

**ROYAL AUSTRALIAN NAVY
RUNNING ASSOCIATION**

HANDBOOK

20 May 2011

FORWARD

The Navy Running Association (NRA) is aligned with the principles of the Australian Defence Running and Athletic Association (ADRAA). While the NRA is active in ADRAA events, the two associations are independent in management and funding. The NRA represents the interests of Navy and Australian Public Service personnel in the sport of running and is responsible for managing the sport within Navy and the links to the community. This handbook is a guide for the Committee, event organisers, coaches and individuals on the management of sport of running within the RAN.

The NRA is supported by and is subject to the rules and regulations set down by the Navy Sports Council (NSC), DI(N) PERS 70-9 – *Royal Australian Navy Policy on Sport* and DI(N) PERS 70-5 – *Inter-Service Sport – RAN Central Canteen Fund Allocation*.

The NSC is responsible for the distribution and oversight of the financial support provided by the RAN Central Canteen Fund (RANCCF). The RANCCF is the prime contributor to the funding of NRA activities. Without its generous assistance we would be unable to continue operations.

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

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CHAPTER 1

INTRODUCTION AND GENERAL

1.1 INTRODUCTION

The Navy Running Association is committed to the promotion of physical fitness while developing esprit de corps through team competition. Runners are also encouraged to challenge themselves as well as enjoying the sport and what it will bring to participants. Such outcomes are an intrinsic part of an effective fighting force as well as aiding personal well-being.

This handbook provides members with information on 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 within the Navy community and encourage all Navy personnel to challenge themselves in athletic pursuits.

1.3 GOALS

To meet the Association's Mission Statement, the principal goals of the NRA are to:

- a. promote the sport of running within the RAN, be it distance, cross country or track, and to encourage individual and team participation in events at all levels;
- b. foster competition in the sport between teams from the other Services and teams representing Navy;
- c. improve individual performances through training, education, competition and coaching;
- d. increase the level of participation in the sport;
- e. positively promote the RAN to the wider community through participation in public events; and
- f. ensure the sport is conducted in professional manner and where the safety of competitors is paramount.

CHAPTER 2

CONSTITUTION

CHARTER

The name of the association is the Navy Running Association (hereinafter the NRA). The NRA manages and facilitates participation in running events for individual and teams competition either in conjunction with the Australian Defence Running and Athletics Association (ADRAA), other event managers or as the controlling body.

MEMBERSHIP

Membership of the NRA is open to Permanent and Reserve members of the RAN, exchange members of foreign navies and Australian Public Service (APS) employees serving in Navy support positions. Associate membership is available to former members of the RAN.

The Committee will remove inactive members from the Associations membership roll where the individual has not participated in events for at least two years AND has failed to respond to communications from the Membership Officer.

FEES AND COSTS

There is no fee to join the NRA. Members are expected to make a kit contribution for their initial kit issue. The amount will be determined by the Committee, but will be at a subsidised rate providing the Association's financial position permits. Replacement kit will be available for purchase.

The NRA will seek to maximise the level of reimbursement of event entry fees. It will not always be possible to reimburse 100% of the fees and this may be varied at the Committee's discretion depending upon the number of entries for a particular event and the Association's financial position. Reimbursement of entry fees for Associate members will be subject to consideration by the Committee on the criteria that no Full members would be disadvantaged. The Committee may decide to part-reimburse or decline reimbursement for Associate members.

Where possible, the Committee will provide limited support to reimburse runners for travel costs associated with competing in endorsed events. The level of support will comply with NSC guidelines.

MANAGEMENT

The affairs of the NRA shall be conducted by a Committee, which shall be subject to the authority of the Navy Sports Council (NSC). The affairs are to be managed in accordance with Defence Instruction (Navy) Personnel 70-9 – *Royal Australian Navy Policy on Sport*. A Consolidated Annual Return that incorporates the Association's Management Plan for endorsement shall be provided to the NSC annually in accordance with existing policy.

COMMITTEE

The NRA Committee shall be responsible for managing the affairs of the Association. The Committee will be comprised of elected representatives from Permanent and Reserve Navy members, and APS personnel in Navy positions. The Committee shall determine an annual plan of events and operating budget for the NRA and manage the Association's financial state. The Committee shall be subject to the Constitution and responsible for carrying out the charter of the NRA.

COMMITTEE STRUCTURE AND OFFICE BEARERS

The Committee will be comprised of six elected Office Bearers as listed hereunder and in the qualifying comments.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Development Officer
- f. Membership Officer

Office bearers of the Committee shall be elected by a quorum at the Annual General Meeting. All Committee appointments made between AGMs are provisional and are subject to confirmation. The Secretary and Treasurer positions may be combined subject to the agreement of the Committee if there are insufficient nominated volunteers. The Vice President position may remain vacant if there are no nominated volunteers.

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, whichever shall occur first. All elected office bearers shall be eligible for re-election. Office bearers may be removed by a vote of 75% or greater of the Committee. In such cases the membership will be informed and a vote called if appropriate.

COMMITTEE MEETINGS

The Committee shall meet as often as is necessary for the proper conduct of the affairs of the NRA. 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 at least three members. 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 Committee voting rights.

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of the NRA shall be held annually, normally in conjunction with a major running event, or as determined by the Committee. At the AGM, the Committee shall report upon the activities of the NRA 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 Navy Sports Council.

VOTING AT THE AGM

Each member of the NRA 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 by two thirds of votes received.

In order to facilitate greater AGM participation by registered members and enable members to exercise their right to vote on management issues of the NRA, electronic voting will be conducted in addition to attendance at the AGM. Those who exercise the option of electronic voting may still attend the AGM in person, but may not vote again or alter a vote already cast electronically.

Where a Committee nominee stands unopposed, but greater than 50% of votes received are in the negative, this will be considered a vote of no-confidence and the nominee's election void. The Committee will decide whether to call for other nominations, appoint another member to the position, or leave the position vacant. Where such a vote of no-confidence is in the nominee for President, the elected Vice President will immediately assume acting Presidency.

QUORUM FOR AN AGM

All business transacted at the AGM requires the presence of a quorum consisting of at least 10 percent of the NRA membership. This may be achieved by attendance in person or the exercising of electronic voting. Where a quorum does not exist, the President may carry on the

business of the meeting, and any motions must be passed by two thirds of those present at the AGM and voting electronically. In order to ensure that all members have the opportunity to vote, non-Agenda items will not be tabled for a vote at the AGM.

FINANCES

The NRA 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 NSC an audited financial statement. The Treasurer will comply with all other financial reporting requirements of the NSC and present accounts for auditing when required. Either the President or Treasurer, and one other Committee Member shall approve all cash disbursements.

WINDING UP

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

EQUIPMENT AND UNIFORMS

All sporting equipment, perpetual trophies and uniforms (not allocated to members) held by the NRA shall remain the property of the Association. The Treasurer is to maintain a register of assets. Members are required to wear NRA or ADRAA running kit to be eligible for reimbursement of entry fees.

COMPETITIONS

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 NSC. Funding will support a range of activities including base managed events, inter-Service competition and participation in ADRAA managed events. Members will also be supported when participating in designated civilian events as either groups or individuals.

CHAPTER 3

MEMBERSHIP

3.1 MEMBERSHIP MANAGEMENT

The Membership Coordinator is to maintain a current register of all members of the NRA. The register is to be validated at least once per year to ensure its accuracy. The review will include the deletion of inactive members who do not participate in events and who are unresponsive to communication or who cannot be located/contacted. Members about to be removed from the roll will be given at least three e-mail notifications to their last known e-mail address (or that listed on the Defence Restricted Network global address book) of their impending termination of membership.

3.2 COMMUNICATIONS AND MARKETING

3.2.1 Communication methods. The prime method of communications with NRA members will be via Defence Restricted Network e-mail. Accordingly, members should ensure they update their details with the Membership Officer if they change. Information will also be available to members on the NRA website. This site will include results, Committee meeting minutes, events schedule, etc.

3.2.2 Contacting the Committee. Where members do not have the direct e-mail address for Committee Members they may contact the Committee through www.navyrunning.com or e-mail navysport.running@defence.gov.au.

3.2.3 Responsibility. Responsibility for NRA Communications and Marketing will be vested in a designated Committee member depending on the skill sets of the individual. This will normally be the Vice President, Development Officer or Membership Officer. The tasks required of the individual include:

- a. members updates with periodic bulletins;
- b. oversight of the NRA web site;
- c. ensuring the distribution/release of signal and/or other advice on events in conjunction with the Development Officer or event manager;
- d. management of articles for Navy News and other media;
- e. publicising Navy Running within Navy for the purpose of bolstering membership;
- f. increasing the visibility of Navy and Navy Running within the wider community; and
- g. development of sponsorship.

3.3 MEETING PROCEDURES

3.3.1 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.

3.3.2 Annual General Meeting. The Committee shall hold a General Meeting of the NRA annually in conjunction with a major running 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. A copy of the Minutes shall be forwarded to the Navy Sports Council.

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

- a. Members present and Apologies
- b. Minutes of the previous Annual General Meeting
- c. Business arising there from
- 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
 - (5) Development Officer
 - (6) Membership Officer
- i. Consideration of motions to amend Constitution Articles
- j. Agenda items
- k. Other Business

3.4 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 NSC. The President represents the Association at all functions and meetings and in conjunction with the Treasurer, shall present the operating budget and calendar of events for the forthcoming year.
- b. **Vice President.** The Vice President is to support the President in the performance of his/her roles and deputise for the President in his/her absence. The Vice President will also assist other Committee members as necessary in the performance of their duties.
- c. **Treasurer.** The Treasurer is responsible for all financial matters, in particular 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. The

Treasurer's position will normally be combined with the Secretary, however where the workload and qualified volunteers make it practical to separate the positions, this may be done so as permitted in the Constitution. The combined Treasurer/Secretary position will be entitled to one vote at meetings.

- d. **Secretary.** The Secretary is responsible for the administration of the Association and the production of agenda and minutes of meetings.
- e. **Development Officer.** The Development Officer is responsible for the formulation of the events calendar and all advertising/communication to the Navy community of NRA running events, workshops and meetings. He/she is also responsible for seeking feedback/input from members and those interested in joining as to event preferences in the development of the event calendar and coordination and oversight of the Five Year Development Plan.
- f. **Membership Officer.** The Membership Officer is responsible for promoting the Association to the Navy community in order to maximise participation in events and membership of Navy runners. The Membership Officer is also responsible for the ongoing maintenance of the application form, processing applications for membership the maintenance of a register of membership.

CHAPTER 4

GOVERNANCE AND ADMINISTRATION

4.1 NAVY SPORTS POLICY

The policy governing RAN sporting associations is promulgated in Defence Instruction (Navy) Personnel 70-9 – *Royal Australian Navy Policy on Sport*. As a Navy recognised sport, 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 RAN and ADF,
- g. inculcate the personal, mental and physical qualities consistent with those of Defence personnel in operational roles, and
- h. promote a positive Navy image amongst the public.

4.2 NAVY SPORTS COUNCIL

The Navy Sports Council (NSC) exists to provide policy guidance on sports management in the RAN and administers RAN sports funding to accredited sports associations. As the governing sports body in the RAN, 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(N) PERS 70-9. The NSC sanctions the NRA annual program of events and allocates funding.

4.3 NRA COMMITTEE

The NRA Committee comprises elected officer bearers and is responsible for managing the affairs and meeting the Charter of the NRA. In particular, the Committee undertakes the following functions:

- a. Determination of the annual plan of events and associated annual budget for the NRA.
- 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.

4.4 ASSOCIATION PATRON

The position of Patron, whilst not onerous, is very important to members of the Association and a compulsory part of the management structure. Selection of a Patron requires ratification at an AGM. The NSC must be advised whenever the Patron changes.

4.5 EVENT MANAGER

An Event Manager is appointed by the Committee to act as the focal point for the management of specific events. The success of events is dependant upon volunteers to capably manage them. Members are expected to participate in event management from time to time. This may be as the overall event manager, or as simple as providing a brief story about the event for the Association's website. Indeed, funding may be linked in some cases to members providing such activity.

4.6 REGIONAL COORDINATORS

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

4.7 UNIFORMS POLICY

4.7.1 General. The Navy Running uniform enables the wearers to be visibly identified as Navy and NRA members. As such, they serve to raise the profile of Navy at inter-Service and civilian managed events. Members should always wear the uniform with pride and act in a manner that will bring credit upon the Navy. Whenever the NRA running singlet is worn it is to be in conjunction the NRA uniform shorts or with black or dark blue shorts.

The wearing of Navy Running kit is a mandatory condition for funding of, unless specifically otherwise approved by the Committee. In some circumstances the competitor may wear the ADRAA running strip.

4.7.2 Kit Purchase. Details of Navy Running kit and the price list are available on the website. All requests for kit purchase should be sent to navysport.running@defence.gov.au specifying "kit purchase" in the subject line. The e-mail should include size requested and a Defence delivery address. Kit will be dispatched upon payment, which is only through direct deposit to the NRA account, details of which will be provided in response to the members kit purchase e-mail.

4.7.3 Representative/Inter-Service Teams. Personnel participating in representative or inter-Service teams are to wear the relevant running uniform throughout the competition.

4.8 AGE CATEGORIES

To meet its objective of satisfying gender equity and expanding opportunities for awards, all NRA organised 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
Veteran Women 35 -44 years
Masters Women 45 years and over

4.9 FIVE YEAR DEVELOPMENT PLAN

The Five Year Development Plan is a strategic plan for the ongoing development of Navy running 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.

CHAPTER 5

DEFENCE ATHLETIC CLUB

5.1 INTRODUCTION

Membership of the Defence Athletic Club (DAC) is not required for membership of the NRA or to compete in NRA sanctioned events, however NRA members are encouraged to become DAC members. The following information is an extract from the ADF Running and Athletics Association Handbook. Full details of the DAC may be viewed at www.adf.coolrunning.com.au.

The 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 ADFRAA, and By-Laws and Rules of ANQ and AA.

5.2 MEMBERSHIP AND REGISTRATION

5.2.1 Membership. Membership of the DAC is open to all ADF Permanent and Reserve members and members of foreign services on full time exchange. Membership period is over the whole year and is free of charge. Membership, however, is necessary for members to be:

- a. entitled to vote at the AGM and on motions,
- b. eligible for selection in ADF representative national and international teams,
- c. entitled to wear the DAC uniform,
- d. eligible for special funding for support to athletes, and
- e. eligible to participate in training camps and other DAC events.

5.2.2 Obligation of Members. Members are bound by the rules governing the sport in the ADF and the rules of conduct for members of the ADF.

5.2.3 Registration with Athletics North Queensland. 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 can be made on-line through the Association's web site at www.adf.coolrunning.com.au.

5.2.4 Services to Registered Athletes. State-based DAC registered athletes are generally offered the following services by Member Associations:

- a. comprehensive Insurance Coverage as per Athletics Australia document,
- b. development Clinics - open to all athletes at a reasonable charge,
- c. competition in the Senior Athletics Program,
- d. competition in State Athletic Championship events,
- e. opportunities for Officials,
- f. local Administrative Assistance,
- g. access to coaching clinics, and
- h. access to all Athletics Australia sanctioned events.

CHAPTER 6

COMPETITION MANAGEMENT

6.1 INTRODUCTION

The prime focus of the various competitions staged by the NRA 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 events that can achieve greater participation from athletes of all calibre.

6.2 EVENTS CALENDAR AND RULES

To meet its goals and those essential requirements of DI(N) PERS 70-9 – RAN Policy on Sport, the Association develops and manages an annual calendar of events. The events cater for distance, cross country and track competitions. The Association may support local, base managed events in order to promote the sport at grass roots level. In such cases, membership of the NRA is not required, nor the wearing of NRA running uniform, however the event organisers will be expected to promote running and the NRA.

NRA supported/managed events will be detailed in the event calendar posted on the NRA website and will often be held in conjunction with ADRAA or civilian competitions, relying to a large degree upon their event management. Competitions are to support all major Navy locations across Australia, especially in training establishments.

6.3 COMPETITOR FUNDING

6.3.1 Principles of Funding. Funding for participants is sourced from four areas:

- a. Public funds – generally through unit financed PY82s;
- b. Non-Public funds – major funding to the NRA comes from the RAN Central Canteens Fund through the NSC;
- c. Sponsorship; and
- d. Member contributions.

6.3.2 Competitor Funding Guidelines. Competitors will generally be expected to contribute to some extent to participation in events, particularly where transportation and accommodation costs are involved. Limited funding is available through Navy Running to reimburse competitor's travel costs associated with participation in an NRA endorsed event. Such reimbursement will generally be limited to approximately one third of the actual out of pocket expense. The competitor should apply to the Treasurer for consideration. Some funding may also be available through the NSC Sports Contingency Travel Funds and the Committee will be able to advise on this.

Event managers will in many cases send out specific advice on participation in events, including team registration, points of contact, funding guidelines, etc. In cases where there is no specific team manager, members may select an event from the NRA calendar of events and then e-mail a request to the Development Officer via navysport.running@defence.gov.au,

specifying the event in the subject line. The Development Officer will provide approvals, funding guidelines and conditions as appropriate.

Funding is generally confined to those events sanctioned in the NRA budget and events calendar, however case by case consideration will be given to funding competitors in other events. In such cases, the request is to be forwarded through an e-mail to navysport.running@defence.gov.au with the name of the event in the subject line. The Development Officer will make an initial assessment and forward for Committee consideration if appropriate.

Applications to participate in “fun runs” other than those in the events calendar, will generally not be considered. Where an application is approved for participation/reimbursement of a non-listed event, the applicant should expect to assume some event management responsibilities.

To be eligible for reimbursement, personnel must be NRA members, have started the race and wear NRA uniform (unless otherwise exempted by the Committee).

All requests for funding/reimbursement must be provided to the Treasurer, with any necessary documentation, within 3 calendar months of the event, otherwise any entitlement will be considered to have expired.

For competitions such as the City to Surf, the competitor will be expected to finish in a reasonable time and not be part of the “back of the pack” group.

6.4 SAFETY AND EVENT MANAGEMENT

6.4.1 Race Check-Off List and Safety Management Plan. In all cases other than those events managed by the ADRAA or operating as a major civilian event (eg the Sydney Marathon), the NRA event manager is to complete the ADRAA race check off list, provided at Annex A to this Chapter and comply with the ADRAA Sports Safety Management Plan at Annex B.

Event managers will still be required to complete a number of items on the race check off list even where the event is managed by the ADRAA or an accredited civilian body. Such items include confirmation of funding, publicity plan and emergency communications.

6.4.2 Base Managed Events. Where races are being conducted as a base managed event (eg a shore establishment cross-country), then the base event coordinator assumes the responsibility for the safe and effective conduct of the event.

6.4.3 Injury Reporting. All injuries and safety occurrences are to be reported using form AC563 – Occupational Hazard and Incident Report available on web forms. The requirement is further detailed in DI(N) PERS 70-9.

EVENT ORGANISATION CHECKOFF LIST

Race Director: _____

Event: _____

Run Location and Administration

- Funding available Comments:
- 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 guidelines in Chapter 10 of the ADRAA Handbook (see Annex B below) Comments:
- SSMP requirements met
- Prepare and provide runners and officials briefings
- Confirm “fitness to participate” attestations held for competitors

Medical Plan

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

Support Plan

- Support staff arranged (marshals, recorders, starters etc) Comments:
-
- 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 Comments:
- Media outlets contacted for coverage
- Photography arranged

Sponsors (where obtained)

- Sponsorship received Comments:
- Sponsor support arranged

Trophies/Medals

- Trophies or medals produced and available Comments:

Post Activity Report

- PAR produced (sponsors mentioned if applicable) Comments:

SPORTS SAFETY MANAGEMENT PLAN

(MODIFIED EXTRACT FROM ADRAA HANDBOOK)

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 ADRAA 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
Injury	<ul style="list-style-type: none"> • Emergency evacuation available and procedure established • Participants to be medically and physically fit (Navy members to be IR compliant for fitness and medical) • Phone numbers of local medical staff held by officials • Rapid response to areas that need urgent attention e.g. safety cone barrier erected around possible danger site • Local area medical centres notified • First Aid station and staff available • Venue equipment meets regulation and safety standards. • Personal kit appropriate to event.

Site Risk Assessment

Course hazards	<ul style="list-style-type: none">• Provide track marshals/safety numbers where necessary (with appropriate comms)• Course fully assessed for hazards (in context of time of day and weather)• Clear markings/warnings for all hazards• Pre-event briefing of hazards to competitors
Exposure from harsh weather	<ul style="list-style-type: none">• Cancellation of event if weather is unsuitable, in particular, extreme heat or cold, high wind with danger of wind blown hazards (eg falling tree branches)• In “extreme” events, competitors appropriately equipped with water, clothing, head-lamps, etc• Provide shelter
Environmental dangers	<ul style="list-style-type: none">• Choose route to avoid exposure to: dangerous reptiles, cliff falls, flood waters, etc• Suspend competition during electrical storms• Provide shelter, water, first aid• Adequate stabilization of tents and marquees with ropes and pegs
Proximity of spectators or vehicles	<ul style="list-style-type: none">• Spectator paths and roadways divided through use of barriers and marshal supervision on course• Provide marshaled crossings during event• “Caution - Event in Progress” sign

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 ADRAA 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 of 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, contact details are obtained prior to the start of the event and held by 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.

CHAPTER 7

FINANCES AND REPORTING

7.1 CRITERIA FOR RECOGNITION AND FUNDING

To ensure continued recognition and funding of the sport, the Association must comply with the requirements of DI(N) PERS 70-5 and DI(N) PERS 70-9. The Committee must develop the Association such that it encourages high levels of participation. The NRA must be seen to represent value for money in supporting fit Servicemen and women with a high level of esprit de corps who represent a good public profile for Navy.

7.2 ANNUAL OPERATING BUDGET

The NRA 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 “value for money” principle.

7.3 ANNUAL CONSOLIDATED RETURN

The Association is required to submit annually to the NSC a Consolidated Annual Report in accordance with DI(N) PERS 70-9. Failure to submit the return by the due date could result in a loss of funding and/or recognition status of the Association.

7.4 SPONSORSHIP

In seeking forms of sponsorship, the Association is governed by the requirements of DI(N) PERS 70-5.