive Insurance Coverage as per Athletics Australia document
- Development Clinics - open to all athletes at a reasonable charge
- Competition in the Senior Athletics Program
- Competition in State Athletic Championship events
- Opportunities for Officials
- Local Administrative Assistance
- Access to coaching clinics
- Access to all Athletics Australia sanctioned events

4.2.5 Annual Review of Fees. Registration fees are to be reviewed and set annually at the Annual General Meeting.

4.2.6 Application for Affiliation with ANQ. The Association is required to register the DAC with ANQ in February each year. An Application for Affiliation and Application for Registration are to be forward to ANQ by the Secretary, together with a copy of the minutes of the Annual General Meeting.

4.3 MEETINGS AND FUNDING

4.3.1 Annual Budget. Since the DAC is part of the ADRAA structure, it does not require a separate funding structure. However, the Director of the DAC is to submit to the Treasurer, an annual budget for managing the activities of the DAC and input to the Five Year Development Plan.

4.3.2 Meetings. The President may call meetings of the ADRAA committee as necessary to consider issues of the DAC.

4.4 POLICY ON SUPPORT TO ELITE DAC ATHLETES

Whilst the Association exists to encourage athletes of any ability, support is given to elite athletes who are members of the DAC. Funding for elite athletes is the responsibility of the individual Associations and each application and level of assistance is considered on a case-by-case-basis. The following criteria are used to assess the level of support to be provided:

- a. Personnel selected in representative teams in State, National and International events will be eligible to apply to receive financial support from the ADRAA.

- b. Applicants must be current members of the DAC and have supported ADRAA events in the past and generally agree to continue that support in the future.
- c. Financial support will normally be limited to the cost of entry fees where these are not covered by another Athletics body and assistance with fares for travel.
- d. The event for which funding assistance is sought must have the potential to generate publicity for the DAC and a positive Defence image.
- e. Where possible, the member should wear the DAC strip in the competition.

4.5 DAC ATHLETE OF THE YEAR

4.5.1 Eligibility. The ADRAA will bestow annually on the male or female DAC member who excels in the sport the title of ‘Athlete of the Year’. To be eligible for the title, athletes must:

- a. be a current member of the DAC, and
- b. have participated in ADRAA selected road or cross country events to gain points towards the award, and/or
- c. achieve outstanding success in track and field events, and
- d. has demonstrated team spirit and Defence values.

The athlete with the highest aggregate number of points at the end of the year will be awarded the title. The year of eligibility period runs from June to July and the award is presented at the AGM.

4.5.2 Events Counting Towards the Award. The five events that count towards the award are the annual Defence Marathon Championship, State Combined Teams Half Marathon Championship, Defence 5 or 10km Road Race Championship, Defence Cross Country Championship and the City to Surf.

4.5.3 Point Scoring. Points are awarded for each event as follows:

First placed runner in a road or cross country event	-10 points
Second placed runner in a road or cross country event	-8 points
Third placed runner in a road or cross country event	-6 points
Fourth place runner in a road or cross country event	-4 points
Fifth placed runner in a road or cross country event	-2 points
Sixth place runner in a road or cross country event	-1 point
Highest place veteran and master not in the above	-3 points

CHAPTER 5

COMPETITION EVENTS

5.1 INTRODUCTION

The prime focus of the various competitions staged by the ADRAA is to promote maximum participation in the sport and the benefit of high aerobic fitness. In particular, emphasis is to be placed on team-related events and those that can achieve greater participation from athletes of all calibre.

5.2 EVENTS CALENDAR AND RULES

To meet its goals and those essential requirements of DI(G) 14-2, the Association develops and manages an annual calendar of events. The events must cater for distance athletes and track and field competitions at both inter-Service and combined Service levels. Additionally, the Association may include local events that cater for teams-based competition. Overseas tours and International competitions are also incorporated to provide added incentive and reward for performance and participation. Each event is controlled by specific rules that govern the conduct of the event. These rules are there to guide event organisers.

5.3 MARATHON

5.3.1 Rules for Conduct. Marathon races are conducted annually to provide inter-Service competition at the most demanding level. Races are held in conjunction with a major marathon event and funding is provided to reimburse entry fees. To be eligible for reimbursement, personnel must have started the race and generally wear either the DAC uniform or Service uniform. Event Organisers are to adhere to the Sports Safety Management Plan when planning participation.

5.3.2 Point Scoring and Awards. To determine the winning Service, points are awarded to the first ten runners to finish from each Service based on the finishing order. The Service with the lowest aggregate score is deemed the inter-Service winner. Where there are less than ten participants from any one Service, points are aggregated using the Service with the least number of participants. Awards are given to the first three place-getters in each age group, except for the Men's Open division where awards may be presented down to the fifth place if numbers allow. The intent is to recognise and reward personal challenge. Where there are insufficient numbers in a category, awards are presented to the winners only.

5.4 NATIONAL COMBINED TEAMS HALF MARATHON

The National Combined Teams Half Marathon is a funded event where competitors compete for their State of enlistment. Races are held in conjunction with a major half marathon event and competitors are reimbursed the cost of entry fees. To be eligible for reimbursement, personnel must have started the race and generally wear either the DAC uniform or Service uniform. Event Organisers are to adhere to the Sports Safety Management Plan when planning participation.

5.4.1 Rules for Conduct. The National Combined Teams Half Marathon Championship is to be held annually in conjunction with a major local half marathon event. The championship is the Association's Combined Service State Teams event and is based on a State-of-Origin format, where Service competitors represent their State of enlistment and Defence civilians their state of employment. The rules for conduct are:

- a. The event comprises four teams with a minimum of eight runners representing:
 - Victoria
 - New South Wales/Australian Capital Territory
 - Queensland/Northern Territory
 - Western Australia/South Australia/Tasmania.
- b. To score points, each team is to comprise seven males and one females. There is no limit to the number of runners in a team.
- c. Where a team is unable to field the required number of participants, team results are adjusted to match the other teams and bring the number of results to eight. Teams without a full field have added to their time the slowest time of the male and/or female competitors.

5.4.2 Point Scoring and Awards. To score points personnel must finish the race and have their time recorded. Points are allocated to all competitors based on their finishing position and team aggregate. The team with the lowest aggregate score is deemed the State Champion. To determine the winning team where a team is unable to field a sufficient number of athletes to make up the required eight member team, that team is allotted the time of the slowest outright competitor. Where there are insufficient participants to form a team, the competition may be altered to reflect the average team size. Awards are given to the winning team and the first three men and first three women with the outright fastest times. There are no age categories awards.

5.5 ROAD RACES

5.5.1 Rules for Conduct. Road races are to be conducted annually to provide inter-Service competition over distances of either 5 km or 10 km. Races are not held in conjunction with local fun run events as no funding is provided to reimburse entry fees. Where possible, courses are to be certified to ensure records

can be substantiated. Events Organisers are to adhere to the Sports Safety Management Plan when planning the event.

5.5.2 Point Scoring and Awards. To determine the winning Service, points are awarded to the first ten runners to finish from each Service based on the outright finishing order. The Service with the lowest aggregate score is deemed the inter-Service Champion. Where there are insufficient participants from any one Service, points are aggregated using the Service with the least number of participants. Awards are given to the first three place-getters in each age group. Where there are insufficient numbers in a category, awards are presented to the winners only.

5.6 CROSS COUNTRY

5.6.1 Rules for Conduct. Cross Country races are conducted annually to provide inter-Service competition over varying terrain. Course distances are to be 8 km to 10 km for men and 5 km to 6 km for women. Events Organisers are to adhere to the Sports Safety Management Plan when planning the event.

5.6.2 Point Scoring and Awards. To determine the winning Service, points are awarded to the first ten runners to finish from each Service based on the finishing order. The Service with the lowest aggregate score is deemed the inter-Service Champion. Where there are insufficient participants from any one Service, points are aggregated using the Service with the least number of participants. Awards are given to the first three place-getters in each age group. Where there are insufficient numbers in a category, awards are presented to the winners only.

5.7 TRACK AND FIELD

5.7.1 General. The Defence Track and Field Championship is generally held annually as a stand-alone competition or in conjunction with a State-based Championship. The event is open to all ADF Permanent and Reserve personnel and Defence civilians and conducted under the auspices of Athletics Australia and with the approval of the ADSC. Overseas military personnel may also be invited to compete. The Championship is also used as the basis for selecting a team to represent defence at the Arafura Games.

5.7.2 Rules for conduct. Defence Track and Field competitions are conducted in accordance with the IAAF Rules for Competition (with amendments). The Defence Athletics Representative holds a copy of these rules. All IAAF recognised Track and Field events will be included in the Championships program, except for walking events and pole vault, unless they field sufficient competitors to produce viable competition. In the event that no competitor nominates for an event at a specific championship then that event will not be run during that competition. Competitors will be required to wear ADRAA supplied numbers or those supplied by the State Body during competition.

5.7.3 Championship Records. All ADF competitors are eligible to post Championship records. Overseas visitors and Defence Civilians competing in the championship are eligible to record All Comers times only.

5.7.4 Point Scoring and Awards. A point scoring system is employed to determine the winning Service. Points are accrued by individuals and relay teams and the Service with the highest aggregate score is determined the winner. Individual male and female Champions at the ADF Track and Field Championships are determined by the personal number of points accrued during competition. The following is a determination of the points scoring system:

1 st	10 points.
2 nd	8 points.
3 rd	6 points
4 th	5 points.
5 th	4 points.
6 th	3 points.
7 th	2 points.

Remaining competitors all receive 1 point.

Points are not normally award in events that have fewer than three competitors. This ensures fairness in the determination of individual champion.

5.7.5 Defence Champion Athlete. Only members of the DAC are eligible to hold the title of Defence Champion. Where an overseas competitor wins an event, the highest placed DAC member would be declared the Defence Champion. The athlete with the highest aggregate number of point is declared the Defence Champion Athlete for the meet.

5.8 OVERSEAS TOURS

5.8.1 General. Overseas tours are an important means through which Defence is able to promote regional engagement and foster competition between the DAC and military sporting bodies from foreign countries. The Association will generally include in the calendar of events, either a tour to a regional country or a tour by a foreign military athletics body to Australia. Events should focus on combined team competition to maximise participation and opportunity for personnel to gain selection to represent Defence through the DAC.

5.8.2 Overseas Tour Selection Matrix. Selecting the right location for the overseas tour is vital to achieving the best outcomes for the Association Annex A provides a matrix to assist the Committee in selection process and is to be used when deciding the location for a tour.

5.8.3 Team Selection Criteria. To be considered for selection in an overseas touring team personnel must meet the following criteria:

- a. Must be a current member of the Defence Athletic Club,

- b. Have participated in ADRAA events and activities,
- c. Achieved the performance standards set down for qualification,
- d. Be medically fit to tour and have in-date inoculations, and
- e. Have gained approval from units/ships to be released for the tour.

5.8.4 Funding. Funding for overseas tours is generally limited the cost of entry fees and associated logistic support, and incidentals. Members selected to tour will normally be obligated to fund the cost of travel, including taxes and meals.

5.9 ARAFURA GAMES

Arafura Games is a biennial sports festival held in Darwin and brings together competitors from immediate regional countries. ADF participation is managed by the ADSC. The Association will undertake to enter an athletics team in the Arafura Games to represent the ADF. Team selection is based on athletes meeting the Games qualifying standard. Performances at the ADF Track and Field Championships are generally a requirement for pre-selection. Team size is dependent on ADSC endorsement. To be eligible for selection, ADF personnel must be current members of the DAC. Defence civilians are not eligible for selection.

5.10 SUN HERALD CITY TO SURF

5.10.1 Aim. The Sun Herald City to Surf provides immense opportunity to the Association to raise the profile of Defence athletes. The race also provides an ideal vehicle for members to challenge themselves over a demanding and popular course. The Association's aim for this event is to maximise Defence participation in the event and to place in all eligible categories. The Association will support Defence athletes who wish to run on behalf of Defence in selected teams. Only personnel who are selected to represent the DAC will be reimbursed the cost of entry fees provided they commence the race.

5.10.2 Selection Criteria. The Association will enter teams to place in as many team categories as possible. The criteria for team selection are:

- a. Must have either previously completed a City to Surf run or have demonstrated the ability to complete the distance in a reasonable time.
- b. Runners must run in either the elite, red or green divisions to gain selection. **No reimbursement is provided to runners in the blue or back of the pack yellow divisions.**
- c. Runners must be current member of the DAC and must wear the DAC uniform during the event.

5.10.3 Awards

Awards are presented to the first three male and female place-getters with the fastest official times.

5.11 TEAMS COMPETITION

A Unit teams competition may be programmed as part of the 5 km and 10 km Road Race or Cross Country events. To count towards a Teams Championship, team events shall comprise of the following rules.

Event	Min Nos in Team	Max Nos in Team	Nos to count for points
Men Open	4	6	4
Female Open	4	6	4

All members of the team must be from the same unit/ship. Team sheets must be declared to the Race Organiser before the start of the race. The method of scoring shall be by scoring the least number of points according to the positions in which athletes finish. The team with the least aggregate points is the winner. If two or more competitors tie for any place, the points for the places concerned shall be aggregated and divided equally between the competitors. In case of tied points, the team whose last scoring member finished nearest to first place will be the winning team. Medals will be awarded to the first four runners of the winning team only.

5.12 AGE CATEGORIES FOR ROAD AND CROSS COUNTRY EVENTS

All ADRAA organised inter-Service events shall, where appropriate, include the following categories within the competition structure:

Men's Open
Veteran Men 35-44 years
Masters Men 45 years and over
Women's Open
Women's Veteran 35 years and over

5.13 DEFENCE CIVILIANS

DI(G) PERS 14-2 entitles participation by Defence civilians in Service organised sports. Accordingly, Defence civilians are eligible to compete in all Defence championships. Defence civilians who are members of the DAC are also eligible for selection in State and Combined teams and for selection to represent Defence in DAC teams. Selection in an international team requires endorsement by the ADSC.

5.14 EVENT CHECK OFF LIST AND SAFETY MANAGEMENT POLICY

A race check off list is provided at Annex B to this Chapter and should be used by all event organisers as an aide de memoir. Additionally, all Event Organisers are to adhere to the Sport Safety Management Policy at chapter 10 in this Handbook.

5.15 SIGNAL FORMAT TEMPLATE

A template signal format for messaging is provided at Annex C to this Chapter for use by event organisers. The signal provides authority for competitors to be released on duty for the event and should be sent in sufficient time to enable distribution. Once released a copy should be posted to the ADRAA web page.

OVERSEAS TOUR LOCATION SELECTION MATRIX

OVERSEAS TOUR LOCATION SELECTION MATRIX					
Country being rated:	Rating				
Criteria	5	4	3	2	1
	Excellent	Above Average	Good	Below Average	Poor
Generation of Esprit de Corps					
Ability to provide team participation (team versus individual)					
Contribution to enhancing Defence recognition and profile (ability to generate positive publicity)					
Contribution to Defence relations with host country					
Level of host country/sponsor support provided (accommodation/transport)					
Cost outlay by the Association (costs minimised)					
Cost to participating members					
Manageability of tour organisation (level of complexity)					
Support provided by the ADSC					
Sub Totals					

Overall Rating Score for the Destination:

EVENT ORGANISATION CHECKOFF LIST

Race Director: _____

Event: _____

Run Location and Administration

- Funding available
- Run location chosen and clear of danger
- Course marked and certified
- Description and map produced
- Traffic control requirements identified
- Local Command approval obtained

Sports Safety Management Plan

- SSMP produced to meet ADRAA guidelines in Chapter 10 of the Handbook
- SSMP requirements met
- Prepare and provide runners and officials briefings

Medical Plan

- Method established to contact emergency personnel
- Location to nearest medical facility identified
- First aid kit available

Support Plan

- Support staff arranged (marshals, recorders, starters etc)
- Timing equipment and starters gun
- Method to record runner results
- Water available on the course and at the finish

Media Plan

- Message released detailing event and providing authority to participate
- Media outlets contacted for coverage
- Photography arranged

Sponsors (where obtained)

- Sponsorship received
- Sponsor support arranged
- Sponsorship details reported in PAR

Trophies/Medals

- Trophies or medals produced and available

Post Activity Report

- PAR produced

TEMPLATE SIGNAL FORMAT

UNCLASSIFIED
NOT FOR OVERSEAS

ACTION PRECEDENCE: ROUTINE
INFO PRECEDENCE: ROUTINE
ORIGINATORS DTG:
SICs: ZKA – GENERAL
OPSIGs: ZDK

FROM: (INSERT SENDER'S ADDRESS)

ACTION: AIG 3602

AIG 3608

AIG 3618

AIG 3620

AIG 3627

AIG 3651

AIG 3667

AIG 13135

AIG 13141

AIG 13143

AIG 13150

AIG 13153

AIG 13154

AIG 13161

RAN ALL SHORE 1/3

RAN ALL SHORE 2/3

RAN ALL SHORE 3/3

SHIP SPT UNITS

SUBJ: TITLE OF CHAMPIONSHIP

1. THE ADF RUNNING AND ATHLETICS ASSOCIATION (ADRAA) WILL CONDUCT THE (INSERT EVENT DETAILS AND DATE).
2. THE EVENT COMPRISES (INSERT SPECIFICS OF ADF EVENT) AND SELECTION IS OPEN TO ALL PERMANENT AND RESERVE PERSONNEL.
3. AS AN ADF SPORTS COUNCIL SANCTIONED EVENT, ADF PERSONNEL ARE DEEMED ON DUTY. ALL RUNNERS WILL BE REIMBURSED THE COST OF THE ENTRY FEE (IF APPLICABLE). FUNDING FOR TRAVEL AND INCIDENTALS IS THE RESPONSIBILITY OF THE MEMBER'S PARENT UNIT/SHIP. THIS SIGNAL PROVIDES AUTHORITY FOR MEMBERS TO BE RELEASED TO PARTICIPATE.
4. ENTRY FORMS ARE AVAILABLE FROM (INSERT DETAILS WHERE RUNNERS CAN OBTAIN ENTRIES). SEND COMPLETED ENTRY FORMS PRIOR TO (INSERT DETAILS FOR THE SPECIFIC EVENT). ALSO INCLUDE THE FOLLOWING DETAILS (FOR CITY TO SURF AND TEAM SELECTION EVENTS):
 - A. RANK, NAME AND CONTACT ADDRESS
 - B. THE TIME OF YOUR MOST RECENT (CITY TO SURF, HALF MARATHON OR 10KM PERFORMANCE)
 - C. YOUR STATE OF ENLISTMENT (FOR STATE OF ORIGIN HALF MARATHON)

5. (INSERT DETAILS FOR PAYMENT OF ENTRY FEES AS APPLICABLE).
6. (INSERT DETAILS FOR ACCOMMODATION AS APPLICABLE)
7. ENQUIRIES TO (INSERT E-MAIL CONTACT DETAILS OF EVENT ORGANISER) (AT)DEFENCE.GOV.AU (LOWERCASE) OR PHONE (INSERT DETAILS).
8. FOR FURTHER DETAILS VISIT THE ADRAA WEBSITE AT WWW.ADF.COOLRUNNING.COM.AU
9. ALL RUNNERS ARE ENCOURAGED TO PARTICIPATE IRRESPECTIVE OF STANDARD.
10. PT STAFF ARE REQUESTED TO GIVE THIS MESSAGE WIDE DISTRIBUTION.

CHAPTER 6

COACHING AND TRAINING

6.1 COACHING

6.1.1 Aim. The ADRAA is keen to promote coaching development in Defence as a means to improve the quality of performance and the level of participation in the sport. The Association's aim is to encourage persons to become qualified coaches through proper accreditation, training and testing.

6.1.2 Australian Track & Field Coaches Association. The Australian Track and Field Coaches Association is responsible for the coordination and development of athletics coaching through its National Coaching Accreditation Scheme. The Scheme currently comprises a basic Introductory Course, the **Orientation To Coaching Award**, and various levels of Accreditation. The ADRAA provides funding support to three Levels of Accreditation, **Level 1, Level 2, and Level 3**. Level 3 - Senior Coach, is the highest level of accreditation supported by ADRAA.

6.2 COACHING DEVELOPMENT POLICY

6.2.1 Criteria for Funding Level 1 Qualifications. The Association will meet the cost of Level 1 Coaching Course subject to the following requirements being met by members:

- a. Eligibility for funding is restricted to Defence personnel who are current members of the Defence Athletic Club.
- b. Members must on gaining their qualification register as a qualified coach with the Defence Athletic Club for supporting the ADF.
- c. Provide coaching services to Defence members at no cost.
- d. Provide coaching support to Defence members participating in events such as Arafura Games and Defence championships.

6.2.2 Level 2 and 3 Qualifications. Members already holding Level 1 and seeking advancement are required to take a leading role in the ADRAA for the establishment of development programs for coaches and athletes. The Association will meet the cost of Level 2 and 3 Specialist Coaching Course subject to the requirements being met by members:

- a. Eligibility for funding is restricted to Defence personnel who are registered members of the Defence Athletic Club.
- b. Provide coaching services to Defence members at no cost and mentoring of other coaches.

- c. Contribute to the production of a coaching development program for the ADRAA.
- d. Provide oversight as the team coach to ADF events such as Arafura Games and the Defence championships.

6.3 COACHING DIRECTOR

The Committee will appoint a Coaching Director from the senior coaching staff. The position of Coaching Director to be responsible for:

- a. Managing the coaching development program to establish and maintain qualified and specialist coaches.
- b. Coordinating coaching staff in providing coaching to DAC athletes.
- c. Managing the on-line coaching for members by providing direct coaching advice or referral to a specialist coach.
- d. Acting as lead coaching staff for Overseas Tours and significant Defence teams competition such as Arafura Games.

6.4 TRAINING OF ATHLETES

Only qualified coaches should undertake training of athletes. As the coach is responsible for the health and well-being of an athlete in their care, they must also adhere to the Sport Safety Management Policy in Chapter 10. Training programs are available on the Association's website and online coaching can be provided by qualified coaches appointed through the Coaching Director.

CHAPTER 7

CRITERIA FOR RECOGNITION AND FUNDING

7.1 CRITERIA FOR RECOGNITION

The ensure continued recognition of the sport, the Association must meet the following compulsory criteria used by the ADSC under DI(G) PERS 14-2 *ADF Policy on Sport* to assess sporting bodies:

- a. Demonstrate Committee of Management and Structure comprising a Patron, President, Secretary and/or Treasurer;
- b. Meet Specific Administrative Requirements;
- c. Provide Competition for Tri-Service Participation; and
- d. Promote a Positive Public Image.

7.2 CRITERIA FOR FUNDING

The Association receives annual funding through the ADSC to manage its business and conduct events. The level of funding provided to an Association is determined by the ADRAA meeting the range of criteria as follows:

- a. Number of Participants in the major championship;
- b. Gender Equity, including age;
- c. The Ability to Generate a High Profile;
- d. The Level of Team Sports and Esprit de Corps;
- e. The Capacity for All Seasons Participation;
- f. The Member/Cost Ratio;
- g. Access to Other Sources of Funding such as Sponsorship; and
- h. Popularity of the Sport within the ADF.

7.3 POLICY ON FUNDING OF EVENTS

Funding is allocated by the ADRAA for the conduct of the annual schedule of activities and for supplementation of overseas tours. Funding will also be provided for DAC members participating in local events where there is demonstrated benefit

to the Association and Defence. Requests for funding support for individuals and teams will be considered on merit against the following criteria:

- a. The importance and significance of the event being entered;
- b. The relative benefit gained by Defence from participation in the competition and profile to be gained by the DAC;
- c. The level of competitiveness of the individual or team in the event;
- d. The level of funding sought in relation to the cost being incurred by the individual or team;
- e. Preference be directed to teams category participation; and
- f. Members must hold current DAC membership and compete in the DAC uniform.

CHAPTER 8

FINANCES AND REPORTING

8.1 ANNUAL OPERATING BUDGET

The ADRAA Committee is responsible for developing the Annual Operating Budget, for managing its affairs and for staging the Annual Calendar of Events. In formulating the budget, the Association must take into account the Criteria for Funding in paragraph 7.2.

8.2 CONSOLIDATED ANNUAL RETURN

Each ADF Sport Association is required to submit annually to the ADSC a Consolidated Annual Report in accordance with DI(G) PERS 14-2 *ADF Policy on Sport* by 31 August. Failure to submit the return 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 described in the DI(G). The return incorporates:

- a. **Forecast Component**, which forecasts the Operating Budget for the next Financial Year.
- b. **Longcast Component**, which outlines the Association's activities for the following five years.
- c. **General Component**, which gives a general report covering the period of the previous year.
- d. **Audit Component** that provides an audit report for the previous Financial Year.
- e. **Sponsorship Component**, which reports on the sponsorship received by the Association for the previous Financial Year.

8.3 SPONSORSHIP

In seeking forms of sponsorship, the Association is governed by the requirements of DI(G) PERS 14-2 *ADF Policy on Sport*.

CHAPTER 9

COMMUNICATIONS

9.1 NEWSLETTER

As a means of keeping members informed of activities and to provide feedback, the Association endeavours to produce a half-yearly Newsletter. Contents of the Newsletter vary, but will general incorporate a President's message, results of events, athlete profiles, training tips and information on forthcoming events. Responsibility for production rests with the Secretary. Members are encouraged to contribute articles.

9.2 ADRAA WEB SITE

The Association maintains a web site at www.adf.coolrunning.com.au The site provides information on ADRAA events, results, Minutes from Committee Meetings and the AGM, Records and Rankings, and other aspects on business management, such as budget and forecasts, and the Five Year Development Plan.

CHAPTER 10

SPORT SAFETY MANAGEMENT

10.1 AIM

The Sports Safety Management Plan for Athletics details the recommended minimum requirements to be in place for Defence Running and Track and Field events. The aim of the Plan is to ensure that all Defence athletic events, teams and individuals are managed correctly to maintain the safety of participants. The Plan has been endorsed by the Directorate of Organisational Preventive Health.

10.2 APPLICATION OF THE PLAN

The requirements of the Plan are to be adopted for all ADRAA events, organised competition, training session, coaching activity, or as a component of fitness training. Specific requirements to be met and responsibilities of organisers are mandatory for ADRAA activities and where DAC members are participating.

SPORTS SAFETY MANAGEMENT PLAN

ATHLETICS

Aim

1. The aim of this Sports Safety Management Plan (SSMP) is to detail the recommended minimum requirements to be in place for ADF organised running and track and field events and associated activities. The requirements are to be adopted by all Defence members with responsibility for coordinating Defence athletic events as an accredited sport as they pertain to an organised competition, training session, leisure activity, or as a component of fitness training. The plan details the strategies for addressing risks and injury prevention.

Supervision for Risk Management

2. All ADF running and track and field events, as well as teams and individuals participating in the sport, are to be correctly supervised. Specific requirements to be met by supervisors are as follows:

- a. **Unit Commander.** Is to ensure that all members participating in running and track and field events organised within the unit are supervised by personnel who are proficient in managing athletics.
- b. **Event Organiser.** Should be proficient in organising and managing athletic events and knowledgeable in the specific requirements for the event.
- c. **Team Manager.** Should be familiar with athletics administration and with specific requirements of the competition being entered, including the basic requirements for athlete safety.
- d. **Coach.** Should be accredited with the Australian Track and Field Coaching Association to at least Level 1 standard or possess similar qualifications with appropriate experience in the sport.

3. Commanders, Event Organisers, Team Managers and Coaches are responsible for managing risk and for instigation of the requirements of this plan as they apply to the specific activity.

Unit Commander Responsibilities

4. Unit Commanders are to ensure that all unit organised and locally-sponsored events are properly managed and must satisfy themselves that safety principles for participants have been adequately covered. Specifically, that:

- a. Event Coordinators are appointed and are proficient in managing all aspects of the event or activity.

- b. The Administrative Instruction or similar coordinating instruction includes provisions for the safety of competitors and officials.
- c. Risks are evaluated and managed according to the SSMP.
- d. All injuries sustained during an event/activity are properly reported and recorded for injury surveillance.

Team Manager/Event Organiser Responsibilities

5. Team Managers and Event Organisers are responsible for ensuring the safety of competitors. Specific responsibilities of Team Manager/Event Organiser when organising and managing athletics are the follows:

a. All Organised Running Events or Competition

- (1) Ensure participants warm up before commencing the activity.
- (2) Ensure arrangements are in place for suitably qualified medical support to all participants including equipment and emergency evacuation procedures.
- (3) Take cognisance of the affect of changing weather conditions on activities and on participants.
- (4) Ensure competitors are officially registered prior to participating in competitions.
- (5) Provide pre-event briefings to officials, marshals and participants and ensure appropriate safety supervision during the event.
- (6) Undertake a level of pre-participation screening prior to starting competition to satisfy that competitors have undertaken a reasonable level of training for the specific event.
- (7) In the case of an emergency, direct emergency procedures until emergency services personnel take over.

b. ADF Organised Road and Cross Country Races

- (1) Undertake a site risk assessment to ensure venues are properly supervised, courses clearly marked and free of safety hazards or other obstacles that may cause injury or constitute difficulty beyond the aim of the competition.
- (2) Where possible, road races and cross country courses used for competition are to be completely closed to traffic and/or participants and motorised traffic are to be separated by barricades and/or cones.

- (3) Provide an Event Safety Management Plan to the Unit Commander.
- (4) Appointment of sufficient officials and marshals to control intersections and to direct competitors as necessary.
- (5) Establish an appropriate communications capability for emergency purposes.
- (6) Ensure water and other suitable refreshments are available at the start and finish of all races and situate water stations at each 5 km point in long distance races as a minimum.

c. Track and Field Events and Training

- (1) Events are to be conducted in accordance with ADF Running and Athletic Association Rules contained in the ADFRAA Handbook and those of the International Amateur Athletic Federation.
- (2) Ensure venues and venue equipment are in serviceable condition.
- (3) Ensure only regulation equipment is used in competitions and during organised training.

Site Risk Assessment

6. Event Organisers are to undertake a site risk assessment prior to the event as part of the event safety management plan for road and cross country races or activities. The following table provides a guide for Event Coordinators.

Site Risk Assessment	
Potential Hazard	Actions to Minimise Risk
Proximity of spectators or vehicles	<ul style="list-style-type: none"> • Spectator paths and roadways divided through use of barriers and marshal supervision course
Exposure from harsh weather	<ul style="list-style-type: none"> • Provide shelter • Cancellation of event if weather is unsuitable
Environmental dangers	<ul style="list-style-type: none"> • Provide shelter, water, first aid • Adequate stabilization of tents and marquees with ropes. Guide ropes and pegs (high winds)
Parking and pedestrian management	<ul style="list-style-type: none"> • Site inspections & adaptations, best site and paths chosen, adequate parking
Injury Prevention	<ul style="list-style-type: none"> • Venue equipment meets regulation and safety standards.
Road traffic incidents	<ul style="list-style-type: none"> • Provide marshaled crossings during event

Site Risk Assessment

Congestion on footpaths	<ul style="list-style-type: none">• Single file only where practical• Caution Event in progress sign• Marshal and supervise potential narrowed pathways
Minor accidents (cuts, abrasions, sprains)	<ul style="list-style-type: none">• First Aid station and staff available• Local area medical centres notified• Emergency evacuation available and procedure established• Public address of foreseeable danger spots• Rapid response to areas that need urgent attention i.e. Safety cone barrier erected around possible danger site• Mobile phones provided to officials and marshals• Phone numbers local medical staff held by officials
Course hazards	<ul style="list-style-type: none">• Pathway is wide enough for running abreast• Loose pathway surfaces cleared of dangers and obstacles where practical• Head clearance from all obstacles• Clear markings/warnings for all natural hazards• Pre-event briefing of hazards to competitors

Coaches

7. All coaches should be accredited with the Australian Track and Field Coaches Association to at least Level 1 standard and adhere to the guidelines for coaches detailed by the ATFCA. Alternately, personnel should possess qualifications to a similar accredited level with appropriate experience in the sport before attempting to coach athletes. For international level competition, consideration should be given to appoint a coach holding a Level 2 or 3 standard.

8. The ADFRAA Handbook provides details of funding that will be made available to support the attainment of accreditation. A copy of the Handbook is accessible from the Association's web site at www.adf.coolrunning.com.au. Once attained, it is the coach's responsibility to ensure accreditation is kept current.

Fitness to Participate and Pre-Screening

9. Team Managers and Event Organisers must satisfy themselves that all participants in regular and inter Service events have prepared themselves by undertaking the necessary level of training to compete in the event and **are not** under the influence of alcohol or drugs as listed in International Olympic Committee guidance.

10. In preparation for local competition Event Organisers must undertake verbal screening as part of the pre-race briefing to ensure that participants are made aware of the need to be physically capable of completing the event and warn against participating if they have an existing medical condition or sporting restriction that would prevent participation. This includes infections, cardiovascular abnormalities, chronic musculoskeletal or other significant medical condition.

11. In the case of National and international events, all selected team members representing the ADF must individually complete a Pre-screening Questionnaire to be held by the Team Manager, which confirms that participants (Military and APS) have:

- a. been deemed by a doctor to be medically fit to compete and have no pre-existing medical restriction,
- b. successfully completed a Single Service Fitness Test or civilian medical check respectively prior to attending the event and must advise their manager if they are carrying or recovering from an injury or illness, and
- c. made a declaration that they have not taken banned or illicit drugs.

12. It is a member's responsibility to comply with the requirements of a medical restriction and to ensure that they do not participate in an activity that may exacerbate the existing medical condition.

Protective Clothing

13. Team Managers, Event Organisers and Coaches must ensure that participants are made aware that where conditions deem it necessary, proper clothing is worn to protect against the elements. This includes proper running apparel that meets the conditions on the day of competition or other activity. As a minimum, participants need to be advised that:

- a. Proper racing or training footwear should be worn for the specific event to reduce injuries in sport.
- b. Warm clothing should be worn in cold climatic conditions both pre and post the race or activity.
- c. A running singlet or t-shirt must be worn at all times during the event or activity.
- d. Clothing should be worn to protect against the sun in summer.

Environment

14. Environmental conditions must be assessed prior to commencing any competition or organised training session and consideration given to suspend or cancel activities during adverse weather conditions, including heat, electrical storms and excessively heavy rain. SAFETYMAN Volume 1 Part 3 contains guidance on

environmental hazards. The guidelines for Team Managers, Event Organisers and Coaches are as follows:

a. **Hot or Humid Conditions**

- (1) Competitors should be observed closely for onset of heat stroke and heat exhaustion.
- (2) Officials and marshals should be instructed to retire competitors from the competition if they display the physical signs of developing a heat induced injury.
- (3) Competitors should be advised to consume fluids regularly before, during, and after the game to prevent dehydration and to not share drink dispensers.
- (4) In track events of 10000m or longer and at all road races longer than 10 km, additional water stations are to be provided to athletes at 5 km intervals or more often if conditions require.
- (5) In competitions, Event Organisers are to make available from ADF sources a non-oil based sunscreen for competitors and officials.
- (6) Depending on the risk to participants, the event or activity should be suspended, re-scheduled or cancelled.

b. **Cold Conditions**

- (1) Competitors should be observed closely for the onset hypothermia and retired from the competition if necessary.
- (2) Avoid personnel standing in exposed conditions for long periods of time.
- (3) Avoid personnel competing or training during heavy rain, hail or thunderstorms.
- (4) Wet clothing should be changed as soon as possible.
- (5) Where risk to participants is high, the event or activity should be suspended, re-scheduled or cancelled.

First Aid Requirements

15. Sports First Aid is an important injury countermeasure at athletics competition and in training. Team Managers and Event Organisers are to ensure that the following safety considerations are covered during competition depending on the nature of the organised event:

- a. Medic or a qualified first aid member is to be present at the place of competition or immediately accessible in the event of an incident.
- b. Emergency phone numbers to the base hospital, local hospital, ambulance, and/or doctor are included in the Administrative Instruction, or for events not held on base, contacts details are obtained prior to the start of the event and held officials.
- c. An emergency plan is incorporated into the Administrative Instruction as necessary.
- d. Medical staff should provide a first aid kit and access to a stretcher.
- e. Ice packs (at least two or more) or ice is available to athletes.
- f. Adequate fluids are available at the event or activity.
- g. Thermal blanket, as deemed necessary by the conditions.

Injury Prevention

16. Injury prevention is the responsibility of Commanders, Team Managers, Event Organisers, Coaches and athletes alike. Reducing the likelihood of injury during competition and training is to be a prime consideration in the planning stages for the activity and covered as part of the risk assessment.

17. **Post Injury/Illness.** To ensure ample time for recovery and aid in the prevention of further injury, athletes with injuries should receive proper treatment followed by adequate rest and rehabilitation before returning to training or competition. Specific considerations for athletes should include such things as:

- a. Inform their Coach and/or Team Manager of any current medical condition or injury that may impair performance or ability to undertake the planned activity.
- b. Plan and implement appropriate injury countermeasures as advised by a qualified coach or medical practitioner.
- c. The use of passive countermeasures such as strapping, ankle or knee brace etc to assist in preventing recurring injury.
- d. Obtain medical and/or physiotherapy clearance before participation. Coaches and Team Managers should consider referral to medical staff and/or physiotherapy staff for clearance to participate if they have any concerns about an athlete.

18. Whilst athletes must take responsibility for their own well-being, coaches should educate athletes on injury prevention and the need for proper rehabilitation before re-commencing serious competition or training. Team Managers and Coaches

should closely observe athletes that have recently recovered from major illness, such as chronic fatigue syndrome, or major injury, as fatigue or a recurrence may be induced earlier.

19. **Injury Reporting.** Monitoring sporting injuries is a useful way of identifying preventable hazards associated with the sport. Team Managers, Event Organisers and Coaches are to ensure that Form AC 563 injury reports are raised for all injuries to members and recorded on the Defence Injury Surveillance Database. A copy of the injury record is to be collected to assist with the identification of injury prevention strategies and forwarded to the ADFRAA Development Officer for monitoring by the Committee. Collecting the data will enable the Association to address problem areas associated with the activity and for the development of future injury prevention strategies.

20. **Injury Surveillance.** The Defence Injury Prevention Program (DIPP) has been established to provide personnel involved in managing and organising sporting events with information that may assist in formulating injury prevention strategies. DIPP resources should be utilised by all organisers in planning major events as part of the risk management strategy.

Drug Use

21. ADF Sport Associations and members have a responsibility to follow the relevant ADF policies on recreational and illicit drugs use. The ADFRAA actively supports the policies and discourages against the use of alcohol prior to or during the sporting activity, and will enforce policies and regulations prohibiting the use of illegal and banned drugs. Event Organisers, Team Managers and Coaches are to ensure participants are made aware of the policy relating to drug use.