



ROYAL AUSTRALIAN AIR FORCE

No. 24 Squadron - EDINBURGH

RAAF Base, EDINBURGH SA 5111, AUSTRALIA

24SQN - 2010/1002579/1

24SQN - 2009/1000949/2

Refer Distribution

ADMINISTRATION INSTRUCTION NO 20/12

SOUTH AUSTRALIAN INTER-SERVICE BASKETBALL TOURNAMENT – THURSDAY 13TH TO FRIDAY 14TH SEPTEMBER 2012

References:

- A. DI(G) PERS 14-2 Participation in ADF Sport
- B. DI(G) PERS 19-18 Defence Safety Manual
- C. Base Standing Instructions ADMIN 9-1 General Conditions-RAAF Edinburgh
- D. Defence Force Discipline Act 1982 (DFDA)
- E. FIBA Official Basketball Rules (2008) www.fiba.com

Introduction

1. The 2012 South Australian Inter-Service Basketball Tournament will be held at RAAF Base Edinburgh over period 13 Sep 12 to 14 Sep 12. Teams representing the Navy, Army, Air Force and APS will be competing. Approximately 70 players and officials will be participating. Additionally, the competition will permit assessment of individuals for invitation towards selection to represent South Australia at the annual Australian Defence Basketball Association (ADBA) Combined Services National Championships.

Aim

2. The aim of this Administration Instruction is to detail the administrative requirements and co-ordination of the South Australian Inter-Service Basketball Tournament.

Objective

3. The objective of the South Australian Inter-Service Basketball Tournament is to provide a forum for Service establishments within South Australia and Tasmania (Tasmania being aligned with SA for purposes of selecting a Combined team for ADBA National Championships) to meet and engage in friendly rivalry, and promote goodwill between the Services and the Australian Public Service (APS).

Officer-In-Charge

4. South Australian Defence Basketball (SADB) is responsible for organising Basketball activities at all levels in South Australia. The Officer-In-Charge (OIC) of the SADB committee is:

FLTLT Mark Bond
OIC SADB
1RSU
RAAF Base
EDINBURGH SA 5111
Tel: (08) 738 94046
mark.bond1@defence.gov.au

Liaison Officer

5. Responses required IAW this instruction are to be sent to the Liaison Officer (LO) at the following address:

Leading Seaman Nick Clancey
SADB State Representative
NHQ-SA
Building 34, Keswick Barracks
Keswick SA 5035
Tel: (08) 8305 6628 (prior to tournament)
Mob: 0447 364 770 (during tournament)
Fax: (08) 8305 6755
nicholas.clancey@defence.gov.au

Referee Coordinator

6. Qualified referees are encouraged to register their interest with the Referee Coordinator:

SGT Tim Muehlberg
Secretary SADB, ADBA Committee.
Tel: (08) 8302 2881 (prior to tournament)
Mob: 0415 931 483 (during tournament)
adba.basketball@gmail.com

Participating

7. Individuals keen to participate are encouraged to contact the relevant Team Coordinator (listed below). If the Team Coordinator is unavailable, contact the Liaison Officer (para 5). Defence members are individually responsible for submitting Unit General Applications through their chain of command prior to competing by attaching copy of this Admin Instruction. Further details and eligibility listed under heading 'Competition Details.'

Team Coordinators

8. Team Coordinators are responsible for selection and nomination of players. Team Coordinators are guided by SADB Committee to select according to consideration of

individuals commitment, contribution, attendance at designated trainings and skill. Team Coordinators are responsible for completion of Annex D and Annex E.

- a. Womens Teams
PTE Michelle Joy
Phone: 08 8389 0373, michelle.joy@defence.gov.au
- b. Navy Men
LS Nick Clancey
Phone: 044736470, nicholas.clancey@defence.gov.au
- c. Air Force Men
SGT Tim Muehlberg
Phone: 0415931483, adba.basketball@gmail.com
- d. Army Men (Two teams) 7 RAR & 16 AD and 9th Brigade
CPL David Portakiewicz
Phone: 0414867811, david.portakiewicz@health.sa.gov.au
- e. 11 SQN Men
CPL Hong Le
Phone: (08) 738 32680, hong.le@defence.gov.au
- f. APS Men
Mr David Roberts
Phone: (08) 7389 4880, david.roberts@dsto.defence.gov.au

Other Contacts

9. Other points of contact are as follows:

- a. SADB Treasurer – CPL Travis Day, Phone (08) 738 33100,
travis.day2@defence.gov.au
- b. SADB Property Member – CPL David Thomas, Phone (08) 738 94142,
david.thomas12@defence.gov.au

Special Invited Guest

10. SADB Committee shall recommend to OIC SADB (three months prior to tournament), a past SADB member to be invited as special guest to the Inter-Service competition. SADB Historian shall prepare a biography highlighting individual's contribution to the evolution of SA Defence Basketball. Special Guest will be invited to make presentation of the team trophies to the winning men's and women's team and individual trophies to tournament MVP's.

Dress

11. Neat civilian attire or team apparel is to be worn whilst on Base. After hours, neat civilian attire is to be worn. Wearing of appropriately covered footwear is compulsory; thongs are not acceptable.

12. Referees are to dress to standard expected for Basketball SA games. Referees are reminded that they may be photographed whilst refereeing for publication in service newspapers.

Gymnasium Rules

13. Inter-Service participants are not to use parking immediately outside gymnasium. These are reserved for patrons of other facilities within gymnasium.

14. All participants must sign the inwards/outwards register in gymnasium foyer.

15. No food allowed in gymnasium. Only water bottles permitted.

Logistics

16. **Gym.** The RAAF Base Edinburgh gymnasium floor and scoreboard is to be made available as per timings at Annex A. Request fitting of new nets if required on basketball rings and lowering of partition between court one and two.

17. **GSS-EDN - Messing.** GSS-EDN is requested to provide meals for participating entitled personnel. Entitled personnel are to obtain meals from the OR's mess only.

18. **GSS-EDN - Catering.** GSS-EDN is requested to arrange five (5) cases of small bottled water for collection on morning Thu 13 Sep 11. SADB Property Member to collect from EDN In-Flight Catering by arrangement with Mr Paul Shields on 0408 841 240.

19. **Photography.** 92TIF Photographic Section requested to detail one photographer to take suitable photographs of event for inclusion in service newspapers. Timings of games at Annex A. Request 92TIF advise LO of detailed member NLT one week prior to tournament.

20. SADB LO to liaise with 92TIF Combat Camera Section Job Coordinator (87SQN92TIFCombatCamera@drn.mil.au) to request work order be raised. Request is to be accompanied with LO's employee Id and nominate OIC SADB as official for authorisation of selected photos for public release.

21. Post-tournament, LO to draft article and select suitable photos for final review by OIC prior to submission to service newspapers.

22. **Imagery.** IAW ref C, approval of BSECO is requested to bring one private video camera and digital camera onto base for purpose of filming / photographing basketball games within RAAF Edinburgh gymnasium complex only.

23. **Medical.** 4EHS is requested to supply Medical support, as required, to members participating in the competition. Medical Reception are contactable on Ext 32424 or (08) 738

32424. Medical Ward is contactable on Ext 32263 or (08) 738 32263. Sick parade timings are:

- a. Thursday 0730 to 0930 h, and
- b. Friday 0730 to 0900 h.

24. **Injury Reporting.** Injuries are to be reported IAW ref B through Team Coordinator on form AC563. Team Coordinators to forward to LO for SADB records. LO to forward all completed AC563s to ADBA Director of Coaching for ADBA records.

25. Team Coordinators are to ensure that injured members Commanding Officer and Supervisor are notified as soon as practical of casualty. Advise chain of command of following:

- a. Service details of casualty,
- b. Brief description of injury,
- c. Casualties whereabouts and contact details, and
- d. Return contact details for Team Coordinator.

26. **Costs.** Due to the unavailability of funding, all costs for the tournament are to be borne by the participants. Cost to each participant will be \$20 to cover referees fees, trophies, engraving, incidental costs and the post tournament function. SADB will meet any shortfall in funds required. Civilian referees are exempt from participant fee.

27. Team Coordinators are responsible for collecting moneys and passing these to the Treasurer prior to lunch break on the first day of competition.

Accommodation

28. Participants are not required to live-in for period. Participants may wish to occupy transit accommodation for period. Participants wishing to utilise service accommodation are to raise form available from <http://intranet.defence.gov.au/dsg/sites/travel/default.asp> > Accommodation > Service Accommodation > Booking Templates > Edinburgh, Keswick and Woodside (SA)

Competition Details

29. **Inter-Service Team Nominations.** Individuals wishing to participate are to direct their interest to relevant Team Coordinator. Each Team Coordinator is to nominate team IAW Annex E to the LO NLT one week prior to competition:

30. **Rules of Games.** Games will be played under FIBA rules IAW ref E. Games will be fully timed for last three minutes of final quarter. Warm-up will be a minimum of five minutes with a half time break of five minutes. Finals Games will be fully timed.

31. **Competition Draw.** The competition will consist of a round robin type draw. The top two teams of the respective men's and women's pool at the end of the schedule will play in the final game to determine the Inter-Service winner. A schedule of the competition draw is attached at Annex A.

32. **Scoring.** The following scoring system for the Inter-Service tournament will apply. Win 3 points, Draw 2 points, and Loss 1 point with team scoring percentage to decide any ties in

points. No overtime periods will be played except for the final game. Where necessary five minute overtime periods will be played. Results will be recorded on form provided at Annex C.

33. **Referees.** Civilian referees may be officiating during the competition. Availability of civilian referees may necessitate use of Service personnel as referees. Team Coordinators are to detail one referee on Annex E. SADB Treasurer, where applicable and entitled, will arrange cash payments to Non-Defence Civilian referees at rate of \$25 per game.

34. **Referee Duties.** Referees are additionally responsible for following:

- a. Brief score table personnel on their duties;
- b. Verify and sign scoresheet at completion of game (scoresheets will be provided by Secretary);
- c. Transcribe results on the Tournament Results Table (Annex C);
- d. Confer with coaches and score table personnel in jointly deciding MVP votes immediately after game and recording votes on scoresheet; and
- e. Attach scoresheets to Annex C and return to Referee coordinator at conclusion of each day.

35. **Tribunal.** If required a tribunal will be conducted utilising a Temporary Panel consisting of OIC SADB, ADBA representative and President SADB. If one of the members of the Temporary Panel is involved in the incident, or unavailable; the remaining panel members may appoint a replacement member from the SADB committee. The panel will be guided by the OIC SADB to refer the matter for disciplinary action IAW ref D where necessary.

36. **Reservists.** Members of the Reserves who are serving on approved service at the time of the tournament are eligible to play.

37. **Civilians.** All civilians are required to complete indemnity form (refer Annex B).

38. **APS Defence Civilians.** IAW reference A, APS Defence Civilians are eligible to play at Inter-Service.

39. **Non-APS Civilians.** Non-APS Civilians may participate in support roles as referees and coaches where an invitation has been extended by the SADB committee. Such invitations are strictly conditional upon candidate completing certificate of indemnity (provided at Annex B) and submitting to Team coordinator. Team Co-ordinators are to e-mail 'EDN Access Control' stating names, dates of entry, purpose of visit and designated escort NLT 24 hours prior. Non-APS civilians who are participating in tournament will be met at RAAF Edinburgh pass office 20 minutes prior to first game on each day of tournament (unless by alternate arrangement).

Should a Civilian not be met at gate as arranged, contact the LO to organise another designated escort. Non-APS Civilians are reminded to bring with them:

- a. Current Photographic Identification; and
- b. Certificate of Indemnity (Annex B).

40. **Training Programme.** Training package to assist members' preparedness is available from: www.sadb.basketball.net.au > Committee > Materials > SADB Training Schedule for Individuals

ADF Combined Services Basketball Selection

41. The ADF Combined Services Basketball Championships will be held late Nov/Dec 2012. South Australia will enter a men's and a women's team. Interest is invited for positions as Players and Team Managers.

42. **Players.** Selection of players will be based on availability, training attendance, performance in the SAPES Games, SA Inter-Service Tournament, Exhibition Games and performances in previous ADBA Championships (if unavailable for Inter-Service). Candidates must be prepared to begin training in the week immediately following Inter-Service and continue through to departure for Combined. Prospective players must register their interest by submitting their details at path: www.sadb.basketball.net.au > Join SADB

- a. Reservists and Defence Civilians - Selection for the SA Combined Services Team will be dependent upon the member satisfying requirements of the ADBA by-laws regarding Reservist participation at Combined Services Tournaments. Queries may be referred to the ADBA Representative.

43. **Team Manager.** Team Coordinators are to nominate one team manager available for the Combined Services Championships. Nominations are to be directed to the LO on Annex E NLT one-week prior to competition.

44. **Selection Panel.** Coaches of SA Combined Teams are also members of the SADB committee. As such they are responsible to the OIC SADB in recommending players and support personnel deemed suitable as representatives of SADB at ADBA Combined Services National Championships. Panel will be appointed by the OIC SADB to review suitability of recommended players and support personnel.

45. **Committee Meeting.** Following Inter-Service, SADB committee will hold meeting to conclude administration required for Inter-Service and to discuss further arrangements leading to ADF Combined Championships. The following will be among the agenda items for review/discussion toward completion:

- a. Media article for release to service newspapers,
- b. Imagery for release to service newspapers,
- c. Trophy engraving, and

- d. Arrangements for next SADB activity.

46. Committee meeting will be held post Inter-Service Tournament at 1145 h at Frontline Mon 17 Sep 12.

Acknowledgement Instructions

47. Where specifically tasked, acknowledgements are to be directed to the Liaison Officer.



M. BOND
FLTLT
OIC SADB
RAAF Edinburgh

Tel: (08) 73894046

13 Aug 12

Annexes:

- A. Inter-Service Basketball Tournament Draw
- B. Certificate of Indemnity for Civilian and Inactive Reserve Personnel
- C. Inter-Service Basketball Results Table
- D. Inter-Service Team Coordinators Task List
- E. Inter-Service Team Nomination

Distribution

ALL SA UNITS	(CDRs/OCs/COs)	
	(EDN ADMINOs)	(EDNADMINOS@drn.mil.au)
SHO	(4EHS)	(WGCDR Ormsby)
BSECO	(24 SQN)	(FLGOFF Mason)
MGR	(GSS-EDN)	(Mr Paul Shields)
MGR	(TRANSFIELD)	(Mr Gerard Taye)
SNCOIC	(24 SQN)	(P&RT: FSGT Browning)
JOB CO-ORD	(92TIF)	(87SQN92TIFCombatCamera@drn.mil.au)

Other Distribution Channels

EDINBURGH	Base IC's	(Mr Greg Crotty)
ADBA	(Email Bulletin Board)	
ADBA	(Email: adba.basketball@gmail.com)	
ADBA	(Website: www.adba.basketball.net.au)	
SADB	(Website: www.sadb.basketball.net.au)	
SADB	(Committee)	
SADB	(Team Coordinators)	
SADB	(Through Marketing to SADB Supporters)	

For Information

ADBA	(President)	(LTCOL Young)
ADBA	(Secretary)	(FLGOFF Stone)
ADBA	(Coaching Director)	(FSGT Lawrie)

Filing

File	(2010/1002579/1)	(SGT Muehlberg)
File	(2009/1000949/2)	(24SQN Registry)



ANNEX A TO
2010/1002579/1
Dated 13 Aug 12

Inter-Service Basketball Tournament Draw

1. **Rules of Games.** Games will be played under FIBA rules IAW Ref E. Games will be fully timed for last three minutes of final quarter. Warm-up will be a minimum of five minutes with a half time break of five minutes. The Final Game will be fully timed.

2. **Scoring.** The following scoring system for the Inter-Service tournament will apply. Win 3 points, Draw 2 points, and Loss 1 point with team scoring percentage to decide any ties in points. No overtime periods will be played except for the final game. If necessary five minute overtime periods will be played. Each team is to provide score table personnel as per schedule.

3. **Uniforms.** Team Uniforms are responsibility of Team Co-ordinators. Some uniforms may be loaned by Co-ordinators from SADB Property Member.

4. **Referees.** Duncan Watson, Mike Hill, John Mader, Karla Roberts, Crystal Ratcliffe

5. **Teams** (Subject to change).

1. Women Team Blue (Blue)
2. Women Team Red (Red)
3. Air Force Men (Blue/White)
4. 9th Brigade Men (Black)
5. 7RAR & 16 AD Men (Red)
6. 11 SQN Men (White)
7. APS Men (Black/Yellow)
8. Navy Men (Grey/White)

6. **Competition Schedule Thursday (STC)**

Time	Court 1	Court 2	Referees
0800 h	Set-up		

TO BE RELEASED

1700 h

7. **Competition Schedule Friday (STC)**

Time	Court 1	Court 2
0900 h	Set-up	

TO BE RELEASED

1315 h SADB Hall-of-Fame Presentation & Team Photos
1330 h Grand-Final

8. **Duty.** Score bench and referee duty (where required), are to be performed by teams which played in timeslot immediately prior. In case of first game of day, the teams which will play immediately after are to perform first duty.



ANNEX B TO
2010/1002579/1
Dated 13 Aug 12

**CERTIFICATE OF INDEMNITY FOR CIVILIAN AND INACTIVE
RESERVE PERSONNEL PARTICIPATING IN
SOUTH AUSTRALIAN DEFENCE BASKETBALL
INTER-SERVICE TOURNAMENT**

IN CONSIDERATION for being allowed to participate in the SADB Inter-Service tournament in the capacity of

.....(position),
I (full name) do hereby agree that I will indemnify and forever hold free the Commonwealth of Australia (Department of Defence), (hereinafter referred to as 'the Commonwealth' which expression shall when the context admits or requires be deemed to include its officers, servants, agents and employees) and the South Australian Defence Basketball (hereinafter referred to as 'the SADB' which expression shall when the context admits or requires be deemed to include its members, officers, servants, agents and employees), from all actions, claims, proceedings, demands, costs and expenses of whatsoever nature and howsoever arising, relating to any loss, damage, injury or death caused by or arising out of my participation in the SADB Inter-Service tournament, whether or not such loss, damage, injury or death was caused by or arose out of act, negligence or omission by the Commonwealth, the SADB, or any other person.

Furthermore I certify that I have appropriate accident and personnel injury insurance to cover any such contingency.

Signature (Signature must be witnessed)

Date

Witness

Signature

Full Name

Position*

Date

*May only be witnessed by: OIC SADB, SADB committee member or Team Coordinator.
Forward to SADB Secretary for filing.



ANNEX C TO
2010/1002579/1
Dated 13 Aug 12

Inter-Service Basketball Tournament Results Table

1. **Scoring.** The following scoring system for the Inter-Service tournament will apply. Win 3 points, Draw 2 points, and Loss 1 point. No overtime periods will be played except for the final game. If necessary five minute overtime periods will be played. Each team is to provide score table personnel as per schedule.

2. **Results.** Retaining scoresheets and updating this results table is responsibility of referee co-ordinator. At conclusion of tournament these are to be passed to Secretary.

Games	G 1	G 2	G 3	G 4	Total
0. <i>Example</i>	3	2	1	3	9

1. Women Team Blue			-----	-----	
2. Women Team Red			-----	-----	
3. Air Force Men					
4. 9 th Brigade Men					
5. 7RAR & 16 AD Men					
6. 11 SQN Men					
7. Navy Men					
8. APS Men					
9. Navy Men					

Women's Grand Final	Points*		
1. Women Team Blue			
2. Women Team Red			
Men's Semi Final (M1 st v M4 th)	Points*	Men's Semi Final (M2 nd v M3 rd)	Points*
1.		1.	
2.		2.	
Men's Grand Final	Points*		
1.			
2.			

* Actual Game Points as per score-sheet.

MVP Votes	3 Votes	2 Votes	1 Vote
<i>e.g. 0. 0 v 0</i>	<i>Michael Jordan</i>	<i>Magic Johnson</i>	<i>Larry Bird</i>

Above MVP headings placed against printout from filtered database listing of all personnel registered for tournament. Scoresheets record the MVP votes following game. Votes transferred to listing to enable count. Final result quoted below.

MVP Women		
1st	2nd	3 rd
MVP Men		
1st	2nd	3 rd



ANNEX D TO
2010/1002579/1
Dated 13 Aug 12

Inter-Service Team Coordinators Task List

1. The following is a summary of tasks for Team Coordinators to complete.

Team Name: _____ Team Coordinator Name: _____

2. **Read Admin Instruction.** In addition become familiarise with references B and D.
3. **Team Nominations.** Nominate participants according to composition of team as detailed under heading 'Inter-Service Team Nominations,' to LO NLT one week prior.
4. **Referee Nomination.** Nominate one dedicated referee. If dedicated referee unavailable team is required to nominate a participant from within team list.
5. **Nomination of Team Manager.** Each team may nominate one manager available to travel with SADB team to Combined Services Championships.
6. **Trainings.** Schedule trainings if required with SNCOIC P&RT section.
7. **Team Uniforms.** Team co-ordinators to arrange uniforms. Some are provided by SADB, contact SADB Property Member.
8. **Certificate of Indemnities.** Form provided at Annex B is to be completed by all civilian participants and inactive reservists. Team Coordinator must witness these before participant is permitted entrance to gymnasium floor. Certificates to be passed to LO before commencement of first applicable game. Refer under heading 'Competition Details' within admin instruction with regard to arranging entry for civilians to RAAF Edinburgh.
9. **Brief Team Participants.** Ensure Team Participants understand their responsibilities in relation to Admin Instruction and associated references.
10. **Tournament Fees.** Fee to be collected from participants and passed to Treasurer on first day of tournament prior to lunch break. Civilian referees are exempt from this fee.
11. **Injury Reporting.** Team Coordinators are to report injuries IAW ref B. Copy of form submitted is to be provided to LO and SNCOIC P&RT at conclusion of tournament, together under cover with this Annex.



ANNEX E TO
2010/1002579/1
Dated 13 Aug 12

Inter-Service Team Nomination

1. Team Coordinators are to submit team nominations NLT one week prior to competition on this annex to the tournament LO.

2. Team Name: _____ Team Coordinator: _____

Rank & Name	EmpID	Phone	Mobile	Email	Dietary Requirements	Approval
<i>Twelve player maximum.*</i>						
<i>Referee:</i>						
<i>Coach:</i>						
<i>Team Manager:</i>						
<i>Team Manager nomination for Combined:</i>						

*Mark (C) beside designated team captain *Mark (cl) beside contact lenses