



# **Australian Army Rugby Union (AARU)**

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## **Standing Orders**

***November 2015***

## **Australian Army Rugby Union (AARU)**

### **Standing Orders**

#### **References**

- A. Defence Instruction (General) PERS 14-2, *Australian Defence Force Policy on Sport*, dated 9 Jun 05.
- B. Army Training Instruction 4-4/10, *Australian Army Policy on Sport*, dated 14 Oct 10.
- C. Defence Instruction (Army) PERS 05-41, *Management of Australian Defence Force Standby Reserves*, dated 13 Apr 05.
- D. Defence Instruction (General) PERS 116-12, *Voluntary Unpaid Attendance by Members of Army Reserve*, dated 17 Jul 00.
- E. Defence Instruction (Army) PERS 124-29, *Medical Employment Classification System in the Australian Army*, dated 20 Dec 05.
- F. Defence Instruction (General) PERS 11-2, *Notification of Australian Defence Force and non- Australian Defence Force Casualties*, dated 20 May 08
- G. DCA Directive 05/09, *Interim Administrative Arrangement for ARES members injured during Reserve Service*, dated 23 Mar 09.
- H. Defence Instruction (General) PERS 25-7, *Gifts, Hospitality and Sponsorship* dated 4 Nov 13.

## Preface

The purpose of these Standing Orders is to act as a single source document to guide the operation and functioning of the AARU in order to conform to the requirements of all the references.

These Standing Orders are intended to operationalise the AARU Constitution and to act as a single source guide on the functioning of the AARU for players and Management Committee members.

The primary audience for these Standing Orders is the AARU Management Committee.

These Standing Orders are arranged in two parts as follows:

- Part 1 - The AARU Organisation.
- Part 2 - The AARU Management Committee.

The AARU Vice President for Support is the sponsor for these Standing Orders.

These Standing Orders are to be reviewed and repromulgated periodically.

Suggestions for amendments to these Standing Orders are welcome and can be forwarded directly to the AARU Vice President for Support at [support@armyrugby.org.au](mailto:support@armyrugby.org.au).

## **Part 1 - The AARU Organisation**

### **Introduction**

The Australian Army Rugby Union (AARU) is a self-governing, non-for-profit organisation that invests the non-public monies and in-kind support it receives into the promotion and development of Rugby Union throughout the Australian Army.

The AARU fields both men's and women's senior teams, which are selected from members of the Australian Army. The AARU also provides a vehicle for talented AARU players to be selected for other representative playing opportunities.

Selection for the AARU squad occurs at the annual Inter-Brigade Rugby Competition. The squad then undertakes a period of training before team selection for the annual Australian Services Rugby Competition (ASRC).

The AARU is a member (Single Service Union) of the Australian Services Rugby Union (ASRU), which is an affiliate of the Australian Rugby Union (ARU).

### **AARU Patron**

The Patron of the AARU is appointed by the President. The Patron is traditionally the Chief of Army.

### **AARU Vision**

The AARU vision is that the AARU is the pre-eminent Service union within the Australian Defence Force. Our commitment to Safe Rugby, development of the rugby union across Army, development of individual players, financial responsibility and our commitment to our sponsors, ensures that we maintain our competitiveness on the field and will be financially viable into the future.

### **AARU Mission**

The AARU's mission is to promote and develop Rugby Union throughout the Australian Army.

### **AARU Values**

The AARU's ethos is based on a set of traditional values that reflect those of the Army: courage, initiative, respect and teamwork.

### **AARU Code of Conduct**

The AARU Code of Conduct is as follows:

*As a member of the AARU, your professionalism, integrity and conduct will reflect not only upon yourself and Army, but also on the ADF, our sponsors and the sport of rugby.*

*For this reason it is imperative that you conduct yourselves in an exemplary manner at all times whilst participating in AARU activities.*

Listed below are some guidelines, which will ensure that members act within the best interests of AARU, competition and the sport of rugby:

- **RESPECT** other AARU members, other teams, players and spectators. Opposing teams are to be made welcome. Good sportsmanship is to be promoted by all members of the AARU. Decisions made by referees are to be respected and games are to be conducted in an environment which promotes competitiveness and fairness.
- **FOSTER** teamwork within the AARU and promote the AARU and the sport of rugby whenever possible.
- **AVOID** any action which may compromise you as a member of AARU or bring into disrepute the reputation of the AARU. Responsible consumption of alcohol is the responsibility of all members of the AARU, particularly committee members. Alcohol and drug abuse leads to a breakdown in discipline, offensive behaviour and may result in more serious repercussions.
- **SUPPORT** the AARU by participating fully in all AARU activities.
- **ENJOY** the camaraderie associated with being a member of the AARU and by competing in the sport of rugby.

Adherence to the principles detailed in this AARU Code of Conduct will ensure that the AARU will continue to be recognised as professional and competitive organisation. All AARU members have a responsibility to Army, ADF, and our sponsors; but most importantly, to ourselves to ensure that AARU members conduct themselves in accordance with this Code.

### **Best and Fairest**

Each year a best and fairest male and female AARU player who most embodies the AARU values and code of conduct will be recognised.

### **Safe Rugby**

The AARU plays Safe Rugby in accordance with Australian Rugby Union defined best practices and in accordance with the ADSC and ASRU Sports Safety Management Plan (SSMP) for Rugby Union.

### **AARU Stakeholders**

The AARU's stakeholders include:

- The AARU Patron.
- The AARU players.
- The members of the Australian Army.
- The AARU Sponsors.
- The AARU Management Committee.
- The ASRU.
- The National Army Sports Association (NASA).
- The Australian Defence Sports Council (ADSC).
- The Australian Services Rugby Referees Association (ASRRA).
- The ARU (for Safe Rugby).

## **AARU Goals**

The AARU has six goals as follows:

- **Goal 1.** To promote and develop Rugby Union in the Australian Army in order to attract and develop players, coaches, managers and referees.
- **Goal 2.** To promote the principles of Safe Rugby at all levels across the Australian Army.
- **Goal 3.** To field representative Men's and Women's Teams that are competitive in all matches they play.
- **Goal 4.** To promote AARU within the ADF and to the wider community in order to provides a vehicle for talented AARU players to gain state and national recognition.
- **Goal 5.** To attract sponsors to the AARU and to provide an environment in which AARU is the Service union of choice for sponsors.
- **Goal 6.** To manage the affairs of the AARU in a responsible manner and in accordance with ADF accounting policies and guidelines.

## **AARU Logo**

The AARU logo is the Australian Army Badge combined with "Australian Army Rugby Union".

## **Uniforms**

The normal AARU playing strip is black shorts, Army red socks and an Army red jersey. The alternate AARU playing strip is black shorts, green and gold socks and an Army green and gold jersey. The AARU official event uniform is tan trousers/knee length skirt, black shoes, white shirt, AARU tie and dark blue blazer with AARU embroidered badge.

## Part 2 - The AARU Management Committee

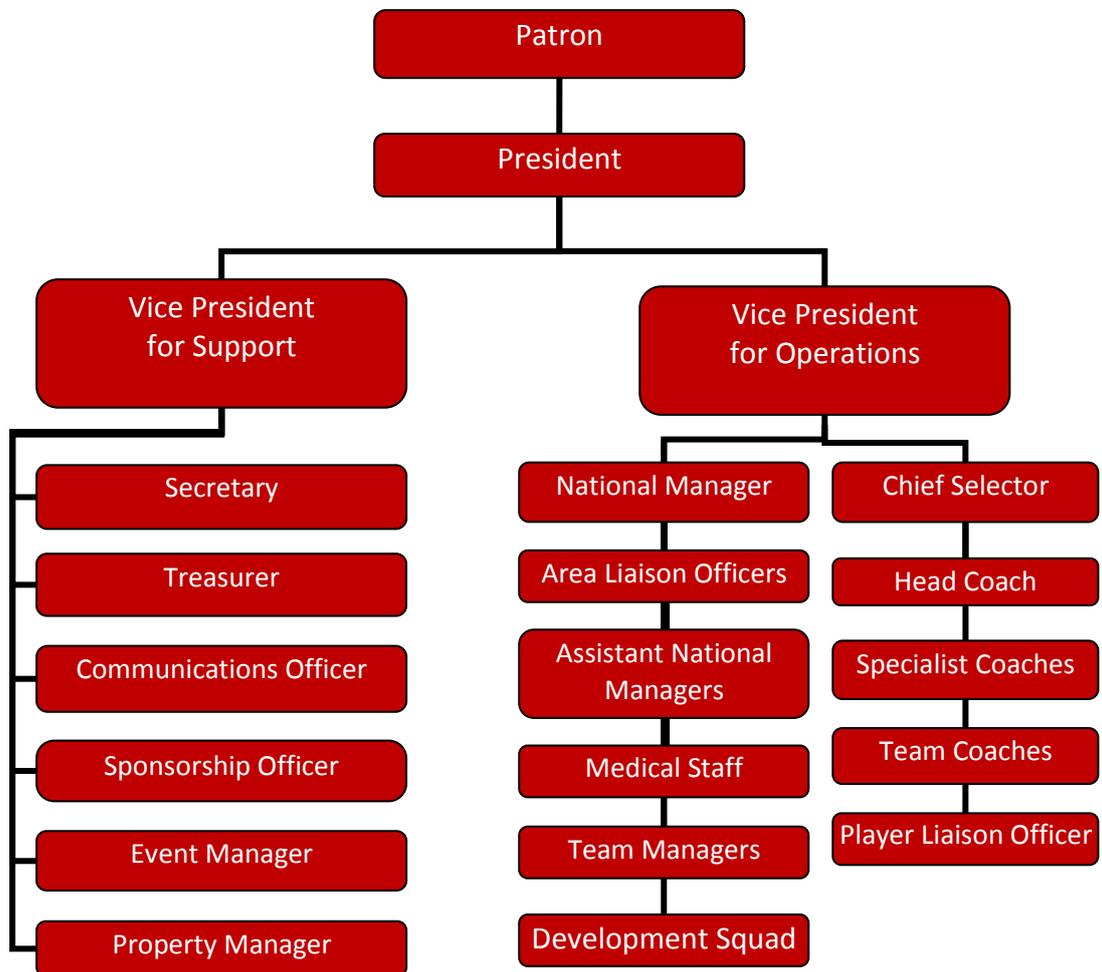
### Role

The role of the AARU Management Committee is to ensure the AARU achieves its goals, mission and vision.

### Organisation

The organisation of the AARU Management Committee is at Figure 1.

Figure 1 does not show all the AARU Management Committee appointments.



## **AARU Governance Arrangements**

The AARU is a self-governing organisation. It will establish an AARU Management Committee and from the members of the Management Committee also form an AARU Executive Committee. The President appoints the two Vice-Presidents. The two Vice-Presidents appoint other members of the Management Committee.

Merit and enthusiasm for the job, not rank, will be the primary basis for AARU Management Committee appointments.

## **AARU Management Committee**

The role of the AARU Management Committee is to ensure the AARU achieves its goals, mission and vision. The organisation and functioning of the AARU Management Committee is specified in the AARU Standing Orders. The AARU Management Committee will meet as required.

All the AARU Management Committee appointees will be formally appointed with a letter from the President.

All the AARU Management Committee members are required to provide two months' notice of resignation in writing to the President.

All the AARU Management Committee members who complete at least 12 months of effective service to the AARU will receive a letter of appreciation from the President.

## **Responsibilities**

The responsibilities of each appointment in the AARU Management Committee are at Annex A.

## **AARU Executive Committee**

From the AARU Management Committee, the AARU Executive Committee comprises the President, the Vice President for Support, the Vice President for Operations, the National Manager, the Secretary and the Treasurer.

The AARU Executive Committee will meet at least twice annually. The Vice President for Support is responsible for the conduct of the AARU Executive Committee meetings. The standing agenda for AARU Executive Committee meetings is at Annex B.

## **AARU Management Committee Philosophy**

The AARU Management Committee members are encouraged to be pro-active and to take the initiative within the parameters of their appointment and responsibilities.

The AARU Management Committee members and players are considered to be 'on duty' when participating in AARU endorsed activities.

The primary means which the AARU Management Committee will communicate with each other is email. All significant correspondence is to be copied to the Secretary for record.

Members of the AARU Management Committee are expected to minimise costs for the AARU by leveraging existing Australian Army and ADF administrative support and garrison facilities wherever practicable.

### AARU Program

The AARU Annual Program is subordinate to the ASRU Annual Program. The intent of the ASRU Annual Program is to have a four year cyclic annual program (based on calendar years) that includes the Pacific Nations Military Cup (PACMIL Cup) in year 2 and the International Defence Rugby Cup (IDRC) in year 4. Table 1 outlines the broad ASRU four year cyclic annual Program.

Year	Date Window	Programme
1 Single Service Union (SSU) Lead Year	Late Apr Mid - Late May Jul Subject to option Subject to tour	SSU ANZAC Day match Australian Services Rugby Carnival (ASRC) (2 weeks) ARU Women's National Championships – ASRU Women "Senior ASRU" match v traditional opponent (1 week) SSU domestic or international tour
2 ASRU Lead Year	Late Apr Mid - Late May Jul Subject to option Sep – Nov	SSU ANZAC Day match ASRC ARU Women's National Championships – ASRU Women "Emerging ASRU" match (1 week) Pacific Nations Military Cup (PACMIL Cup) (3 weeks) (Aust, NZ, PNG, Tonga, French New Caledonia and Fiji)
3 SSU Lead Year	Late Apr Mid - Late May Jul Subject to option Subject to tour	SSU ANZAC Day match ASRC ARU Women's National Championships – ASRU Women "Senior ASRU" match v traditional opponent SSU domestic or international tour
4 ASRU Lead Year	Late Apr Mid - Late May Jul Subject to option Subject to tour	SSU ANZAC Day match ASRC ARU Women's National Championships – ASRU Women "Emerging ASRU" match International Defence Rugby Cup (same years as IRB World Cup) (3 weeks)

**Table 1 – ASRU Four Year Cyclic Annual Program**

### Annual Plan

In order to operationalise these Standing Orders an AARU Annual Plan will be promulgated NLT 31 Jan for that FY. Updated and amended AARU Annual Plans (particularly regarding calendars) will be re-promulgated through the FY - including on the AARU website.

The AARU Annual Plan will include the AARU program of events for the remainder of the FY, the AARU Management Committee appointments and their contact details, the FY budget and any other necessary direction that is not detailed in these Standing Orders.

The production of the AARU Annual Plan is the responsibility of the Vice President for Operations. The Vice Presidents for Support and Operations are jointly responsible for filling the AARU Management Committee appointments. The Vice President for Operations and the National Manager are responsible for developing the program of events. The Treasurer is responsible for developing the budget.

### **Annual End of Season Function**

The AARU will conduct an Annual End of Season Function for AARU players, AARU Management Committee members and sponsors to recognise the completion of the season. The Event Manager is responsible for the conduct of the Annual End of Season Function.

### **Uniforms**

AARU Men's and Women's Team players will be issued with the following items of playing strip and kit during concentrations: cap, bag, jersey, shorts, socks and track suit. These items can be retained by players, except for the jerseys and track suits which are to be returned.

At the discretion of the Vice President for Operations, players will be allowed to retain certain items of clothing.

On selection for the Men's and Women's Teams, players will be presented with a maroon AARU tie/scarf.

On appointment Management Committee members will be provided with a green AARU tie/scarf.

Players and Management Committee members will be issued with a dark blue blazer with AARU embroidered badge for the official event uniform during concentrations. The blazer is to be returned..

### **Financial Management**

The AARU is an independent non-for-profit organisation managed financially as a non-public monies account in accordance with Reference A. The AARU financial management arrangements are at Annex C.

### **Management of Army Reserve Training Salaries (ARTS), Rations and Incidentals**

The AARU procedures and processes for the management of ARTS, rations and incidentals are at Annex D.

### **Garrison Support**

The National Manager, with the support of area representatives and team managers, is responsible for requesting garrison support, including the use of service transport and accommodation, rationing, incidentals and the use of grounds.

**Travel and Logistics**

Where not utilising Defence supplied services or garrison support, all AARU domestic and international commercial travel support is to be arranged through Lexus Travel (a Gold Sponsor). Only those Management Committee members with an allocated budget can authorise travel using commercial suppliers.

**Army Reserve Management**

The AARU relies significantly on Army Reserve (ARes) members as players, coaches and AARU Management Committee positions. The procedures to manage ARes members are detailed in Annex E.

**Sponsorship**

The AARU relies significantly on sponsors to operate. The AARU will conform to the requirements of Reference I. Sponsor Agreements will be completed for all sponsors - including those that provide non-financial or in-kind services. A sample Sponsorship Agreement is at Annex F.

**Communications**

The AARU communications arrangements are at Annex G.

**Injury Reporting**

Very Serious and Serious injuries (as defined in paragraph 8 of Reference F) are to be reported to DCOORD-A with the information requirement detailed in Annex B of Reference F.

In accordance with paragraph 33 of Reference F, there is no requirement to notify the PEC/NOK for minor illnesses or injuries, including those requiring hospitalisation. In such circumstances the Defence member is to be encouraged to notify their PEC and/or NOK.

**Discipline**

Disciplinary matters are to be referred to a member's parent or administering unit.

### **Key AARU Management Committee Results**

The AARU must, as a minimum, achieve the following key results annually:

- Field representative and competitive Men's and Women's Teams.
- Be financially viable.
- Be financially accountable.



**B.N. JAMES, AM, DSM**  
Brigadier  
President  
Australian Army Rugby Union

26 November 2015

#### **Annexes:**

- A. AARU Management Committee Responsibilities.
- B. AARU Executive Committee Meeting Standing Agenda.
- C. AARU Financial Management Arrangements.
- D. AARU Management of ARTS, Rations and Incidentals.
- E. AARU Army Reserve Management Procedures.
- F. AARU Sample Sponsorship Agreement.
- G. AARU Communication Arrangements.

## **Annex A - AARU Management Committee Responsibilities**

### **President**

- Oversee the overall performance of the AARU.

### **Vice President for Support**

- Maintain the AARU Constitution.
- Manage the overall performance of the AARU support functions.
- Integrate support functions with operations functions.
- Schedule and conduct not less than two Executive Committee meetings annually.
- Bid for Army Reserve Training Salaries (ARTS), rations and incidentals.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.
- Prepare correspondence for the President's signature.

### **Secretary**

- Maintain these Standing Orders.
- Maintain the AARU letter and minute templates.
- Manage all formal AARU correspondence.
- Ensure that the Minutes from all AARU Executive Committee meetings are signed and promulgated to all AARU Management Committee members within 14 days of the AARU Executive Committee meetings.
- Process DA50(4) forms IAW Annex G.
- Draft AARU Annual Report for ASRU AGM.
- NLT 30 Jun annually forecast budget requirements for the following financial year to the Treasurer.

### **Treasurer**

- Maintain the AARU Books of Account on MYOB. Maintain the AARU Sponsorship register..
- When directed, prepare applications for Army and ADF funding.
- Issue receipts, the safe custody, banking and disbursement of all non-public moneys relating to the AARU account.
- With the approval of the Vice President for Support invest AARU monies.
- NLT 30 Jun annually prepares a budget for the following FY.
- Seek approval from the Vice President for Support for expenditure outside the endorsed annual budget.
- Be the main signing officer for banking transactions, the other being the AARU Vice President for Support.
- Prepare a Treasurer's Report for each AARU Executive Committee meeting.
- Prepare accounts for members, their distribution, and subsequent advice to the Vice President for Support of unpaid accounts by the date prescribed for payment.
- Prepare the statement of the financial position of the AARU account and all other accounting books and documents when required for audit.
- NLT 30 Aug annually presents the AARU Books of Account for audit.
- Immediately report to the Vice President for Support any loss, or suspected loss, of the AARU monies.
- Complete annual Australian Tax Office return.

**Communications Officer**

- Manage the content of the AARU website and AARU Facebook site.
- Garner regular coverage of AARU activities in the Army Newspaper.
- Garner media coverage of AARU activities in other media fora.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.
- By 30 Jun annually forecast budget requirements for the following financial year to the Treasurer.

**Sponsorship Officer**

- Manage all aspects of AARU sponsorship including recruitment, agreements, passage of information, event invitations, hosting and satisfaction surveys.
- Conduct three sponsor events per CY.
- Coordinate with the Property Manager to ensure that sponsors logos appear on new playing strip.
- By 30 Jun annually forecast budget requirements for the following financial year to the Treasurer.
- Seek approval for sponsorship for that FY from CDF and CA.
- By 31 Jul annually advise the ADSC of the AARU sponsors for that FY.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.

**Event Manager**

- Manage all aspects of the annual AARU End of Season Function (including coordination/deconfliction with ASRU end of ASRC function).
- Support the Sponsorship Officer in the conduct of events hosting sponsors.
- By 30 Jun annually forecast budget requirements for the following financial year to the Treasurer.

**Property Manager**

- Manage all property and equipment owned and operated by the AARU.
- Coordinate with the Assistant National Manager (Administration) for the issue of property and equipment through team managers.
- Maintain a property and equipment ledger and loan book.
- Conduct a 100% rolling spot check of all property and equipment annually.
- Procure and issue AARU ties to players and Management Committee members.
- Procure and issue selected AARU uniform items
- By 30 Jun annually forecast budget requirements for the following financial year to the Treasurer.
- Complete a property and equipment audit NLT 15 Oct annually.

**Vice President for Operations**

- Manage the overall performance of AARU operations functions.
- NLT 31 Jan annually issue the AARU Annual Plan for the remainder of that FY.
- Integrate operations functions with support functions.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.
- Represent AARU at ASRU meetings.

**National Manager**

- Coordinate with the Chief Selector.
- Manage the AARU Annual Program.
- Advertise Development Camps.
- Manage the Team Managers, the Area Liaison Officers, the doctor and the physiotherapist.
- Manage the award of the AARU best and fairest.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.
- By 30 Jun annually forecast budget requirements for the following financial year to the Treasurer.

**Area Liaison Officers**

- Responsible for all activities in their respective regions, including the organisation of development camps and local matches.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.

**Assistant National Manager (Operations)**

- Assist the National Manager with operational aspects.

**Assistant National Manager (Women's)**

- Assist the National Manager with the Women's Team.

**Assistant National Manager (Administration)**

- Assist the National Manager with administrative aspects including the in-year management of non-financial resources (including ARTS, rations and incidentals) as well as requesting garrison support (including the use of service transport and accommodation, rationing and the use of grounds).
- Produce administrative instructions for the conduct of Development Program camps and the Australian Services Rugby Carnival (ASRC).

**Team Managers**

- Responsible to the National Manager for all management aspects of their respective team.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.
- By 30 January each year provide the National Manager with a list of all ARes players they intend to use for the remainder of that FY.

**Chief Selector**

- Coordinate with the National Manager.
- Manage the Head Coach, Specialist Coaches and Team Coaches.
- Develop the coaching staff.
- Liaise with the ASRU Coaching Director.

**Head Coach**

- Implement and supervise the AARU coaching program in consultation with the Chief Selector.

**Specialist Coaches**

- Assist the Head Coach with technical skills coaching.

**Team Coaches**

- Responsible to the Head Coach for all aspects of coaching their respective team.
- Fulfil public affairs responsibilities detailed in Annex G - AARU Communications Arrangements.

**Player Liaison Officer**

- Assist the National Manager with AARU Annual Program coordination.
- Liaise with individual units and players on activity availability.

### Annex B - AARU Executive Committee Meeting Standing Agenda

The AARU Executive Committee Meeting Standing Agenda is as follows:

<b>Item</b>	<b>Responsibility</b>
Opening Remarks	Vice President for Support
Opening Remarks	President
Acceptance of Minute of Previous Meeting	Vice President for Support
Correspondence In and Out	Secretary
Treasurer's Update (to include account balances, acquittal status, investments and budget variations)	Treasurer
Sponsorship Update (to include sponsor status and payments)	Sponsorship Officer
Operations Update	Vice President for Operations
National Manager's Update	National Manager
Other Business	
Summary of Outstanding Actions	Vice President for Support
Closing Remarks	President
Closing Remarks (including time and place for next Executive Committee Meeting)	Vice President for Support

## Annex C - AARU Financial Management Arrangements

### Australian Business Number (ABN)

The AARU's ABN is 22 380 359 394.

### Tax File Number (TFN)

The AARU does not have a TFN.

### Not-For-Profit Organisation

The Australian Taxation Office recognises that the AARU is a not-for-profit organisation.

### Goods and Services Tax (GST)

The AARU is registered GST.

### AARU Accounts

The AARU will maintain a membership account with DEFCREDIT. The membership account is to have the following subordinate accounts:

Account	Signatories
AARU General Account	Vice President for Support* Treasurer*
AARU I-Saver/Term Deposit Account	Vice President for Support Treasurer
AARU Operations Account	Vice President for Operations* Treasurer Operations Member x 2*

### Debit Cards

All members annotated with an asterisk in the table above will be issued with an account specific debit card.

Budgeted monies will be moved from the AARU General Account to the subordinate AARU Operations Accounts as required.

### Expenditure

The following items/services may be purchased by AARU Debit Card holders only if they are directly related to the conduct of AARU business:

In Australia:

- Transport (including flights, vehicle hire and fuel, parking) (only when service transport is unavailable).
- Accommodation (only when service accommodation is unavailable).

- Playing consumables such as tape (where those items cannot be sourced from ADF medical establishments).
- Food and beverages for development camp social function up to \$500 (once per development camp activity only).

#### On Overseas Tours:

- Transport (including flights, vehicle hire and fuel, parking) (only when service transport is unavailable).
- Accommodation (only when service accommodation is unavailable).
- Special to tour AARU clothing items.
- Playing consumables such as tape (where those items cannot be sourced from RAPs).
- Food and beverages for squad/team social function up to \$800 (once per game).
- Modest presentation gifts to hosts and opposing teams (including engraving).

Expenditure on any other items/services is to be approved by one of the Vice-Presidents.

The following items/services are NOT to be purchased by AARU Debit Card holders:

- Food and beverages outside of the circumstances above.
- Other sundry costs.

#### **Reconciliation of Debit Cards**

It is the responsibility of each individual debit card holder to fully acquit the expenditure of monies from their debit cards and accounts. This will be completed once all receipts have been produced to the Treasurer with a signed Payment Voucher.

#### **Investments**

Non-public moneys may only be invested on a recommendation of the Committee of Management which is approved at an executive committee meeting and with the concurrence of the Vice President for Support. Investment may be made in securities that have trustee status under State or Federal Law or with Building Societies and Credit Unions that are members of the appropriate State or Federal association which provides a collective financial guarantee for all participating members.

#### **AARU Account Audit**

The AARU accounts will be independently audited at the completion of each FY.

## **Annex D - AARU Management of ARTS, Rations and Incidentals**

The AARU is dependent on Army Reserve Training Salaries (ARTS), rations and incidentals allocated by Army.

### **Policy**

ARTS are used to partially compensate Army Reserve (ARes) members fulfilling Management Committee appointments for their time.

Rations are provided to players and Management Committee members at endorsed AARU activities.

Incidentals are a Department of Defence entitlement and will be paid to players when the AARU has funds allocated.

ARes players are expected to have their ARTS and Travel Allowances paid by their parent unit.

### **Management Processes**

The AARU will conform to the requirements of Reference B regarding the forecasting, management and accounting of ARTS, rations and incidentals.

The AARU Assistant National Manager (Administration) will manage all aspects of ARTS, rations and incidentals on behalf of the AARU including allocation, in-year management, in-year supplementation and acquittal.

The procedures to manage ARes members is detailed in Annex G. ARes members with approved DA50(4) are to submit an attendance diary to their Team Manager. Team Managers are to endorse ARes attendance diaries and forward them to the AARU Assistant National Manager (Administration).

Team Managers are to complete AC985 Claim for Travelling Allowance for incidentals for members and forward them through the National Manager to the AARU Assistant National Manager (Administration) for approval and payment.

### **Cost Centre Code (CCC)**

The AARU's CCC is 322540.

### **ROMAN Vendor Number**

The AARU's ROMAN Vendor Number is 1081966.

## **Annex E - AARU Army Reserve Management Procedures**

The AARU has historically utilised Army Reserve (ARes) personnel as players as well as to fill key Management Committee appointments. This annex details the process and responsibilities for the management of ARes members.

### **Definitions**

The following definitions are used within this annex:

- **Active Reservist (AR).** An ARes member posted against an APN within a unit or Defence organisation.
- **Standby Reservist (SR).** An ARes member posted to the Standby Reserve.
- **Endorsed Activity.** A training camp, match, carnival or other specified activity included in the AARU Annual Plan or approved in writing by the Vice President for Operations.

### **Duty Status**

Reference A specifies that “Commanding Officers (COs) may permit their Reserve members to participate in ADF sporting activities, having considered the core responsibility of Reserve members, budget/resource restrictions and the limited time a Reserve member has available to serve in a given year. Given these limitations, COs may decide:

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

Reference B specifies that Army personnel who participate in approved sports, such as Army Rugby, are required to be “on-duty” to ensure Comcare jurisdiction and access to compensation. In order to ensure the “on-duty” status COs are required to authorise ARes personnel to participate in the sporting activity. This approval grants conditions of service for members and allows for payment of Army Reserve Training Salaries (ARTS).

All ARes members approved to participate in an AARU Endorsed Activity are deemed to be ‘on duty’.

### **Approval Process and Responsibilities for Players who are Active Reservists**

Only AR members classified MEC 1 or MEC 2 are to be offered reserve employment as players with the AARU. While Management and Coaching appointments will be ratified separately, Team Managers are to provide the National Manager a list of all players intended to be used by NLT 15 Feb each year for the upcoming season. The player list is to be accompanied by the written confirmation from the member’s CO that they will be released, that the member has sufficient ARTD and that the member’s unit will provide the ARTS and Travel Allowance for the member to participate in AARU endorsed activities.

### **Approval Process and Responsibilities for Management Committee Appointments who are Active Reservists**

AR members seeking to fill AARU Management Committee appointments are to provide written confirmation from the member's CO that they will be released, that the member has sufficient ARTD and that the member's unit will provide and ARTS and Travel Allowance for the member to participate in AARU endorsed activities.

### **Approval Process and Responsibilities for Standby Reservists**

SR members are only permitted to participate in management or coaching appointments. SR members employed with the AARU are to have a MEC status that allows them to perform the duties required in that appointment. An approved Form DA50(4) is the mechanism for SR members to parade and comprises two components:

- Part 1 – *Application for DA 50(4) Support*; and
- Part 2 – *Undertaking by a Member of the Australian Army Reserve Pursuant to Sub-Section 50(4) of the Defence Act 1903.*

The DA50(4) specifies the period the SR member is approved to parade within and the maximum number of days the SR member may parade within that period. Attendance outside the approved period or in excess of the number of days approved in the DA50 is not authorised. The DA50(4) is to be approved by the relevant delegate prior to commencing to participate in AARU activities. The process to be followed is:

- SR member raises the DA50(4) and provides to the Vice-President for Support for approval of Part 1. The SR member is to ensure a copy of their MEC status accompanies the DA50(4). When completing a DA50(4) the SR member and the Vice-President for Support need to ensure:
  - The period specified in the DA(50) is broad enough to cover all activities the SR member will participate in, and
  - The numbers of Army Reserve Training Days (ARTD) is sufficient to cover off on all the activities required. If in doubt the period and number of days should be increased to reduce risk.
- The Vice-President for Support sends the DA50(4) with MEC status to the Secretary to finalise approval of Part 2 through the respective Career Agency (APA or DOCM-A).
- Once the DA50(4) is approved the Secretary provides a copy to the Assistant National Manager for Administration and advises the member and Vice-President for Support.

### **Payment of Army Reserve Training Salaries (ARTS)**

The payment of ARTS all SR and AR members against approved AARU actives is facilitated through an AE126 – *Reserve Attendance Diary*. It is an individual member's responsibility to complete the AE126. Once completed the following process should be applied:

- For AR players, if the CO has agreed to sponsor payment of ARTS for participation in AARU in activities the attendance diary should be endorsed by the Team Manager and returned to the members unit for approval and processing.
- For SR and AR coaches and managers, individuals are to raise an AE126 and forward an e-copy (web-form based only – no scanned copies) to the Assistant National Manager for Administration for review who will complete the staff check and insert financial codes prior to returning to the member to sign. Once signed the member is to return it to the Assistant National Manager for Administration for approval and processing by emailed Adobe pdf file (preferred) or fax.

For AR players whose participation is based on voluntary attendance approved by the CO then there is no requirement for an AE126 to be raised. However, the AARU Committee may consider seeking additional ARTS funding from FORCOMD to pay AR players who have participated on a voluntary basis. This decision by FORCOMD is routinely made at the end of the FY and is based primarily on ARTS funds being available.

### **Injured ARes Personnel**

The management of injured ARes personnel is to be conducted IAW Reference G.

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

In all cases where members are injured or incapacitated while participating in Army or Defence sport, they are advised to submit a compensation claim in accordance with the relevant Compensation Act so that liability can be assessed. Notwithstanding the Acts, no categorical assurance can be provided that injured personnel are automatically entitled to compensation if they are injured or incapacitated *while* participating in an Army or Defence sport. The determination as to whether or not compensation is payable is a matter for the compensation delegate. Each case will be considered on its merits.

Adherence to the guidelines established in Reference GH, will maximise the success of a member's claim and ensure the member's financial disadvantage from being injured is minimised.

## Annex F - AARU Sample Sponsorship Agreement

### SPONSORSHIP AGREEMENT Gold Sponsor

This document confirms the sponsorship agreement between XXXXX and the Australian Army Rugby Union (AARU).

#### TERMS OF SPONSORSHIP

Annual Sponsorship:	\$ 20,000.00
Term of Sponsorship:	Open
Commencement Date:	1 July 20XX

#### CONDITIONS OF SPONSORSHIP

*As a Gold Sponsor you will receive the following:*

*An invitation for three to be hosted at the annual Inter-Brigade Rugby Union Competition held in early May. This round-robin competition is between each of the Army's regular brigades and is conducted over four successive days. It includes men's and women's teams.*

*Ground announcements recognising your sponsorship (where existing agreements allow).*

*An invitation for three to be hosted in the VIP section at the annual Australian Services Rugby Union Carnival held in late May. This competition is between the three services and is conducted over three days in a six day period.*

*Placement of your company logo on the playing jerseys of both the AARU men's and women's teams.*

*An invitation to attend the Australian Services Rugby Union Carnival post-Carnival presentations.*

*An invitation for three to be hosted at the annual AARU End of Season function following the Australian Services Rugby Union Carnival.*

*An invitation for three seats at the Annual Sponsors Dinner held in December at the Royal Military College Duntroon Officers Mess.*

*Recognition on the AARU website including a short company blurb and hyperlink to your company webpage.*

*An invitation to attend matches during domestic and international tours (at your own expense).*

**PAYMENT OF SPONSORSHIP**

Payment each year should be made on receipt of this agreement which will be sent annually with funds due no later than 31 January.

**CONDITIONS**

This Sponsorship Agreement is subject to the following conditions:

- No formal agreement, contract or conditions other than this agreement have been or will be undertaken with the sponsors during the term of the commercial support;
- Reference to this commercial support in advertising may be made only by saying that the product has been provided for this particular event;
- Any advertisement should be vetted by the local Service Public Relations representative prior to publication or screening.
- No gifts, benefits or sponsorship will be offered or made available to individual Defence employees under this arrangement.
- The sponsor will not seek to recover all or part of the amount of the sponsorship through their contracts with defence.

**FAILURE TO COMPLY WITH THE CONDITIONS OF THIS AGREEMENT**

Failure by AARU to comply with the term and conditions specified in this agreement will negate XXXXX of its obligation to provide future sponsorship to the AARU and any of its affiliated bodies.

Dated: ..... day of .....

Signed on behalf of the  
Australian Army Rugby Union

**Name**  
Rank  
AARU Sponsorship Officer

Signed on behalf of XXXXX .....

In the presence of .....

## **Annex G - AARU Communications Arrangements**

The AARU represents the Australian Army both in Australia and overseas. To this end, the AARU must strive to maintain and enhance the Australian Army's reputation.

The AARU must manage public information in order to inform audiences of Army Rugby activities and enhance the perception of the organisation and rugby within the Army, the ADF and the wider community.

To achieve this, the AARU relies on its greatest asset, its players and management staff, to generate ongoing positive perceptions of the organisation.

### **Communication Objectives**

The AARU's communication objectives are:

- **Objective 1.** Enhance the perception of the AARU and rugby within the Army;
- **Objective 2.** Attract and retain high-calibre players, coaches, assistants and management staff to the AARU;
- **Objective 3.** Attract and retain the AARU commercial sponsors;
- **Objective 4.** Influence Army COs and Commanders to support the AARU activities, events and personnel, and
- **Objective 5.** Generate support for the essential role of team sport within the ADF.

### **Key Messages**

The AARU's key messages are:

- a. **Key Message 1.** Playing competitive rugby union requires high levels of individual courage, strong initiative and cohesive teamwork – the core values required of every soldier in the Australian Army;
- b. **Key Message 2.** Participation in competitive, contact-orientated, team-sports such as rugby helps to prepare soldiers for the rigorous demands of combat operations through increased fitness, agility and rapid decision-making;
- c. **Key Message 3.** Participation in rugby, whether as a player or supporter, develops strong esprit de corps – an essential element of the Australian Army's continued success; and
- d. **Key Message 4.** Without unit and regional rugby competitions developing and identifying talent, AARU could not remain a dominant force in the Australian Services Rugby Championship.

## Responsibilities

The responsibility to communicate the AARU's key messages to certain target audiences are as follows:

<b>Appointment</b>	<b>Target Audience</b>
AARU players and Management Committee appointees	Army personnel and prospective AARU rugby players.
Team Managers and Team Coaches	Army unit commanding officers and officers commanding.
AARU Vice President for Operations	Army unit commanding officers and officers commanding as required. Army brigade commanders. ASRU.
AARU Area Representatives	Local area Army unit commanding officers and officers commanding. Local area support providers.
AARU Vice President for Support	Non-financial resource providers.
AARU Communications Officer	All AARU Website viewers. All AARU Facebook Site viewers. All Army Newspaper readers.
AARU Sponsorship Officer	Current and prospective sponsors.