

ARMY AUSTRALIAN FOOTBALL ASSOCIATION (AAFA) CONSTITUTION

Clause 1 Endorsed Name, Title Abbreviation and Business Status of the Organisation

1.1. **Name.** The name of the organisation shall be 'Army Australian Football Association'. It is to be referred to hereafter as AAFA. The AAFA is a 'not for profit organisation'.

1.2. **Non-profit Clause.** The assets and income of the AAFA shall be applied solely in the furtherance of its objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association.

1.3. **Dissolution Clause.** In the event of the AAFA being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Australian Defence Force Australian Rules Football Association (ADFAR) or shall be returned to the National Army Sporting Associations (NASA).

Clause 2 AAFA Membership

2.1. **Categories Ordinary, Affiliated, Honorary.** All members of the Australian Regular Army and Australian Army Reserves¹ are entitled to be members of the AAFA. Honorary members may include military or civilian personnel, who via their appointment or experience are considered to offer valuable and unique input to AAFA. Honorary members are to be approved by the President.

2.2. Members of Services of other nations posted or detached to the Army are eligible to become members.

2.3. All other persons wishing to become members of AAFA are subject to a once only membership fee of one hundred dollars (A\$100). The membership fee may be waived by the direction of the AAFA Executive Committee on a case-by-case basis.

2.4. **Number of Honorary Members.** There shall be no more than five Honorary members of AAFA at any one time.

2.5. **Duration of Honorary Membership.** Honorary memberships will usually be offered for a period of twelve months, or as otherwise approved by the President.

2.6. **Privileges and Responsibilities of Honorary Membership.** Honorary memberships are invited to meetings, functions and carnivals as appropriate, but do not have voting rights. The influence of honorary members is to be limited to the area of influence or expertise as identified in the application and approved by the President.

¹ All members of the Army Reserve must comply with conditions stated in MILPERSMAN Chapter 3: Sport in Defence

Clause 3 Patron

3.1. The Chief of Army will normally be invited to be the Patron of AAFA.

Clause 4 Aims

4.1. The aim of the AAFA is to:

- a. foster, organise and promote the game of AFL within the Army at all levels; and
- b. organise, control and coordinate representative matches against other Leagues and Clubs as approved by the NASA, ADFAR and the Australian Defence Force Sports Council (ADFSC).

Clause 5 Authority

5.1. Authority to conduct the affairs of the AAFA is derived from the following:

- a. Accreditation from NASA, through the Chief of Army, to the ADFSC, which is the presiding authority for Army sport vide MILPERSMAN. The NASA shall:
 - (i) approve this constitution and any amendments thereto;
 - (ii) approve the AAFA annual program; and
 - (iii) provide funding in response to the AAFA bids for public funds.
- b. Affiliation with ADFAR and AFL, the governing bodies for Australian Rules Football in the Australian Defence Force and Australia respectively.

Clause 6 Management Committee

6.1. **Composition.** The Management of AAFA affairs is vested in the AAFA Management Committee. This committee has overall responsibility for the day to day management of AAFA affairs. All committee members are to be members in accordance with paragraph 2.1 – AAFA Membership. The composition of the AAFA Committee is listed below:

- a. Management Committee - General:
 - (i) President;
 - (ii) Vice President;
 - (iii) Executive Officer;
 - (iv) Operations Officer;
 - (v) Secretary;
 - (vi) Treasurer;
 - (vii) National Manager;

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- (viii) Men's Coach;
 - (ix) Women's Coach;
 - (x) Sponsorship Officer;
 - (xi) Equipment Manager; and
 - (xi) Brand Manager.
- b. Safety and Medical Sub-Committee:
- (i) Operations Officer;
 - (ii) Medical Officer; and
 - (iii) Assistant Safety/Medical (x2).
- c. Performance Sub-Committee (Coaching and Development):
- (i) Men's Coach;
 - (ii) Men's Assistant Coach;
 - (iii) Women's Coach;
 - (iv) Women's Assistant Coach; and
 - (v) National Manager
- d. Any other representation as deemed necessary by the Committee.

Clause 7 Executive Committee

7.1. From this membership, an Executive Committee shall comprise:

- a. President;
- b. Vice President;
- c. Executive Officer;
- d. Operations Officer;
- e. Secretary;
- f. Treasurer; and
- g. Sponsorship Officer.

7.2. President of the AAFA is by appointment of the Chief of Army. All other appointment of Members to this Committee is to be by normal/formal nomination and voting procedures at each Annual General Meeting. Should a representative of the Executive Committee be absent from a committee meeting he/she may delegate a member to attend in his/her place.

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7.3. Duty Statements for committee appointments are at Enclosures 1 to 13 respectively.

7.4. The Executive Committee is to ensure three members of the Executive Committee are available to represent the Army on the ADFAR Management Committee. Ideally this is the President, Vice President and Executive Officer.

7.5. The Executive Committee is empowered to appoint all other members of the Management Committee on behalf of the AAFA general membership.

Clause 8 Management of Finance and Assets

8.1. The appointed Treasurer shall conduct the financial affairs of AAFA in accordance with extant Non-Public Monies Accounting procedures and regulations.

8.2. The Treasurer is:

- a. responsible to the Committee for the financial management of AAFA accounts;
- b. to ensure regular audits of the AAFA accounts to be carried out in accordance with extant regulations; and
- c. to oversee the National and Team Managers.

8.3. The AAFA Treasurer has the following financial delegations:

- a. approval for the expenditure of amounts of not more than \$1000 for Petty Cash requirements; and
- b. approval for expenditure of amounts not exceeding \$5000 for the Presidential Allowance (expenditure must be by direction from the President). The intent of this delegation is to allow the President to authorise expenditure, of up to \$5000, for a short notice requirement and when there is no opportunity to convene a committee meeting.

8.4. All other expenditure shall be approved by the Executive Committee and recorded in accordance with extant Non-Public Monies Accounting procedures and regulations. All monies received shall be fully receipted and passed to the Treasurer not later than 14 days from the date of receipt. The Treasurer shall be responsible for the provision of a proper receipt book for this purpose.

8.5. The duties of the Equipment Manager are to include the safe keeping, issuing and accounting of all AAFA assets. The Equipment Manager Officer shall:

- a. Be responsible to the committee through the Treasurer for the issuing, accounting and storage of all AAFA assets such as footballs, training clothing, jerseys, etc;
- b. Be authorised to receive monies for the sale of club assets such as ties, jerseys etc; and

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- c. Be responsible to the committee for the upkeep of the AAFA Historical collection and an Assets Register. He/she is further authorised to receive memorabilia for display at the AAFA Historical collection.

Clause 9 Selectors, Coaches and Managers

9.1. The Executive Committee shall call for nominations and appoint coaches for all AAFA teams. Appointments will normally be for two years with an option to extend the tenure to three years by agreement of the Executive Committee. The AAFA coaches will be expected to hold at least an AFL Level One coaching qualification and demonstrate they are willing to or currently undertaking Level Two accreditation.

9.2. AAFA coaching positions are excellent opportunities to further develop the leadership skills of Army Officers, WO and SNCOs. It is expected that succession planning and concurrent coaching development are a feature of coach management in the club.

9.3. The AAFA selection sub-committee shall consist of four members. A Chairman of Selectors is to be nominated to represent this sub-committee.

9.4. The National Manager is to be designated officer-in-charge of AAFA touring squads within Australia. The Executive Committee will appoint an appropriate officer when touring overseas.

Clause 10 Meetings

10.1. The Executive and/or Management Committee will meet as often as considered necessary for the proper conduct of AAFA affairs.

10.2. At all meetings of the Executive or Management Committee each member shall have one vote. Honorary attendees shall not have voting rights. In the event of a tied vote the President may exercise a casting vote.

10.3. The Secretary shall issue an agenda for each meeting, record the minutes and decisions, and distribute the minutes to all committee members. The Minutes will also be published on the AAFA web-site (as applicable) and provided to NASA and ADFAR as annexes to the AAFA annual report.

10.4. General meetings are to be held annually no later than the last day of November. The matters required to be discussed by the Executive with members (or those matters which members raise for discussion) shall be distributed not less than one month in advance of the meeting.

10.5. **Extraordinary General Meetings.** At the request of the President or written request signed by not less than six members, the Executive will arrange for a meeting of all members to be held within six weeks of such request.

Clause 11 Quorum

11.1. The quorum for AAFA Executive Meetings will be no less than four members.

11.2. The quorum for AAFA Management Committee Meetings will consist of a minimum of four members from the Executive plus at least four other representatives from the Management Committee.

Clause 12 Constitution

12.1. **Approval.** The NASA, in accordance with MILPERSMAN, and through AHQ has the authority to approve this Constitution and any amendments to it.

12.2. Amendments to this Constitution shall be submitted to a Management Committee meeting for recommendation. A recommended amendment will become valid on the agreement of the Executive and the approval of the NASA. No amendment will be put to vote unless written notice has been received at least one month prior to the meeting at which the amendment is to be voted on. The written notice is to state the proposed amendment.

Clause 13 Dress

13.1. Teams representing the AAFA shall be dressed in accordance with ADF policy, contained in MILPERSMAN, and the laws of AFL approved and adopted for use by the ADFAR.

13.2. On-field clothing and tracksuits for AAFA representative teams shall be in the Army colours (red and white) with the design approved by the Executive Committee.

13.3. The AAFA emblem shall be as determined by the Executive Committee. On and off-field clothing must incorporate the "Rising Sun" and must have words "Australian Army"

Clause 14 Conduct and Discipline

14.1. To be selected for an AAFA team is to be considered selection for an Army representational task. Team selection is not to be granted unless a player is displaying courage, respect, initiative and teamwork in all aspects of their service.

14.2. All members representing the AAFA, including players and support staff, are to conduct themselves in accordance with extant procedures and regulations, including the Defence Force Discipline Act (DFDA) and the AAFA Code of Conduct (copy at Enclosure 13).

14.3. Breaches in conduct will be handled in accordance with the DFDA and if proved, the relevant members are to be returned to their parent unit without delay and not considered for future AAFA representation.

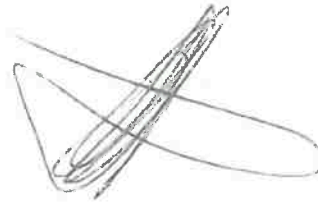
Clause 15 AAFA Constitution

15.1. The development and maintenance of the AAFA constitution is the responsibility of the Executive Committee. The constitution is to be reviewed annually. Any proposed changes to the constitution are to be presented to the AGM for endorsement by the Committee.



F. McLACHLAN, AO
Major General
President
AAFA

7^{Aug}
July 2018



D. HILL, AM
Colonel
Executive Officer
AAFA

30 July 2018

Enclosures

1. Duty Statement – AAFA Patron
2. Duty Statement – AAFA President
3. Duty Statement – AAFA Vice President
4. Duty Statement – AAFA Executive Officer
5. Duty Statement – AAFA Secretary
6. Duty Statement – AAFA Treasurer
7. Duty Statement – AAFA Operations Officer
8. Duty Statement – AAFA Sponsorship Officer
9. Duty Statement – AAFA Brand Manager
10. Duty Statement – AAFA Equipment Manager
11. Duty Statement – AAFA National Manager
12. Duty Statement – AAFA Coaches
13. Duty Statement – AAFA Team Manager
14. AAFA Standards of Behaviour and Code of Conduct

Duty Statement – AAFA Patron

1. The Patron of AAFA is a Senior Army Officer (serving or retired) that will provide support and encouragement to Army Australian Rules Football. They will provide a higher level of influence and direction to AAFA and the management of Australian Rules Football in Army. The Patron will normally be the Chief of Army, and when this is not the case then is expected to be a minimum of Major General.

Duty Statement

2. **Patron.** The roles that AAFA envisages the Patron fulfilling are:
- a. Support the endeavors and objectives of AAFA;
 - b. Encourage commanders to release Army players;
 - c. Attend carnivals and AAFA affiliated games as the senior representative of Army football;
 - d. Address and inspire players to Army and AAFA visions and values;
 - e. Host sponsors and facilitate sponsor functions; and
 - f. Assist by motivating (Senior Army Officers) to support Army football and key AAFA events.

Duty Statement – President

1. The President of AAFA works closely with the Executive Officer to ensure the efficient conduct and administration of AAFA. The President is to liaise with the Executive Officer to ensure that communication between the members and the AAFA committee is well maintained and cohesive. The President is to be actively involved in providing strategic direction to the committee and in the development of long and short-term plans. The President also reports annually on the performance of committee members. The President is ultimately responsible for the performance of AAFA.
2. **Essential Attributes.** The President will normally be expected to be a Major General, but not less than Brigadier in rank.
3. **Desirable Attributes.** Desirable attributes include a keen interest in Australian Rules Football and an understanding of AAFA.
4. **Tenure.** Three years.

Duty Statement

5. **President.** The President will be expected to fulfil the following roles:
 - a. Oversee the management of the AAFA committee;
 - b. Approve all AAFA appointments and sign letters of appointment for the committee;
 - c. Attend regular AAFA committee meetings;
 - d. Provide guidance and overall approval for all AAFA activities;
 - e. Represent AAFA at ADFAR meetings;
 - f. Attend sponsorship events as official host;
 - g. Provide high level support for all AAFA activities;
 - h. Correspond with sponsors, service clubs, commanders and AAFA staff as appropriate;
 - i. Promote Army Australian Football within the services and civil community; and
 - j. Source a replacement President when tenure is expired.

Duty Statement – Vice President

1. The Vice President of AAFA understudies the President to ensure the efficient conduct and administration of AAFA. The Vice President is to liaise with the Executive Officer to ensure that communication between the members and the AAFA committee is well maintained and cohesive. The Vice President is to be actively involved in providing strategic direction to the committee and in the development of long and short-term plans. The Vice President also reports annually on the performance of committee members.
2. **Essential Attributes.** The Vice President will normally be expected to be a Brigadier, but not less than Colonel in rank.
3. **Desirable Attributes.** Desirable attributes include a keen interest in Australian Rules Football and an understanding of AAFA.
4. **Tenure.** Three years.

Duty Statement

5. **Vice President.** The Vice President will be expected to fulfil the following roles:
 - a. Understudy the President and assume the role as required;
 - b. Attend regular AAFA committee meetings;
 - c. Represent AAFA at ADFAR meetings;
 - d. Attend sponsorship events as a host;
 - e. Provide high level support for all AAFA activities;
 - f. Act as liaison officer between AAFA and players units (if required) to secure player release;
 - g. Correspond with sponsors, service clubs, commanders and AAFA staff as appropriate;
 - h. Promote Army Australian Football within the services and civil community; and
 - i. Source a replacement Vice President when tenure is expired.

Duty Statement – Executive Officer (XO)

1. The Executive Officer provides assistance to the President and AAFA Committee to ensure that control and focus is maintained. The Executive Officer is in direct control of the day to day management of AAFA business. They are responsible for chairing the AAFA meetings and provision of guidance to the committee members. The Executive Officer is responsible to the President for all matters connected with the AAFA.
2. **Essential Attributes.** The XO will normally be expected to be a Colonel, but not less than Lieutenant Colonel. The XO must possess a keen interest in Australian Football and have previously served within the AAFA committee.
3. **Desirable Attributes.** Fulfilled the role of Operations Officer.
4. **Tenure.** Three years.

Duty Statement

5. The responsibilities of the Executive Officer are:
 - a. Control of the AAFA Committee and to ensure that the committee is adequately staffed and that the tasks of members are being carried out in accordance with their duty statements and intent of President AAFA;
 - b. In conjunction with the President and Committee members, the XO is to prepare an annual program of events and activities for AAFA;
 - c. The XO is to convene and chair AAFA Committee Meetings at appropriate times and Annual General AAFA Meetings at least once per calendar year;
 - d. Sign minutes and other correspondence prepared by the AAFA Secretary as required;
 - e. Oversee all AAFA activities;
 - f. Ensure that AAFA complies with Audit timings and requirements;
 - g. Provide guidance to the President and Vice President on performance of committee members;
 - h. Act as the AAFA delegate at ADFAR meetings in the absence of the Vice President; and
 - i. Other tasks as directed by President and Patron.

Duty Statement – Secretary

1. The Secretary of AAFA is accountable to the Executive Officer for the administration of AAFA and is the point of contact between the AAFA and outside organisations for all correspondence. The Secretary is responsible for the recording and producing of official AAFA correspondence and carrying out other administrative tasks outlined by the President, Vice President and Executive Officer. The Secretary is to attend AAFA meetings and record the minutes.
2. **Essential Attributes.** The AAFA Secretary must have a high level of management, planning and people skills, they must have excellent oral and written communication skills and attend all meetings. The Secretary will normally be expected to be a Captain, but not less than Warrant Officer Class Two.
3. **Desirable Attributes.** Previous experience within the AAFA structure as a player or committee member.
4. **Tenure.** Two years.

Duty Statement

5. The Secretary is responsible for:
 - a. Act as a primary point of contact for all AAFA business;
 - b. Issue notice of meetings, functions and events and attend regular AAFA committee meetings;
 - c. Record distribute and file minutes of all meetings within fourteen days of the meeting;
 - d. Preparing agendas in consultation with Executive Officer and President;
 - e. Ensuring that all incoming mail is registered and archived correctly;
 - f. Maintaining a register of incoming and outgoing correspondence;
 - g. Maintain an electronic file of all AAFA formats and templates;
 - h. Thank you letters, invitations and replies to other correspondence;
 - i. Maintaining an archival system for all AAFA correspondence and minutes to ensure documentation of former decisions and actions;
 - j. Providing input to the AAFA website.

Duty Statement – Treasurer

1. The primary duty of the Treasurer is to manage the finances of AAFA in accordance with current guidelines for management of public and non-public monies. The Treasurer is to control the incoming and outgoing funds and be able to report on the financial status of the club whenever the President/XO requires. The Treasurer is accountable to the President and XO for all financial aspects of AAFA. The Treasurer is to present the books annually for auditing by pay section. They are responsible for ensuring AAFA has sufficient funds to cover proposed activities.

2. **Essential Attributes.** The Treasurer must possess good management skills, financial acumen, book keeping ability and should be available to attend all committee meetings. The Treasurer will normally be expected to be a Lieutenant Colonel, but not less than Captain.

3. **Desirable Attributes.** Previous experience with NPMA, either as Treasurer or Assistant Treasurer or other similar appointment, good oral and written skills, tact and diplomacy and good planning skills.

4. **Tenure.** Three years.

Duty Statement

5. The tasks required of the Treasurer are as follows:
- a. Maintain all books of account and accounting documents in accordance with the LWP-G 1-1-9 Non-Public Monies Accounting.
 - b. Develop a method of monitoring and forecasting AAFA operating costs;
 - c. Pay all outstanding accounts immediately upon receipt;
 - d. Ensure all payments are appropriately authorised;
 - e. Issue receipts for all official AAFA transactions;
 - f. Control the AAFA electronic banking;
 - g. Responsible for the safe custody of all AAFA monies;
 - h. Is the signatory for all banking transactions;
 - i. Is to prepare and present an accurate financial report at all meetings of the AAFA committee;
 - j. Is to present the financial report at AAFA AGM;

- k. Implement an audit for ratification at AAFA AGM;
- l. Arrange for hand over to incoming Treasurer and organise signatory change;
- m. Any other duties assigned by the committee or Executive Officer;
- n. Bid annually for NASA monies;
- o. Make supplementary bids to NASA as appropriate;
- p. Liaise closely with Sponsorship Officer to ensure sponsorship proposals meet operating cost targets; and
- q. Provide input to the AAFA website.

Duty Statement – Operations Officer

1. The AAFA Football Operations Manager is responsible to the Executive Officer for the development, coordination, and resourcing of all activities carried out by AAFA. The Football Operations Manager will normally be expected to be not less than the rank of Major and have a strong football playing and administrative background.
2. **Essential Attributes.** A strong football playing background, excellent interpersonal skills and management skills.
3. **Desirable Attributes.** The ability to create and maintain a complex network of contacts and activities.
4. **Tenure.** Three years.

Duty Statement

5. The Operations Officers is responsible for the following:
 - a. Command and administer all AAFA Football Operations;
 - b. Provide advice and assistance to the Executive Officer on matters related to AAFA activities and operations;
 - c. Assist in the development of strategic plans for AAFA;
 - d. Direction, guidance and sponsorship of Brigade and Regional Football;
 - e. Oversight of the National teams at ADFAR carnivals; and
 - f. Provide input to the AAFA website.

Duty Statement – Sponsorship Officer

1. The Sponsorship Officer is ultimately responsible for the development and management of the sponsorship plan for the AAFA. The sponsorship officer is responsible for gaining sufficient sponsorship to allow the continued development of AAFA. The Sponsorship officer needs to remain in contact with current and potential sponsors to ensure that a strong relationship is maintained between the sponsors and AAFA. It is extremely important that sponsors feel part of AAFA and should be involved wherever and whenever it is considered appropriate. The sponsorship officer works under the direction of the Executive Officer.
2. **Essential Attributes.** A highly energetic and self-motivating work ethic, good people skills and highly developed negotiation skills. The Sponsorship Officer should hold a rank of at least Lieutenant Colonel.
3. **Desirable Attributes.** It is desirable that the Sponsorship Officer possesses previous experience in securing sponsorship.
4. **Tenure.** Two Years

Duty Statement

5. The primary tasks of the Sponsorship Officer are:
 - a. Secure sponsorship from corporate bodies;
 - b. Compile and maintain a list of possible sponsors;
 - c. Maintain positive relationships with all sponsors;
 - d. Coordinate AAFA Social and fundraising activities such as dinners, meetings and occasions at which to pursue sponsors;
 - e. Facilitate the management of sponsors throughout the ADFAR Carnival;
 - f. Coordinate sponsor and Defence invites to AAFA functions, games and activities in consultation with Operations Officer and Secretary;
 - g. Develop the sponsorship package and proposal;
 - h. Target key defence personnel to assist with sponsors; and
 - i. Provide input to the AAFA website.

Duty Statement – Brand Manager

1. The Brand Manager is the key communications representative for the AAFA. They are responsible for the development of a Communications Plan for the AAFA and all issues pertaining to public relations, media and branding of AAFA material. The Brand Manager is responsible for ensuring that Army Football receives suitable coverage in all forms of media both internal and external to Army.
2. **Essential Attributes.** The Brand Manager is to possess the ability to access and develop contacts within local, regional and national media organisations.
3. **Desirable Attributes.** It is desired that the Brand Manager have worked as a Public Affairs Officers or with Defence Media and Communication.
4. **Tenure.** Two years.

Duty Statement

5. The major responsibilities of the Brand Manager are:
 - a. Develop a 12 month strategic communications plan;
 - b. Develop a five-year strategic communications plan;
 - c. Identify media forms available to AAFA and how to exploit these;
 - d. Identify costs associated with both communications plans;
 - e. Focus a Public Relations plan on affiliations for AAFA with AFL clubs as directed by the Executive Committee and conduct liaison with the identified clubs to scope future opportunities;
 - f. Provide input into the AAFA Website and social media accounts;
 - g. Develop Army Football's image to overwhelm defence with our product and professionalism;
 - h. Assist in the development of the Sponsorship package to make it marketable and attractive to sponsors;
 - i. Provide media and public relations advice to all members of AAFA;
 - j. Ensure all AAFA activities and events are promoted in a timely manner;
 - k. Ensure all AAFA activities and events are given maximum exposure in media circles;

- l. Coordinate and distribute all media promotional and briefing packs; and
- m. Be the first contact for Army Australian Football in all dealings with the media.

Duty Statement – Equipment Manager

1. The Equipment Manager is directly responsible to the Operations Officer for the maintenance and acquisition of equipment for AAFA.
2. **Essential Attributes.** The ability to liaise and communicate with a range of civilian companies. Good interpersonal and planning skills.
3. **Desirable Attributes.** Previous experience as AAFA player.
4. **Tenure.** Three years.

Duty Statement

5. The Equipment Manager's responsibilities are:
 - a. Store and maintain all current AAFA equipment;
 - b. Purchase new equipment on a yearly basis as directed by the AAFA committee;
 - c. Allocate equipment to teams as requested;
 - d. Ensure that the correct equipment is supplied for the major AAFA activities every year; and
 - e. The purchase of yearly on field and off field uniforms.

Duty Statement – AAFA National Manager

1. The National Manager is directly responsible to the Operations Officer for the conduct of the AAFA teams throughout the National Carnival.
2. **Essential Attributes.** Excellent communication and networking skills. Manager is to normally be rank of Major, but no less than Captain.
3. **Desirable Attributes.** Undertaken leadership or managerial positions within civilian, unit or Formation level sporting clubs and teams.
4. **Tenure.** Three years.

Duty Statement

5. The National Manager's responsibilities are:
 - a. OIC of the National Carnival, including any preceding training camps;
 - b. Coordinate all activities of AAFA throughout the carnival;
 - c. Coordinate with SADFO and BSM for issues relating to AAFA throughout the carnival;
 - d. Coordinate the efforts of AAFA coaches, team managers and support staff;
 - e. AAFA liaison with external agencies in support of the preliminary scoping and execution of the carnival
 - f. Coordinate the management, administration and liaison for all medical and behaviour incident reporting.
 - g. Coordinate the management of funding collected for the purpose of the Secretary/ XO recording
 - h. Provide advice and counsel to all players, coaches and support staff.
 - i. Undertake and support host responsibilities for sponsors event and championship dinner.
 - j. Coordinate and manage liaison for Public Relations demands of the team in conjunction with AAFA Media/Branding executive.
 - k. Address all issues relating to accommodation, messing or security concerns before, during and after carnival.
 - l. Coordinate a Responsible Member for all sanctioned social events (involving alcohol)

Duty Statement – AAFA Coaches

1. The AAFA coaches are directly responsible to the Operations Officer for the development and selection of AAFA teams for the National Carnival.
2. **Essential Attributes.** Level One Accreditation and currently involved in coaching with a civilian club.
3. **Desirable Attributes.** Level Two Accreditation.
4. **Tenure.** Two years with an option for a third as determined by the Executive Committee.

Duty Statement

5. The Coaches responsibilities are:
 - a. Working with the AAFA Executive to identify and appoint all support staff roles including assistant coaches and team managers;
 - b. Identifying and bringing together the playing group in consultation with AAFA Executive;
 - c. Developing the pre-conditioning and training camp programs;
 - d. Maintaining regular contact with key players through the year;
 - e. Fostering the development of AFL within Army;
 - f. Development of AFL coaches within Army; and
 - g. Attending AAFA teleconferences or meetings as applicable.

Duty Statement – AAFA Team Managers

1. The AAFA Team Manager is directly responsible to the National Manager for the day to day issues relating to respective teams prior, during and after the National Carnival.

2. **Essential Attributes.** AAFA Team Manager must possess sound administrative/organisational skills and flexibility, an ability to engage clearly with members of the public in various positions IOT execute bookings and clothing issues on behalf of AAFA, provide representation on behalf of the AAFA and have the ability to foresee and implement late minute changes. Team Manager should have a sound understanding of the NPSR and AARTS systems within defence.

3. **Desirable Attributes.** AAFA Team Manager should have knowledge of localities and venues within the National Carnival location including training and game day venues; function locations, local hospitals and airports. Experience in dealing with issues related to a team environment.

4. **Tenure.** Two years

Duty Statement

5. The Team Managers responsibilities are:

- a. Player Administration.
- b. Coordination of team activities.
- c. Match preparation (pre – post).
- d. Attend initial competition briefs and any other ADFAR briefing requirements.
- e. Synchronise men and women's team requirements including medical support, gymnasiums, training ovals, facilities.
- f. Arrange transportation, accommodation and messing for the duration of the carnival. This is to include pre and post accommodation inspections.
- g. Arrange embroidery for trophies and medallions.
- h. Arrange the collection/drop off of all players to and from Airports.
- i. Collate Players Profile sheets for submission to ADFAR.
- j. Complete and distribute team lists on game days.
- k. Maintain official roll books for duration of carnival.

- l. Maintain up to date list of local hospitals for emergency purposes.
- m. Assist in the arrangement of ARTS for ARES pers.
- n. Design, ordering and payment of all player/support staff clothing.
- o. Provide input into the PAR.

AAFA STANDARD OF BEHAVIOUR AND CODE OF CONDUCT

1. **Introduction.** As a member of the Army Australian Football Association (player, coach or support staff), your professionalism, integrity and conduct will reflect not only upon yourself and the Army, but also on the ADF, our sponsors and the sport of Australian Football. For this reason it is imperative that you conduct yourselves in an exemplary manner at all times whilst participating in AAFA activities.
2. To assist all members of AAFA to demonstrate such high standards of behaviour and ethics this standard of behaviour plan outlines the code and philosophy by which all AAFA members will abide.
3. **Purpose.** This standard of behaviour plan seeks to promote and strengthen the good reputation of Army Australian Football and to establish standards of performance and behaviour of all members.
4. **Discipline.** In addition to any breach of this behaviour plan, misconduct by any AAFA member may give rise to more or one of the following types of discipline:
 - a. Prosecution under the Defence Force Discipline Act;
 - b. Civil and/or Criminal laws; and
 - c. Discipline under the rules of the competition in which the member is participating.
5. **Behaviour Plan.** AAFA members must at all times behave in a sportsmanlike manner and uphold the highest standards of conduct so as not to compromise the integrity and dignity of Army Australian Football. The guidelines listed below outline in further detail the behaviour expected of an AAFA member:
 - a. AAFA members are to avoid any on or off field action, comment or behaviour that may bring AAFA into disrepute.
 - b. Criticism of other AAFA members, opponents and officials may only occur in the appropriate forum and should not be an issue for debate on the field of play, public place or other inappropriate area.
 - c. AAFA members must not vilify others on basis of their race, religion, colour, sex, sexual orientation or other related characteristics. This demonstrates a lack of discipline and will be dealt with through the Defence Force Discipline Act.
 - d. On field or off field fighting or violence is unacceptable and will also be dealt with through the Defence Force Discipline Act.

- e. AAFA members must at all times within public, behave in a manner that upholds and promotes the highest standards of integrity, dignity, moral courage and loyalty. AAFA members must not behave in any way so as to bring AAFA or the Army into disrepute.
- f. AAFA members must comply with the Army's zero tolerance ruling in regards to illegal substances. The abuse of alcohol is recognised as a contributor to the breakdown of group and individual discipline and may have more serious repercussions. Members of AAFA are to ensure that the consumption of alcohol is not a factor seen bring AAFA into disrepute.
- g. AAFA members should at all times display appropriate sporting behaviour, ensuring they practice fair and equitable play. Poor sportsmanship is to be actively discouraged. Decisions made by umpires are to be respected and games are to be conducted in an environment which promotes competitiveness and fairness.
- h. AAFA members should enjoy the camaraderie associated with being a member of AAFA and by competing at a high level of Australian Rules Football.

5. **Conclusion.** Adherence to the principles detailed in this behaviour plan will ensure that the Army Australian Football Association will continue to be recognised as a professional organisation. We have a responsibility to the Army, ADF, our sponsors; but most importantly to ourselves to ensure that AAFA members conduct themselves in accordance with this plan. Participation within AAFA should be enjoyable therefore all AAFA members should assist each other to meet the above criteria in all AAFA endeavours.