



QLAC Constitution

The ‘model rules’ constitution was adopted when Queanbeyan Little Athletics was registered as an incorporated body. A copy of the ‘model rules’ can be obtained from the NSW Department of Fair Trading website

www.fairtrading.nsw.gov.au/pdfs/corporate/publications/ft119.pdf

QLAC By-Laws 2010-2011 as at 8 August 2010

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1. GENERAL ¹

1.1 Uniform

- a) The official club uniform consists of a QLAC t-shirt, crop top or body suit. While not part of the official uniform, bike pants or shorts in club colours may also be purchased. Athletes **MUST**² wear club uniform to all meetings.
- b) Current age and registration patches **MUST** be attached to the shirt/top.
- c) The official club uniform, age and registration patches **MUST** be worn at all carnivals run by other Centres and ACT Little Athletics.
- d) Athletes are encouraged to wear sun smart attire. When not competing a t-shirt (not necessarily club t-shirt) should be worn over crop tops or body suits.

1.2 Footwear

- a) For safety reasons footwear **MUST** be worn for all events.
- b) Spikes shall not be worn by the U6 to U8 age groups. The U9 to U17 age groups may only wear spikes in events run entirely in lanes plus the javelin, long jump, high jump and triple jump events. The actual spikes must be no longer than 7mm at the Bruce Athletics facility (optimum length is 5mm) and no longer than 9mm for grass tracks. For track events, the spikes may only be put on immediately prior to the start of the event and must be removed on completion of the event and while competitors are still in their lanes. "Spikes" are defined as footwear which have some sharp objects on or attached to the shoe (especially the sole). The object may be metal or of some other rigid material. (ACTLAA General Rule of Competition 5).
- c) Spikes are to be carried to the marshalling and competition areas.
- d) For field events, spikes must be put on at the event and removed before leaving the event. Athletes wearing spikes must be very careful while competing in these field events.

1.3 Starting Blocks

- a) Starting blocks can normally only be used by the U13 to U17 age groups.
- b) Athletes in the U10 to U12 age groups may also use starting blocks at QLAC competition under the following conditions
 - (i) The athlete has prospects of competing at NSW PSSA carnivals where they would be required to use starting blocks;
 - (ii) The athlete has received training in the use of starting blocks and has been given a statement indicating that they are proficient in the use of starting blocks; and
 - (iii) The athlete presents the proficiency statement to the QLAC starting officials.

1.4 Field Events

- a) Competitors in throwing events, long jump and triple jump have a maximum of 3 trials in an event.
- b) Competitors at high jump have a maximum of 3 attempts at any height.
- c) A minimum of two adults should officiate at field events or the event may be cancelled.
- d) Specific event guides are provided for each field event location and form part of the QLAC Rules of Competition.

1.5 Records ³

- a) A club record will be acknowledged if a registered Queanbeyan athlete has bettered or equalled a previous record performance for an event during QLAC competition AND the following provisions have been applied:
 - (i) Field events: **MUST** be verified by a qualified official or a Committee member, who will verify the measurement and sign the recording sheet.
 - (ii) Track events: Two watches **MUST** record 1st place. During mixed age races ensure that all age groups are covered by a second watch (eg by using a multi-timer as the second watch)

¹ Provisions were either revised or adopted at the QLAC Committee meeting of 18 June 2003 except for those specifically footnoted.

² Adopted September 2009. Prior to this registered QLAC were encouraged to wear the uniform

³ Revisions initially adopted at the QLAC Committee meeting of 18 June 2003 and were further revised on 27 July 2005 and 24 July 2007.

- b) All athletes **MUST** compete in their own age/gender groups unless the track official combines groups when the number of competing athletes in an event is low. New records set in these circumstances will be recognised.
- c) Track records must be verified and signed by 2 timekeepers on the form provided and given to the Chief Recorder.
- d) The Chief Timekeeper is to be provided with up-to-date QLAC records on QLAC competition days.

1.6 Supervision

- a) Children are to be supervised at all times — this is a parental responsibility between events.
- b) Children are not to use athletics equipment except under proper supervision at an event.
- c) Parents of athletes in the U6 to U8 age groups are required to sign a form at registration agreeing to provide adult supervision for their child for the duration of each competition day by being present at the competition ground for the duration of their events or arranging alternative adult supervision

1.7 Canteen/Equipment Shed

- a) **NO** children are to be left unsupervised in the canteen or equipment shed.

1.8 Nominations for Regional Championships ⁴

- a) Where events for Regionals are oversubscribed, emphasis is to be placed on participation of the most number of athletes in as many events as possible. Therefore, athletes might not be able to compete in the full number of events as stated in the ACTLAA Rules of Competition for the Regional Championships.
- b) Nominations for Regionals are to be taken over a 2-3 week period commencing the first Saturday competition after Christmas. At the end of that period athletes will be allocated to events based on maximising the number of athletes competing at Regionals. A list of athletes in each event is to be displayed on the noticeboard the week before Regionals.
- c) Note: The exact period for nominations would depend on when Regionals are held each year.

1.9 Queanbeyan Junior Gift ⁵⁶

- Qualifiers for the semi finals will be determined from positions in the heats run at Wright Park. The number of semi-finalists from each age group will be based on the proportion of heat competitors from the age group. For example, if U7 boys have 10% of the heat runners for the Junior Boys Gift, they will have 10% of the semi-finalists.
- The times that Queanbeyan Little Athletics provides the Gift handicapper will be the season best times for the athlete who qualify for the semi-finals, **NOT** the time they ran in the heats, unless the time in the heats is better than the season best time.
- Athletes must compete in the heats to be eligible for the semi-finals. Finalists will be determined from positions in the semi finals run at Town Park.
- The semi finals and final will be handicapped races, so the quicker athletes will start from behind the other runners.
- If a nominating athlete does not have a time as they haven't run the specific Gift distance(70m for Mini, 100m for all others) previously that season, then they will be deemed ineligible to compete. Athletes must have competed in those races prior to the heats.
- Only grass track times will be acceptable, not synthetic track times. Times from the AIS will not be acceptable. Season best times will be used from the QLAC database.

⁴ Procedures for Regional Championship nominations adopted at QLAC Committee meeting on 18 July 2002.

⁵ Procedures for Queanbeyan Junior Gift revised at QLAC Committee meeting on 1 July 2004

⁶ Revised wording at QLAC meeting 20 July 2010

1.10 Carnival nominations

- a) QLAC will take responsibility for arranging nominations for ACTLAA carnivals and the Queanbeyan Junior Gift.
- b) QLAC will provide information on other carnivals through announcements and flyers on the noticeboard, but responsibility for nominating and forwarding any entrance fees to carnival organisers will be the responsibility of parents/athletes.

1.11 Age Manager Trivia Night Challenge ⁷

- a) A perpetual shield will be presented to the table organised by the Age Group Manager that has the most number of parents from that age group at the table. In the event of a tie, the winner will be the tied table with the highest number of points on the night. Any remaining tie is to be broken by additional trivia question(s) to be answered by the tied tables.
- b) The Age Group Manager and parents from that age group must sign the Trivia Challenge Nomination Form on the night to be eligible for the trophy.

1.12 Other Athletic Carnivals ⁸

- a) Due to the many indemnity issues associated with non-QLAC competition, QLAC will not organise any athletic carnivals on behalf of a requesting organisation (eg school carnivals). QLAC may loan some of the club equipment to the organisation for their use. The use will be subject to that organisation making their own assessment of the appropriateness and 'fit for purpose' use of the equipment for their competition.
- b) QLAC will not charge schools for the use of QLAC equipment for school carnivals.

⁷ Adopted at QLAC Committee meeting on 15 July 2004 and revised at QLAC meeting 11 July 2006.

⁸ Adopted at QLAC Committee meeting on 21 March 2006 and amended on 24 July 2007.

2. AGE GROUP AWARDS ⁹

2.1 Improvement Points ¹⁰

- a) Athletes will receive an improvement point each time they improve on their previous best performance in an event.
- b) Improvement points for returning athletes will be based on the best performance in previous seasons where event specifications are unchanged. For new athletes and where event specifications have changed improvement points will be based on performances in the current season. In the following table ✓ indicates events where last season's best performance will carry over to be the starting point for the new season's improvements, X indicates the event specifications have changed from the previous age group, while New indicates it is a new event for the age group:

New Age Group	50m	70m	100m & 200m	400m & 800m	1500m	Hurdles 60m to 100m	Hurdles 200m	Walks
U6	New	New	New					
U7	✓	✓	✓			New		
U8	✓	✓	✓			✓		
U9		✓	✓	New		✓		New
U10		✓	✓	✓	New	X		X
U11			✓	✓	✓	✓		✓
U12G			✓	✓	✓	X		X
U12B			✓	✓	✓	X		X
U13G			✓	✓	✓	X	New	✓
U13B			✓	✓	✓	X	New	✓
U14G			✓	✓	✓	✓	X	✓
U14B			✓	✓	✓	X	X	✓
U15G			✓	✓	✓	X	✓	✓
U15B			✓	✓	✓	X	✓	✓
U17G			✓	✓	✓	X	✓	✓
U17B			✓	✓	✓	✓	✓	✓

New Age Group	Long Jump	High	Triple	Shot	Discus	Javelin	Turbo
U6	New			New	New		New
U7	✓			✓	✓		✓
U8	✓			X	X		✓
U9	✓	New		X	✓		✓
U10	✓	✓		✓	✓		X ¹¹
U11	✓	✓	New	✓	X	New	
U12G	✓	✓	✓	✓	✓	✓	
U12B	✓	✓	✓	X	✓	✓	
U13G	✓	✓	✓	X	✓	✓	
U13B	✓	✓	✓	✓	X	X	
U14G	✓	✓	✓	✓	X	X	
U14B	✓	✓	✓	X	✓	✓	
U15G	✓	✓	✓	✓	✓	✓	
U15B	✓	✓	✓	✓	✓	✓	
U17G	✓	✓	✓	X	✓	✓	
U17B	✓	✓	✓	X	X	X	

- c) Only performances at normal Queanbeyan centre competition will count for improvement points.

⁹ Revised criteria for Age Group Awards adopted at QLAC Committee meetings on 2 August 2001 and 18 July 2002.

¹⁰ Table indicating where season best performances carry over to the following season included at meeting on 18 June 2003. Turbo for U6 and 200m Hurdles for U13-U17 adopted 16 September 2008.

¹¹ New Long Tom Turbo Javelin for U10 groups. QLAC Meeting 15 June 2010

- d) For every 5 improvement points a patch is awarded:
5 points: Red Patch 10 points: White Patch 15 points: Green Patch
20 points: Blue Patch 25 points: Gold Patch 30+ points Medal
- e) The Chief Recorder and another committee member is able to review and amend athlete's recorded performances where obvious discrepancies are apparent.
- f) The medal for 30+ improvement points will be announced and presented on presentation day.

2.2 Achievement Award ¹²

- a) The Achievement Award goes to the boy and girl in each age group who has the most improvement points for the season provided they have at least 10 improvement points or have competed on at least 50 per cent of events¹³ conducted by QLAC for the age group during the season.

2.3 Participation Award

- a) The Participation Award goes to the boy and girl in each age group competing in the most number of events at Queanbeyan Little Athletics centre competition provided they have competed on at least 50 per cent of events¹⁴ conducted by QLAC for the age group during the season.
- b) Calculation for the Participation Award will be based on computer records.

2.4 Age Championships ¹⁴

- a) Age Championships will be determined by the best performances at QLAC competition in each event over the full season
- b) Championship points will be awarded for each event.
First Place: 4 points **Second Place:** 3 points **Third Place:** 2 points
1 point for all other athletes who have competed in the event.
- c) Athletes need to register a measurable performance to gain Age Championship place points eg, if there are only 2 athletes in an age group who have done high jump during the season and one athlete failed to clear the starting height during the season that athlete would receive 1 age championship point for high jump rather than place points.
- d) Athletes need to have competed in 50 per cent of events conducted by QLAC for the age group during the season.

2.5 Under 17s ¹⁵

- a) The ACTLAA Under 16 and Under 17 age groups will be treated as an Under 17 age group for all age group awards.
- b) Separate records will be maintained for both Under 16 and Under 17 age groups.
- c) Where U16/17 athletes compete at other Centres as part of an arrangement to increase weekly competition for these athletes, QLAC will recognise participation and any PBs set by these athletes. Performances by Queanbeyan athletes at competitions conducted by other Centres will not qualify as QLAC records.
- d) Any registered athlete in the U17 age group will be presented with a QLAC key ring on Presentation Day.¹⁶

2.6 Precedence of Age Group Awards

- a) An individual athlete can only win one of the Participation Award, Achievement Award and Age Championships.
- b) If an athlete qualifies in first place for more than one of these awards, precedence will be given to the Age Championship, and then the Achievement Award. In such cases, the next eligible athlete for the second award will receive the trophy.

¹² Revised criteria for Achievement Award adopted at QLAC Committee meeting on 3 June 2004.

¹³ From September 2008, the rule was changed from competing in 50% of events to cater for athletes who do not compete in all events offered.

¹⁴ Age Championship provisions revised at QLAC Committee meeting of 1 July 2004 and further revised on 27 July 2005; 11 July 2006 and 24 July 2007.

¹⁵ Provision on U16 and 17 records inserted at QLAC Committee meeting of 18 June 2003. Provisions for competing at other Centres incorporated at the QLAC Committee meeting of 18 October 2005.

¹⁶ Adopted in March 2004 and reaffirmed at meeting of 10 March 2005.

2.7 Recognition of Participation

- a) All registered athletes will receive a competitor trophy/medallion on Presentation Day, provided they have competed after Christmas.¹⁷

¹⁷ Athletes must have competed in at least 1 competition after the Christmas break, up until final comp day.

3. MAJOR AWARDS ¹⁸

3.1 Eligibility for Major Awards

- a) Only registered athletes are eligible for any Queanbeyan Little Athletics award. Major end of season awards will be limited to those athletes who have competed on at least 50 per cent of competition events conducted by QLAC¹⁹, except in cases where the Committee has been informed that an athlete has been ill or injured.

3.2 Outstanding Athlete at ACTLAA Championships: (2 Awards, 2 major trophies) ²⁰

- a) This award goes to the boy and girl athlete with the best performances at the ACTLAA State Championships. This is to be determined by the total number of points the athlete gains at ACTLAA State Championships, plus an additional 17 points for each ACTLAA State Championship record that is set, divided by the maximum number of events permitted for the age group. The additional points for ACTLAA Championship Records will only be awarded if the ACTLAA record is equal to or better than the athlete's season best performance at QLAC competition.
- b) For track events, when comparing hand held season best times from Queanbeyan competition with electronically timed ACT Championship records, the hand held times should be standardised by adding 0.24s, as per ACTLAA procedures (see for example 2004 ACTLAA State Championships booklet p30). For example, a handheld time of 10.0s becomes a standardised time of 10.24s for comparison with electronically timed ACT Championship records.

3.3 McDonalds Club Award: (1 Award, 1 major trophy)²¹

- a) The McDonald's Club Award is given to the athlete in the U13–17 age groups who has contributed most to the club both on and off the field. Factors to be considered include participation at Queanbeyan competition and ACTLAA carnivals, particularly the Relay Carnival; being helpful and co-operative at events; providing general assistance and displaying a commitment to Little Athletics.
- b) A nomination box will be provided so that Committee Members and Age Group Managers can make weekly nominations for athletes that they feel have made a contribution on the day that fits with the nature of this award. Nominations must include reasons for the nominations and must be signed by the person making the nomination.
- c) To be eligible an athlete must have attended 50 per cent of competition days during the season. The requirement under 3.1(a) to have competed in 50 per cent of events does not apply to this award.

3.4 Endeavour Award: (1 Award, 1 major trophy)

- a) This award goes to an athlete in the U13–17 age groups (one award) who is seen to be consistently trying their best and displaying co-operation in the spirit of Little Athletics.

3.5 Sportsmanship Award: (2 Awards, 2 major trophies)

- a) This award goes to an athlete (one boy and one girl) who displays good sportsmanship at all times.

3.6 TAB Encouragement Award: (2 Awards, 1 major trophy)

- a) This award is for the encouragement of one boy and one girl in the U6–12 age groups who competes in most events, always tries their best but is not often a winner.

¹⁸ Revised criteria for Major Awards adopted at QLAC Committee meetings on 18 June and 31 July 2003.

¹⁹ From September 2008, the rule was changed from competing in 50% of events to cater for athletes who do not compete in all events offered. The rule about competing after Christmas was also removed.

²⁰ Revised criteria for Outstanding Athlete Award adopted at QLAC Committee meeting on 3 June 2004.

²¹ Revised criteria for McDonald's Club Award adopted at QLAC Committee meeting on 27 July 2005.

Paragraph (c) adopted at QLAC Committee meeting 16 September 2008.

3.7 Most Improved: (2 Awards, 1 major trophy)²²

- a) This award goes to the boy and girl athletes who have achieved a significantly improved level of performance during the season. The winners of this award will be the boy and girl with the highest aggregate percentage improvement for the season as indicated by the 'Improvement Score' calculation in the QLAC recording program.

3.8 Age Group Improvement Award²³

- a) This award goes to the age group who achieves the highest average number of improvement points for the season. The winning age group will be determined by dividing the total number of improvement points achieved by the age group by the number of registered athletes in that age group as indicated by the 'Season Improvement Stats by Team' calculation in the QLAC recording program.
- b) On Presentation Day, all members of the winning age group will be presented with an "Age Group Improvement Award" certificate, with the names of all members of the age group on it.

3.9 Nominations and Voting²⁴

- a) Age Group Managers will be asked to provide weekly nominations for the Sportsmanship Award and either the Endeavour Award or the Encouragement Award.
 - (i) For the Sportsmanship and Encouragement awards, the athlete who has the highest number of weekly nominations in each age group will be nominated for that award. In the event of a tie, those tied will be nominated.
 - For the Sportsmanship Award, the U13 to U17 Girls and U13 to U17 Boys are treated as two whole groups.
 - (ii) For the Endeavour Award the 3 girls and 3 boys from the U13 to U17 age groups with the highest number of weekly nominations will be nominated for the award.
 - Note: Operation of Rule 3.8 (a) (ii) depends on U13 to U17 Boys and U13 to U17 Girls competing as two whole groups, rather than U13s being separate from U14-U17. To be reviewed during 2006-07 if U13s are run as a separate group to U14-17s.
- b) At the end of the season each Age Group Managers will be asked to provide brief comments in support of the nomination of the athlete from their age group for the major award.
- c) For the McDonald's Club Award, Committee Members and Age Group Managers can make weekly nominations for athletes that they feel have made a contribution on the day that fits with the nature of this award. Nominations must include reasons for the nominations and must be signed by the person making the nomination.
- d) As nominations for all major awards are obtained through either weekly nominations or through the recording program, nominations from committee members will not be taken at the voting meeting.
- e) All athletes nominated for major awards will be recognised with a nomination certificate.
- f) Major awards for presentation day will be decided by secret ballot by the Committee members. Each committee member present can indicate a vote for up to three athletes for each award with the first preference indicated by 1, second preference by 2 and third preference by 3. The second and third preferences will only be used when a nominated athlete receives the most first preference votes for more than one award. Preference votes for all major awards must be cast before any counting of votes. The President and at least one other committee member will record the votes. The president has a casting vote in the case of a tie.
- g) With the exception of the Outstanding Athlete Award, athletes are only eligible to receive one major award. If the counting of votes results in an athlete winning more than one major award, the precedence of the awards will be as follows: McDonald's Club Award, Endeavour Award, Sportsmanship Award, Encouragement Award, Most Improved

²² Revised criteria for Most Improved Athlete Award adopted at QLAC Committee meeting on 3 June 2004.

²³ New award introduced. Criteria adopted at QLAC Committee meeting 3 June 2004. Requirement for certificates adopted on 24 July 2007.

²⁴ Revisions to nomination and voting adopted at QLAC Committee meeting on 4 September 2003 and revised at meeting of 11 July 2006.

Award. If, for example, an athlete has the most votes for both the Club Award and the Endeavour Award, the athlete will win the Club Award. However, the first placed votes for that athlete for the Endeavour Award will be discarded and replaced by the second preference votes (or if necessary the third preference votes) on the relevant voting slips. These second (and where necessary third) preference votes would now be treated as first preference votes.

- | h) The results will not be made public until the awards are announced on presentation day. Either the President or the committee member who assisted in vote counting will provide names of the major award winners for engraving on trophies.
- | h)i) Only the committee members present at the voting meeting are entitled to vote.

4. ON TRACK ²⁵

- a) The 'On Track' skills development program is implemented for the Under 6 Age Group.
- b) The 'On Track' skills development program is to operate in conjunction with the following athletics events for the Under 6 age group: 50m, 70m, 100m, 200m, Long Jump, Shot Put, Discus and Turbo²⁶.
- c) The athletics events will be introduced after the young athletes have developed sufficient skills to undertake that event.
- d) The formal 'On Track' program will finish no later than the last competition day before Christmas..
- e) Under 6 athletes to be presented with an 'On Track' certificate following completion of the On Track program.
- f) Under 6 age group will participate in the normal improvement point system for athletics events.
- g) U6 On Track athletes will receive a Purple On Track Patch, provided they have done a minimum of 5 weeks of On Track and have signed in each week.²⁷
- h) The normal end of season awards for age groups (Age Championships, Improvement, participation) will apply to the Under 6 age group.
- i) Repeat Under 6 athletes will be given the option of competing in the Under 7 age group for QLAC competition.
 - (i) Athletes taking up this option would wear an Under 7 age patch at QLAC competition. They would be eligible for Under 7 end of season awards. Once taking up this option they would remain in the Under 7 age group for the remainder of the season.
 - (ii) Athletes taking up this option would need to compete in the Under 7 age group for a second year to ensure that they were in their correct age group.
 - (iii) Parents to sign a form indicating they wish to take up this option. This form to be given to the Registrar for issuing of patches. The form is also to be passed on to the Chief Recorder so that the athlete can be transferred to the Under 7 age group for results recording purposes.
- j) Where possible, On Track techniques to be used for older age groups the first time(s) that the age group do new events. This is particularly the case for Under 7 age group where not all athletes would be On Track graduates. It is relevant for Under 9s (walk and high jump) and Under 11s (triple jump and javelin).

²⁵ On Track program originally adopted for the 2004-05 season. Modifications adopted at QLAC Committee meetings on 19 July 2005 and 20 September 2005 and 11 July 2006. Removal of clause about competing in ACTLAA competitions adopted 16 September 2008 as U6 not longer eligible for these carnivals.

²⁶ Additional events adopted at QLAC Committee meeting 16 September 2008.

²⁷ Updated at QLAC Meeting 15th June, 2010

5. HALL OF FAME ²⁸

- a) Former members of Queanbeyan Little Athletics would be considered for induction into the Queanbeyan Little Athletics Hall of Fame if they have:
 - (i) demonstrated a commitment to Queanbeyan Little Athletics; and
 - (ii) achieved consistently at the highest level available in their own sport with excellence and distinction.
- b) The number of new inductees to the Queanbeyan Little Athletics Hall of Fame will be limited to **one** former athlete in any season.
- c) A selection committee is to be established to consider nominations. The selection committee is to be comprised of a Life Member, a past President, the current President and another current Committee member.
- d) Aim to have a short write up about the athlete's days in Queanbeyan Little Athletics and their senior sporting achievements, including photos representing both their Little Athletics and senior sport achievements. Have this framed and present this to the Hall of Fame inductee. Potentially have another copy for display at Queanbeyan Little Athletics.

²⁸ Adopted at QLAC Committee Meeting on 20 September 2005.

6. FINANCE PROCEDURES ²⁹

6.1 General Procedures

- a) The aim of the Finance Procedures and associated standard forms is to provide an audit trail for all transactions of the Queanbeyan Little Athletics Centre. Ultimately, these procedures are designed to protect the integrity of QLAC funds, **AND** the people handling those funds.
- b) These procedures provide guidelines for the operation of QLAC financial operations. However, for operational purposes, variations may be required at relatively short notice (eg before a Committee meeting can be arranged to approve changes to the procedures). In such circumstances, variations to these procedures can be made subject to consultation with, and agreement by, the QLAC President and QLAC Treasurer. Such changes must be ratified at the next QLAC Committee meeting.
- c) Whenever money changes custody between authorised committee members there must be a money count witnessed, documented and signed by the relevant parties.
 - (i) Sample 'Cash' sheets are included for each 'Revenue Centre' in the relevant sections of these procedures.
 - (ii) At present the QLAC Revenue Centres are the Canteen, Registrations, Uniforms and Fundraising.
- d) All committee members that have responsibility for QLAC funds must take all reasonable precautions to ensure the safety of those funds.
- e) Each 'Revenue Centre' is separately responsible for accounting for their takings.
- f) The role of Canteen Manager, Registrar, Uniform Manager and Fundraising Manager must be discrete.
- g) Money for each of the Revenue Centres must be discrete.
 - (i) At times it may be necessary for one Revenue Centre to provide change for another Revenue Centre. But this should not change the total cash of any of the Revenue Centres — it will only change the denominations.
- h) Takings from each of the Revenue Centres should be counted on site whenever practicable. This eliminates the risk of misplacing funds in transit.
- i) Each of the Canteen Manager, Registrar, Uniform Manager and Fundraising Manager shall prepare a report for each normal QLAC committee meeting. A copy of these reports is to be provided to the President, Treasurer and Secretary.
 - (i) The Revenue Centre report will support the Treasurer's Report to the Committee.
 - (ii) These reports are both value-added services to the Committee and a method of tracking trends or anomalies by the Committee member responsible for the Revenue Centre.
 - (iii) Sample Revenue Centre Reports to Committee Meetings are provided as part of the procedures for the individual Revenue Centres.
- j) At the beginning of each season an Opening Float is to be prepared for each Revenue Centre and the amount recorded on the daily Cash Sheet.
 - (i) Once a Revenue Centre commences operations for the season, that Centre will retain the initial float at the end of each trading day so that a new float doesn't have to be prepared by the Treasurer each week. At the end of each trading day the relevant Revenue Centre Manager should extract the float for the next week before passing the weekly revenue to the Treasurer and recording the amount retained on the Daily Cash Sheet.
 - (ii) If the float needs to be increased during the season, additional funds can be retained for the float at the end of a trading day, subject to agreement from the QLAC Treasurer or, if the Treasurer is not available, the QLAC President. The increase in the float must be recorded on the Cash Sheet for that day.
 - (iii) On the last day of trading for a Revenue Centre for the season, the total proceeds for banking must include the initial float from the beginning of the season, plus any increases in the float that occurred during the season.

²⁹ Finance Procedures 6.1 to 6.4 were adopted at QLAC Committee Meetings in July 2006 and revised at the QLAC Committee Meeting on 17 July 2007.

6.2 Canteen Procedures

6.2.1 Cash Handling

- a) Whenever money changes custody between the Canteen Staff, the Canteen Manager and the Treasurer (or nominated person) there must be a money count witnessed, documented and signed by the relevant parties.
- b) Canteen Staff must take all reasonable precautions to ensure the safety of the Canteen takings.
 - (i) Ensure that customers cannot access the cash takings.
 - (ii) Canteen staff are to use the cash register to record transactions to the extent that it is feasible.
 - (iii) The only people allowed in the Canteen are Canteen Staff and the Canteen Manager, as well as staff from any other Revenue Centre co-located in the Canteen.
- c) There must be two Canteen Staff in the Canteen at all times. If a regular Canteen Staff member is unable to attend on a particular day, an alternative person is required to work in the Canteen. The alternative person must be approved by the President in advance of entering the Canteen.
- d) It is the responsibility of the Canteen Staff to count the Canteen takings for the day and record the funds for banking on the Canteen Cash Sheet. The counting of the takings must be performed on site at QLAC Canteen.
 - (i) A suggested *Canteen Cash Sheet* is provided as Sheet 1.
- e) The Canteen Staff should provide the proceeds and Canteen Cash Sheet to the Canteen Manager so that he/she is aware of the takings for the day and has the opportunity to perform any analysis he/she feels is necessary. The Canteen Manager should then provide the Canteen takings and the Canteen Cash Sheet to the Treasurer for banking. The Canteen Manager should take a copy of the Canteen Cash Sheet for his/her records.

6.2.2 Purchasing Stock

- a) The Canteen Manager is responsible for managing stock levels and ordering stock.
- b) The Canteen Manager is to be provided with a Cash Purchases Float of \$300 by the Treasurer. For items purchased with cash, e.g. eggs & BBQ gas, a receipt must be obtained with every such purchase. Purchases of these additional supplies for the Canteen do not come from the Canteen takings.
 - (i) Once the Cash Purchases Float is less than the anticipated expenses for the next week of trading the Canteen Manager must prepare a reconciliation of Cash Purchases and provide it to the Treasurer along with the receipts for the items purchased. The Treasurer will then draw a cheque for the expended amount to bring the Cash Purchases Float back up to \$300.
 - (ii) A suggested *Cash Purchases Float Reconciliation* is provided as Sheet 2. It is easiest to perform this reconciliation in Excel, but it can be performed equally well manually.
- c) All stock delivered to the Canteen must be checked against the Delivery Docket provided by the supplier. The Canteen Manager should then check the Invoice that corresponds to the order.
 - (i) If the Invoice is for stock as ordered and provided to QLAC then the Canteen Manager should initial and date the Invoice.
 - (ii) The Canteen Manager should then provide the Invoice to the Treasurer so that the Treasurer can make payment of the Invoice within the supplier's business terms.

6.2.3 Record Keeping and Reporting by the Canteen Manager

- a) As a minimum, the Canteen Manager should keep the following records for the year:-
 - (i) The Canteen Cash Sheet for each day that the Canteen trades;
 - (ii) Canteen Cash Purchases Float Reconciliation Sheet; and
 - (iii) Canteen Managers Report for each QLAC Committee Meeting. The report would support the information provided in the Treasurers Report. A suggested *Canteen Manager's Report* is provided as Sheet 3.
 - (iv) The Canteen Pricing Analysis performed during the year, including the date the analysis was performed.
- b) So that the Canteen Manager can identify any trends or problems it would be beneficial to keep a record of expenses for the year.

Queanbeyan Little Athletics Centre Canteen Cash Sheet for

(Date of trading)

Opening Float: \$ _____
Float Retained for Next Week: \$ _____

Proceeds Included for Banking
(To be completed by the Canteen Staff)

Denomination	Total
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
\$0.50	
\$0.20	
\$0.10	
\$0.05	
TOTAL CASH FOR BANKING	\$

Confirmation of Proceeds Received by Canteen Manager

Proceeds	\$
Date Received	
Signature of Canteen Staff	
Signature of Canteen Manager	

Confirmation of Proceeds Received by Treasurer

Proceeds	\$
Date Received	
Signature of Canteen Manager	
Signature of Treasurer	

Note that the shaded "Proceeds" should equate with the shaded "Total Cash for Banking". The Treasurer is to count the Proceeds at the time that the Canteen Manager provides the Proceeds, in the presence of the Canteen Manager.

6.3 Registration Procedures

6.3.1 Registrations

NOTE: Due to 2010/11 Season being a new On Line system, many of the following may not be able to be done. A review will be done in the off season, after the 2010/11 season is completed.

- a) **NO** registration numbers or age patches are to be issued without the payment of the appropriate fees.
- b) **A try-out will only be offered to NEW athletes only, not returning athletes.**³⁰
- c) Subject to insurance provisions at the time, new athletes will be permitted to 'try out' for a maximum of two competition days without registering.
- d) QLAC Registration fees will be set once ACTLAA have set the Association Fee for the upcoming season. QLAC will add an agreed amount to this as a Club Fee. The ACTLAA fee will reduce by 50 per cent after Christmas, with the full QLAC club fee still payable. The 5th and subsequent athletes registered with QLAC will be registered for free, with QLAC paying the ACTLAA fee.³¹
- e) Where a family cannot pay the registration for all family members at the one time, the preferred approach is for them to pay for one registration at a time over an agreed period. This may require variation to the above provisions on the period for 'Try Outs' for the affected athletes until they are fully registered. In such cases, the QLAC President, in consultation with the QLAC Registrar, has the discretion to vary the above limit, subject to agreement regarding the time period for ensuring that athletes become fully registered. This scenario would create a 'Registration Progressive Payment'. Procedures for managing Progressive Payments are set out in by-law 6.3.5
 - (i) The registration fee for each of the athletes from a family covered under a Progressive Payments plan is the registration fee applicable on the date the Progressive Payment plan is commenced. That is, if a plan for an individual family commenced before Christmas, the registration fee for all registrations under that plan is the before Christmas fee.
 - (ii) An individual athlete under a Progressive Payment Plan cannot compete in an ACTLAA Carnival or a carnival organised by another Centre until the full registration fee for that athlete has been paid. Families need to be made aware of this requirement when the Payment Plan is established.
- f) When a registration form is completed, paid registrations will be indicated by entering registration details and the Registrar's signature in the 'Centre Use Only' section of the form. Completed forms are to be given to the Chief Recorder.
 - (i) "Try-Out" is to be written or stamped in red on the top of the form if the registration fee has not been fully paid.
 - (ii) Once a try-out athlete is issued with a registration patch, registration details are to be entered on the form; "Try-Out" is to be crossed out and "Paid" is to be annotated on the form, initialled by the Registrar. The form is then to be given to the Chief Recorder for entry of registration details in the recording database.
- g) The **Season Registrations** form is to be filled out on for each day that registrations are taken. A suggested *Season Registrations* form is provided as Sheet 4.
 - (i) This form can be either completed manually or through extracting the required information from the QLAC recording database.
 - (ii) Where the form is prepared from the recording database, the Recorder is to email a copy of the sheet to both the Registrar and Treasurer once registrations for a particular day are entered into the system.
 - (iii) Where the form is prepared manually, a copy is to be provided to the Treasurer for cross checking. It is preferable that, wherever possible, the copy is provided to the Treasurer at the end of each day that registrations are taken. Where this is not possible, a copy is to be given to the Treasurer as soon as possible after the day registrations were taken.

³⁰ Adopted at QLAC meeting 15th June, 2010

³¹ Adopted at QLAC Meeting 15th June, 2010

6.3.2 Registrar's Daily Statement of Registrations

- a) On each day that registrations are taken the Registrar should reconcile the receipts from registration for the day with the number and value of registration patches issued for the day. A Daily Statement of Registrations should be completed and provided to the Treasurer along with the proceeds from the registrations for the day. A suggested **Daily Statement of Registrations** is provided as Sheet 5.
 - (i) Note that the sample form provided here includes details of family discounts appropriate for the 2006-07 season. If changes are made to the family discount, or the full registration fee, appropriate changes will need to be made to the rates quoted on the statement.
- b) It is the Registrar's responsibility to prepare the Daily Statement of Registrations. The Registrar must provide a copy of the Daily Statement of Registrations and a Registrations Cash Sheet to the Treasurer at the time the proceeds from registration are provided to the Treasurer for banking. A suggested **Registrations Cash Sheet** is provided as Sheet 6.

6.3.3 Interaction Between Registrar and Chief Recorder

- a) The Registrar needs to give registration forms to the Chief Recorder as soon as possible after completion of the daily statement of registrations.
- b) The Chief Recorder (or their nominee) is to enter the registration data into the QLAC database.
 - (i) No athletes are to be entered with an ACTLAA registration number until the Chief Recorder has sighted a registration form which has the ACTLAA registration number written on it, signed and dated by the Registrar (or authorised Committee member).
 - (ii) All 'Try Outs' are to be entered with an '8000' number. To be entered as a Try Out, there must be a completed registration form annotated **TRY OUT**.
 - (iii) When results are taken at the recording desk for athletes where it is subsequently discovered that a registration form has not been completed, the results can be entered into the database, but with a '9000' number (to differentiate from 'Try Outs'). The Chief Recorder is to notify the Registrar of names and age groups of these athletes. If these athletes report to the recording desk in future weeks, the Chief Recorder is to direct the athlete and parents to the Registrar so that the athletes can be either registered or have a Try Out form completed.
- c) Once the day's registrations have been entered into the database the Chief Recorder needs to carry out the 'Age Check' and the 'Registration Return Data Check'
 - (i) These checks are found in the recording program, under the 'Registration' menu. They are the first two buttons under the 'Prepare Return' heading to the right hand side of the screen.
 - (ii) If there are any errors from these checks, the Recorder needs to follow up to resolve so that correct information can be entered.
 - (iii) The Chief Recorder is to return all completed registration forms to the Registrar as soon as they have been entered into the QLAC database and the checks have been completed. This needs to happen as soon as possible on the next registration day.
 - In some instances it might not be possible for the Recorder to complete entry of registrations before the next registration day. In such cases the forms must still be returned to the Registrar on the next registration day, but will need to be collected by the Chief Recorder again for completion of entry into the recording system.
- d) The Registrar and Chief Recorder should reconcile their respective lists of registered athletes before each ACTLAA registration return. Discrepancies should be rectified or documented and explained.
- e) The Chief Recorder is to prepare a list of 'Try Out' athletes who have competed on more than two competition days and provide this list to the Registrar before the commencement of competition for follow up.
 - (i) The list of 'Try Outs' with the number of days competed can be accessed by selecting 'Reports/Queries Written by Centres' on the Main Menu of the recording program. Then select 'Weeks Competed Not Fully Registered'

6.3.4 Registration Returns

- a) The Registrar, Chief Recorder and Treasurer must be provided with the list of ACTLAA registration return dates before the season commences. These dates are usually provided by ACTLAA at the Annual Conference.
- b) The cut off for each registration return should be at least 7 days before the return is due. This means that any registrations from the weekend immediately prior to the due date are **NOT** included in that registration return.
- c) Once registrations are completed for the return period, the Registrar determines their count of registrations since the last return.
- d) Once all registrations are entered into the database for the final weekend of the return period, the Chief Recorder is to complete the electronic registration return process to prepare the athlete file, which is to be emailed to the Registrar.
- e) The Registrar shall check the athlete file against registration records, reconcile any discrepancies with the Chief Recorder and then email the athlete file to ACTLAA.
- f) The Registrar shall also complete the ACTLAA registration return form, obtain a cheque for the correct amount from the Treasurer and mail the form and cheque to ACTLAA.

6.3.5 Management of Registration Progressive Payments

- a) Progressive payment of registration fees must be approved by the President of the QLAC, in consultation with the Registrar. A Progressive Payment Plan is to be agreed indicating dates that payments are due and the amount of each payment. This plan is to include advice that full payment of registration fees is required for an individual athlete covered by the plan before that athlete can compete in an ACTLAA carnival or a carnival organised by other Centres. The payment plan is to be signed by the parents and Registrar.
- b) Once a progressive payment arrangement has been approved, it is the responsibility of the Registrar to manage the progressive payments. The Registrar must report any breaches of the agreed terms of any payment arrangement to the President of the QLAC within 7 days of the breach occurring. Each year the Registrar is required to maintain a Register of Progressive Payments. A suggested *Register of Progressive Payments* is provided as Sheet 7.
 - (i) A separate sheet is to be used for each family on a progressive payments plan. The completed Register of Progressive Payments sheets are to be treated in confidence.
- c) The Register of Progressive Payments must be updated whenever there is a progressive payment transaction. The Register of Progressive Payments should be reviewed and signed by the President at the end of each month during the athletics season. The Registrar should retain the signed monthly Register of Progressive Payments.
- d) A summary of progress payment movements can be prepared so that the Registrar, Treasurer and president have an overview of the progressive payments situation at any time. A suggested *Progress Payments Movement* sheet is provided as Sheet 8.

6.3.6 Record Keeping and Reporting by the Registrar

- a) As a minimum, the Registrar should keep the following records for the year:-
 - (i) Daily Statement of Registrations for each day registrations are taken;
 - (ii) Registrations Cash Sheet for each day registrations are taken;
 - (iii) Register of Progressive Payments;
 - (iv) Progress Payments Movement sheet;
 - (v) Registrar's Report for each QLAC Committee Meeting. The report would support the information provided in the Treasurers Report. A suggested *Registrar's Report* is provided as Sheet 9.

Queanbeyan Little Athletics Centre 2010/11 Season Registrations

	Athlete Name	Reg	Sex	Age	Return/ New	Proof of Age	Fee Payable	Fee Received Today	Receipt Number	QLAC Newsletter Photo	QLAC Website Photo	ACTLAA Photo
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
	TOTAL						\$	\$				

Sheet 5

Queanbeyan Little Athletics Centre
Daily Statement of Registrations for _____ (date)

Summary of Activity

(Registrar to complete)

A	First Registration Patch Issued Today	
B	Last Registration Patch Issued Today	
C	Total Number of Patches Issued Today	
D	Full Value of Patches Issued Today	\$
	Family Discounts: ³²	
	2nd Child Number: _____ @ \$2 each	\$
	3rd Child Number: @ \$4 each	\$
	4th Child Number: @ \$6 each	\$
	5th etc Child Number: @ \$85 each	\$
E	Total Family Discounts	\$
F	Value of Patches Issues After Deducting Family Discounts	\$
G	Proceeds for Banking by Treasurer	\$
H	Progress Payments in Excess of Value of Patches Issued Today	\$
I	Deficit in Progress Payments Compared to Value of Patches Issued Today	\$

Reconciliation	Checked By Registrar (signature)
C=B-A+1	
G=F+H-I	
A is checked as next number since previous Statement of Registrations was prepared	

Activity "H" and "I" have been added to cover the situation where the value of the progress payments is not exactly the same as the value of the patches issued on any given day. For example, if the registration fee for the first child is \$85, and a progressive payment was \$100, H would equal \$15 on the week it is received. If the registration fee for the second child is \$83, and the next progressive payment was \$68, the second child could be issued with a registration number once the second payment is made. I would equal \$15 on the week the second payment is received.

³² Family discounts no longer offered, except for 5th and subsequent athletes from the same family.

Queanbeyan Little Athletics Centre 2010/11 Season Register of Progressive Payments

Family	Athlete Name	Terms of Payment Arrangement	Reg	Date Rego Patch Issued	Cost of Registration	Payments Made	Balance Outstanding	Date Breach Reported

PLEASE NOTE: Before an athlete can compete in any ACTLAA carnival or carnival organised by another Centre, the registration fees for that athlete **MUST BE FULLY PAID**. The payment schedule should be determined with this in mind.

Parent's Signature: _____

Registrar's Signature: _____

Date of Agreement: _____

Monthly Review of Progressive Payments (due at end of each month)

Total Progressive Payments Outstanding as at _____ \$ _____
Reviewed by Club President: _____ Date: _____

Total Progressive Payments Outstanding as at _____ \$ _____
Reviewed by Club President: _____ Date: _____

Total Progressive Payments Outstanding as at _____ \$ _____
Reviewed by Club President: _____ Date: _____

The first three columns of the above table are to be filled out at the time the Progressive Payments Plan is agreed. The original of the signed form is to be kept by the Registrar. A copy of the signed form is to be provided to the parents. Remaining columns of the original form are to be completed when payments fall due.

Queanbeyan Little Athletics Centre Progress Payments Movement

(date)

Registrations, which have been approved by the President of QLAC, to be paid over an agreed period of time.

Family	Opening Balance Owing	New Arrangement Approved Today	Received Today	Closing Balance Owing
TOTAL	\$	\$	\$	\$

Note that Opening Balance plus New Arrangement Approved Today less Received Today must equal Closing Balance.

6.4 Uniforms Procedures

6.4.1 General

- a) Count float and record float amount on *Uniform Day Sheet* (Sheet 10).
- b) A receipt **MUST** be issued for all sales and orders. A separate receipt book for orders is provided. Record on the receipt the item sold, size and amount paid.
- c) A calculator is provided for sales and change.

6.4.2 Uniform Orders

- a) Make sure an order form is completed correctly with contact details. Payment **MUST** accompany order.
- b) Use **ORDER** receipt book, write receipt out with what needs ordering and make sure **ORDER** is written on it.
- c) Ask parent to keep the receipt as they will need it to pick up their order.
- d) Put order form in back of red folder.

6.4.3 At The End Of The Day:

- a) Count all money and cheques and record details on **Uniform Day Sheet**. Don't forget to take out the float!
- b) Money taken for the day should match the receipts total (less the float). If figures do not match, let the Treasurer know immediately.
- c) Uniform Manager and Treasurer or nominated person must sign Uniform Day Sheet. Treasurer or nominated person is to receive the money and the completed and signed Uniform Day Sheet.
- d) Fill in the **Uniforms Stock Sheet** (Sheet 11). Transfer the items sold from the receipt book and the order book to the Uniform Stock Sheet and tally all columns.
- e) PLEASE SEE THE TREASURER OR PRESIDENT IF THERE ARE ANY PROBLEMS.

6.4.4 Record Keeping and Reporting by the Uniform Manager

- a) As a minimum, the Uniform Manager should keep the following records for the year:
 - (i) **Uniform Day Sheet** for each day that uniforms are sold;
 - (ii) **Uniform Stock Sheet**; and
 - (iii) **Uniform Manager's Report** for each QLAC Committee Meeting. The report would support the information provided in the Treasurer's Report. A suggested Uniform Manager's Report is provided as Sheet 12.

Sheet 10 **Queanbeyan Little Athletics Centre**
Uniform Day Sheet For _____(date)

Opening Float: _____ Float Retained For Next Week: _____

Opening Receipt Number: _____ Closing Receipt Number: _____

Receipts Total Amount: _____

Cash Total: _____

Cheques Total: _____

Less Starting Float: _____

Total Sales (Including Orders): _____

TOTAL SALES MUST EQUAL RECEIPTS TOTAL AMOUNT

PROCEEDS INCLUDED FOR BANKING

Denomination	Total
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
\$0.50	
\$0.20	
\$0.10	
\$0.05	
TOTAL CASH	\$

Cheque Payer	Value	Cheque Payer	Value
TOTAL CHEQUES			\$
TOTAL FUNDS FOR BANKING			\$

CONFIRMATION OF PROCEEDS RECEIVED BY TREASURER

Proceeds	\$
Date Received	
Signature of Uniform Manager	
Signature of Treasurer	

Queanbeyan Little Athletics Centre
Uniforms Stock Sheet
Uniforms Sold Today _____ (date)

ITEM	Number Sold	Unit Price	Total Sales
Competition Shirts Kids Sizes Adult**		\$20 \$22	
Polo Shirts **		\$25	
Bucket Hats		\$15	
Unisex Shorts Kids Adults		\$15 \$18	
Trackpants ** Kids Adults		\$25 \$28	
Bike Shorts Kids Adults **		\$22 \$24	
Crop Tops		\$25	
Polar Fleece Jackets ** Kids Adults		\$30 \$35	
Hair Scrunchies		\$4	
Total Sales			\$
Less Credits or Returns			\$
Total			\$

TOTAL SALES SHOULD EQUAL RECEIPTS TOTAL (less any credits or returns)

**** ITEMS AVAILABLE BY ORDER ONLY ****

6.5 Fundraising³³

6.5.1 General

- a) Ensure both the money and documentation for individual fundraising activities are kept separate.
- b) Prepare a fundraising **Cash Sheet** for each day a fundraising activity is conducted. Where more than one fundraising activity is conducted on the same day, separate **Cash Sheets** should be prepared for each activity. A sample **Cash Sheet** is provided as Sheet 13.
 - Note: Where a particular fundraising activity is a 'one off' event eg the trivia night, the 'Float Retained for Next Week' would not be relevant.
- c) Keep a record of the contributions that U13, U14 and U15 athletes (or their families) make to fundraising activities. Sample recording sheets are provided at Sheets 14 and 15.
- d) As part of the QLAC Club fee added to ACTLAA Fee each season, \$5 of that club fee, per registered athlete, will be transferred to Fundraising at the end of the season.³⁴
- e) Athletes assisting with fundraising must still do 5 activities as per section 6.6 Assistance to athletes.

6.5.2 Cash Purchases

- a) The Fundraising Manager is to be provided with a Cash Purchases Float of \$x00 by the Treasurer. For items purchased with cash, e.g. weekly raffle prizes, a receipt must be obtained with every such purchase.
 - (i) Once the Cash Purchases Float is less than the anticipated expenses for the next fundraising activity the Fundraising Manager must prepare a reconciliation of Cash Purchases and provide it to the Treasurer along with the receipts for the items purchased. The Treasurer will then draw a cheque for the expended amount to bring the Cash Purchases Float back up to \$x00.
 - (ii) A suggested **Cash Purchases Float Reconciliation** is provided as Sheet 16. It is easiest to perform this reconciliation in Excel, but it can be performed equally well manually.

6.5.3 Record Keeping and Reporting by the Fundraising Manager

- a) As a minimum, the Fundraising Manager should keep the following records for the year:
 - (i) Fundraising Cash Sheet for fundraising activity for each day that fundraising is carried out;
 - (ii) Fundraising Cash Purchases Float Reconciliation Sheet.
 - (iii) Fundraising Manager's Report for each QLAC Committee Meeting. The report would support the information provided in the Treasurer's Report. A suggested Fundraising Manager's Report is provided as Sheet 16.

³³ Adopted at QLAC Committee Meeting 17 July 2007.

³⁴ Adopted at QLAC Meeting 14th July 2009

Queanbeyan Little Athletics Centre Fundraising Cash Sheet

Activity: _____ **Date:** _____

Opening Float: \$ _____
Float Retained for Next Week: \$ _____

Proceeds Included for Banking
(To be completed by the Fundraising Manager)

Denomination	Total
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
\$0.50	
\$0.20	
\$0.10	
\$0.05	
TOTAL CASH FOR BANKING	\$

Confirmation of Proceeds Received by Treasurer

Proceeds	\$
Date Received	
Signature of Fundraising Manager	
Signature of Treasurer	

Note that the shaded “Proceeds” should equate with the shaded “Total Cash for Banking”. The Treasurer is to count the Proceeds at the time that the Fundraising Manager provides the proceeds, in the presence of the Fundraising Manager.

Queanbeyan Little Athletics Centre
Fundraising Manager's Report
For the Period from to

Activity³⁷	Revenue	Expenses	Net Result			Total For Period	Year to Date
Activity 1							
Activity 2							
Activity 3	\$	\$	\$	\$	\$	\$	\$

Comments:

Signature

Date

³⁷ From September 2008, the committee decided it was not necessary to have separate reports for fundraising activities undertaken by U13 to U15 athletes and other fundraising activities. Only record expense and revenue details for the activities that incurred expenses or gained revenue in the reporting period. For activities carried out before the current reporting period, it would be useful to keep a running year to date total of the profit of those activities.

6.6 Assistance to Athletes³⁸

- a) At each AGM the account balance to be achieved at the end of the following season will be set. For example at the 2009 AGM the balance to be achieved at the end of the 2009-10 season will be set. In determining the account balance items such as uniforms, restocking canteen and fees for coaching courses during the off season should be considered.
- b) Sufficient funds are to be set aside to cover replacement of equipment. This should equal the total annual depreciation of the two previous years. Where major equipment expenditure is incurred in any one year, rebuilding the equipment account should take place over a number of years.
- c) QLAC will provide financial assistance to athletes who are selected in the ACT team for the ALA Championships or the U14 Australia Cup. The assistance provided will be subject to available funds, achieving the balance set at the previous AGM and fundraising carried out during the season.
 - (i) Fundraising from any activity will only be counted toward the assistance for selected athletes where athletes and/or parents in the Under 13, Under 14 or Under 15 age groups contribute to that fundraising activity.
 - (ii) Athletes become eligible for financial assistance after contributing to at least five recognised activities during the season. A *recognised activity* can include assistance with set-up and pull-down, training and fundraising activities specifically identified for this purpose, with the restriction that 3 of the 5 activities must involve fundraising. It is the athlete's responsibility to have their recognised activity acknowledged by the Fundraising Manager on the day of the activity or shortly afterwards. Parental involvement in the current season will be recognised as one of the recognised activities subject to acceptance by the Fundraising Manager.
 - (iii) Athletes/families who do not contribute to the required minimum number of fundraising activities are **NOT** eligible for financial assistance.
 - (iv) Athletes/families who contribute to the required number of fundraising activities and are successful with a place in the Under 13 or Under 15 teams will receive funding up to total assistance of two-thirds of the cost to athletes.
 - (v) Athletes/families who contribute to the required number of fundraising activities and are successful with a place in the Under 14 team will receive the lesser of \$200 or 50% of 'anticipated travel costs'. Anticipated travel costs include return airfares or petrol costs plus accommodation costs incurred in respect of the athlete only.
- d) The maximum total of funds available for athletes selected in the ACT team for the Australian Little Athletics Championships will be equal to:
 - (i) The total funds in all accounts at the most recent QLAC committee meeting;
 - (ii) Plus an estimate of any expected revenue up till the end of the season;
 - (iii) Minus an estimate of anticipated expenditure up till the end of the season;
 - (iv) Minus the agreed amount to be set aside for the start of the next season;
 - (v) Minus the total amount required to be set aside for equipment depreciation.
- e) Each week during the season two members of the fundraising sub-committee are required to count and record the funds raised in the fundraising activity if Under 13, Under 14 and/or Under 15 athletes contributed to that activity. Contribution to fundraising by Under 13, Under 14 and/or Under 15 athletes must be recorded on a weekly basis. The Fundraising Report for each Committee Meeting during the season is to indicate the number of times each athlete who is trying for selection has contributed to fundraising and the amount of funds raised (less expenses) each week.
- f) U13, U14 and U15 athletes who contribute to fundraising through the season are to be recognised with a certificate to be presented at the Presentation Day³⁹.
- g) QLAC will not provide financial assistance to athletes attending school based carnivals.

³⁸ Adopted at QLAC Committee Meeting on 8 August 2002. Revisions adopted at QLAC Committee Meeting on 31 July 2003. Revisions tying assistance to contribution to fundraising adopted at QLAC Committee Meeting on 1 July 2004. Refinements to assistance adopted at QLAC Committee Meeting on 27 July 2005. Clarification of assistance for athletes attending school based carnivals adopted at QLAC Committee Meeting on 24 July 2007. Incorporation of Under 14 Australia Cup team adopted 16 September 2008.

³⁹ Changed from only those who did not gain a place on a team, Sept 2008

6.7 Assistance for coaching/first aid fees

- a) QLAC will provide reimbursement of fees associated with coaching and/or first aid courses
 - i) on an individual basis
 - ii) proof of qualifications is provided ,and
 - iii) the recipient gives undertaking of a two-year commitment with QLAC.
- b) Reimbursement MUST be approved by the QLAC Committee
- c) QLAC Secretary is to keep a record of all qualified coaches, first aid officers and officials.

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7. CODES OF BEHAVIOUR/ETHICS

Little Athletics is about family, fun and fitness. For the enjoyment of all concerned never lose sight of what Little Athletics is all about.

7.1 Code of Behaviour/Ethics for Athletes⁴⁰

- **Compete for the “fun of it”.** Be a good sport and a keen yet friendly competitor.
- **Play by the rules.** The rules of competition ensure a safe and equal footing for all competitors.
- **Never argue with the volunteers running events.** Be respectful and obedient to all volunteers. Without them we would not have a competition. To hear “thank you” means a lot to our helpers.
- **Be a good sport.** Cheer other athletes when they perform and try to shake hands with your fellow competitors at the end of an event.
- **Never put down another person.** Do not ridicule others either in their performance or personal appearance.
- **Never threaten or use violence against another person.** Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.
- **Listen for your events to be called.** Be quick to your marshalling area. This makes it a lot easier for volunteers to get your events underway as quickly as possible.
- **Wear your club colours with pride.** When you wear your uniform you represent Queanbeyan and the association. Be proud of who you are.

If an athlete breaks the code the following will apply: -

First Occurrence

Any committee member may issue a warning to an athlete who has broken the code of conduct/behaviour and the athlete may be sent away from the event. This warning must be noted, and the athlete’s parents advised. Should the incident be particularly serious, that athlete may be directed to take no further part in activities for that day.

Second Occurrence

Should an athlete break the code again within one month of the first warning, the athlete will be given a second warning. Any member of the committee may give this warning. The 2nd warning must be noted and the athlete’s parents advised. The athlete will be directed to take no further part in activities for that day. The committee may decide that probationary conditions should be applied. Parents will be asked to attend all events with the athlete until the athlete’s behaviour is acceptable.

Third Occurrence

Should an athlete break the code while under a second warning, probation or for repeated incidents outside the timeframe above, the athlete will be directed to take no further part in activities for that day. This 3rd warning must be noted and the parents advised. In addition, the committee may decide that suspension (for a number of weeks) or expulsion for the season is required. The athlete’s parents will be invited to speak with the President before a decision is made. The President in consultation with the committee will issue any suspension or expulsion.

Should an incident be of a particularly serious or nasty nature the committee reserves the right to suspend or expel the athlete from the first occurrence after consultation with the parents.

⁴⁰ Code of Behaviour and Ethics for athletes was adopted by QLAC Committee in 2000-01 season.

7.2 Code of Behaviour/Ethics for Parents and Spectators ⁴¹

- **REMEMBER** children participate in sport for their enjoyment not yours.
- **ENCOURAGE** children to participate, do not force them.
- **FOCUS** on the child's efforts and performance rather than winning or losing.
- **INFLUENCE** children to always play by the rules and to settle disagreements without resorting to hostility, violence or abuse.
- **NEVER** ridicule or yell abuse at a child for making a mistake or losing at competition.
- **NEVER** threaten or use violence against another person. Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.
- **RESPECT** officials decisions and teach children to do likewise.
- **SHOW** appreciation to and join in as a volunteer. Without them your child would not be able to compete.
- **RESPECT** the rights dignity and worth off everyone regardless of their gender, ability and cultural or religious background.
- **APPLAUD** the performance and efforts of all athletes.

If an individual breaks the code the following will apply: -

First Occurrence

Any committee member may issue a warning to an individual who has broken the code of conduct/behaviour and the individual may be asked to remove themselves from an event/area. This warning must be noted. Should the incident be particularly serious, the individual may be directed to take no further part in activities for that day.

Second Occurrence

Should an individual break the code again within one month of the first warning, the individual will be given a second warning. Any member of the committee may give this warning. The 2nd warning must be noted. The individual will be directed to take no further part in activities for that day. The committee may decide that probationary conditions should be applied.

Third Occurrence

Should an individual break the code while under a second warning, probation or for repeated incidents outside the timeframe above, the individual will be given a third warning and directed to take no further part in activities for that day. This 3rd warning must be noted. In addition, the committee may decide that suspension (for a number of weeks) or expulsion for the season is required. The individual will be invited to speak with the President before a decision is made. The President in consultation with the committee will issue any suspension or expulsion.

Should an incident be of a particularly serious or nasty nature the committee reserves the right to suspend or expel the individual from the first occurrence.

7.3 Code of Ethics for Coaches ⁴²

The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long-term interests as of greater importance than short-term athletic considerations. To fulfil this role the coach must behave in an ethical manner respecting the following points:

Coaches must respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.

⁴¹ Code of Behaviour/Ethics for Parents and Spectators adopted by QLAC Committee in 2001-02 season.

⁴² Australian Track and Field Coaches Association Code of Ethics for Coaches. Adopted at QLAC Committee meeting 18 June 2002. Requirements on Coaches Qualifications revised at QLAC Committee Meeting on 31 July 2003.

Coaches must respect the dignity and recognize the contribution of each individual. They must ensure that the practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less developed athletes.

Coaches must acknowledge and respect the Rules of Competition. This respect should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.

Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.

Coaches must accept final responsibility for the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self determination of each athlete by their acceptance of responsibility for their own decisions, conduct and performance.

Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This leadership by coaches includes education of the athletes of the harmful effects of prohibited substances and practices.

The coach must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public domain.

Coaches should never solicit, either overtly or covertly, athletes who are receiving coaching to join their squad.

Coaches should have successfully completed a recognised coaching course. Coaches should respect that the gaining of coaching qualifications is an ongoing commitment, achieved through the upgrading of their knowledge by attendance at accredited courses and through practical coaching experience.

Coaches should enter into full co-operation with all individuals and agencies that could play a role in the development of the athletes they coach. Coaches also have a responsibility to share the knowledge and practical experience they gain.

Coaches should work openly with other coaches, use the expertise of sports scientists and sports physicians, and display an active support of their National Federation and the IAAF.

Coaches must respect the image of the coach and continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour.

Coaches should never smoke while coaching, nor consume alcohol beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.

Where QLAC contributes to the cost of coaching courses for club coaches, a written statement is required from the coach confirming that they will commit to QLAC for at least one season.⁴³

7.4 Heat cancellation policy⁴⁴

a) QLAC will determine on the day whether a competition day is cancelled due to extreme hot weather. As athletics is held in summer, it is assumed that parents/caregivers provide adequate supervision of their dependents' ability to cope with exercising in a warm environment.

⁴³ Adopted at QLAC Committee Meeting on 16 August 2005.

⁴⁴ Adopted at QLAC Committee Meeting on 18 August 2009

8. Child Protection & Intervention Policy ⁴⁵

8.1 Executive Statement

The issue of child abuse is a complex problem that has an impact on all areas of society, including participation in sport and recreation activities.

The Wood Royal Commission into the NSW Police Service, led to increased community awareness of the significant number of child sexual assaults and incidents of abuse which occur. It also highlighted the need for the development and implementation of strategies to protect children from abusive situations.

Protecting children from abuse is a responsibility that we must all undertake. Through the implementation of strategies that assist in preventing child abuse from occurring, Queanbeyan Little Athletics Centre has taken a pro-active role in relation to child protection and intervention. These strategies will help to foster a safe and positive environment for children and young people to participate in physical activities.

In addition, development of Child Protection and Intervention Policy and Guidelines provides the Organisation with an excellent risk management tool for developing prevention strategies and for the effective management of child abuse issues within sport.

Information contained in this document will create a framework and provide direction for staff, officials, coaches, volunteers, members and parents of children and young people involved in Queanbeyan Little Athletics Centre. It will help deliver a consistent approach to child abuse prevention at all levels of the sport and recreation industry.

8.2 Policy Statement

Queanbeyan Little Athletics Centre is committed to ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in activities run by Queanbeyan Little Athletics Centre. Queanbeyan Little Athletics Centre aims to promote a safe environment for all children and to assist all staff, officials, coaches, members and volunteers to recognise child abuse and neglect and follow the appropriate notification procedures when reporting alleged abuse.

8.3 Rationale

The focus of the policy and guidelines is the prevention of child abuse in the sporting environment.

This policy and guidelines promote the care and protection of children participating in Queanbeyan Little Athletics Centre and provide information and direction for employees, official, coaches, volunteers and members of the organisation.

This policy and guidelines will assist Queanbeyan Little Athletics Centre in establishing coordinated strategies for dealing with the problem of child abuse and neglect in a responsible, effective and consistent manner.

8.4 Objectives

Through the development of this policy Queanbeyan Little Athletics Centre's objectives are to:

1. Provide information to assist staff and volunteers in dealing with all forms of child abuse
2. Provide comprehensive guidelines relating to risk minimisation and reporting/notification procedures
3. Provide direction to all staff and volunteers regarding their legal responsibilities under child protection legislation
4. Promote and adopt Queanbeyan Little Athletics Centre's principles for child protection and intervention amongst staff, volunteers, coaches, members and parents of children participating in the organisation's programs and competitions.

⁴⁵ Adopted at QLAC Committee meeting 16 August 2001.

8.5 Scope Of Policy

The Child Protection Intervention Policy of Queanbeyan Little Athletics Centre is applicable to all management and staff (paid, voluntary, permanent or casual) of Queanbeyan Little Athletics Centre.

8.6 Implementation Of Legislation

In order to implement the child protection legislation Queanbeyan Little Athletics Centre will undertake to:

1. Implement strategies and procedures that focus on the best interests of children and meet the requirements of child protection legislation
2. Promote a safe and supportive environment for all children and young people participating in activities which come under the umbrella of Queanbeyan Little Athletics Centre.
3. Increase awareness and emphasise the importance of child protection issues in a sporting environment to all those involved with the activities of Queanbeyan Little Athletics Centre. This includes administrators, coaches, officials, athletes, parents and their children.
4. Ensure that all staff of Queanbeyan Little Athletics Centre are aware of their responsibilities arising from recent child protection legislation, in particular, the requirement under the Child Protection (Prohibited Employment) Act 1998, to inform their employers if they have been convicted of a serious sex offence.

8.7 Expectations

Administrators, coaches, officials, members and volunteers often have a high level of contact with children in the sporting environment and play a major part in the successful operation of sporting activities.

Coaches and officials are often seen as role models. They have significant influence on the children they come into contact with and therefore have significant responsibilities. Queanbeyan Little Athletics Centre expects that all administrators, coaches and officials whether paid or unpaid, who participate in organised sport under the banner of this Organisation will commit to implementing risk management strategies developed by Queanbeyan Little Athletics Centre for child protection and intervention.

8.8 Policy Review

Queanbeyan Little Athletics Centre's Child Protection and Intervention Policy and Guidelines will be reviewed annually and updated in line with any legislative changes that have significant impact on the manner in which child protection and intervention issues are to be dealt with.

8.9 QLAC Annual Child Protection Procedures

Committee Responsibilities	When
<ul style="list-style-type: none"> • Child Protection Officer Report. • Child Protection Committee recommendations to be considered. • Appoint Child Protection Officer and Committee. • Newly appointed QLAC Committee sign declarations. 	AGM
<ul style="list-style-type: none"> • Identify/Review child related positions (legislation requirement). • Child Protection Committee recommendations reviewed and voted on. • Prepare CP information and declarations for inclusion in registration and to ensure compliance with regulations. 	1 st Committee meeting post AGM
<ul style="list-style-type: none"> • Send letters to Age Group Managers from previous season. • Collate Age Group Manager nominations from returns and registrations. • Identify Age Group Managers and seconds. • Age Group Managers sign declarations. • Include Child Protection Procedures in Age Group Manager Packs. • Collate Child Protection declarations. • Securely store declarations. 	Registration days and Weeks 1 and 2 of competition.
<ul style="list-style-type: none"> • Training and Development for Age Group Managers on Child Protection Procedures. 	Weeks 1 to 3 of competition.
<ul style="list-style-type: none"> • CPO develops and implements information program for parents of each age group. • Deliver to Parents. 	Commence NLT week 4 of competition.
<ul style="list-style-type: none"> • Keep dedicated noticeboard up to date and co-ordinate announcements and procedures for club activities. 	Weekly
<ul style="list-style-type: none"> • Child Protection Committee complete an evaluation and prepare a Child Protection Committee report for next AGM. 	Before AGM
<ul style="list-style-type: none"> • Prepare an annual archive and submit the archive for secure storage with QCC. 	Post AGM

8.10 QLAC Child Protection Procedures: Weekly Competition

Centre Responsibilities

- Club Responsibilities under CP guidelines commences at the call for warm-ups at 8.30am.
- Age Group Managers meet at announcing table as athletes complete warm up.
- Delegated Officer (Announcer, Competition Director or CPO) check status of Age Group Managers before commencement of the day's competition.
- Age Group Managers begin supervision of athletes at flags until completion of that event.
- Delegated Officers provide ongoing monitoring.
- Announcer gives CP information in first weeks of competition to meet CP advice from NSW Dept Sport & Recreation.
- Announcer clearly identifies when Boys and Girls of each age group have completed their events for the day and CP responsibilities have ceased.

QLAC Child Protection Officer shall comply with:

- * **Child Protection (Prohibited Employment) Act 1998**
- * **The Commission for Children and Young People Act 1998**
- * **Child and Young Persons (Care and Protection) Act 1998**
- * **Ombudsman Amendment (Child Protection and Community Services) Act 1998.**

9. Privacy

- a) Any personal details provided to QLAC will only be used for official QLAC and ACTLAA purposes.
- b) Completed QLAC registration forms will be kept in secure storage for 13 years, after which the forms will be shredded or burnt.⁴⁶
- c) Completed Child Protection forms will be handled in accordance with the appropriate NSW Working With Children legislation and QLAC Working With Children procedures.
- d) Emails sent to the wider membership of QLAC (eg parents) should be sent using the 'blind carbon copy' (BCC) email addressing option.
- e) Age group photos to only include those athletes where parents have marked registration forms to indicate that the athlete's photos can be used.⁴⁷
- f) Athlete photos are only to be used for the QLAC Newsletter or the QLAC Website where parents have given permission on the registration form.⁴⁸

⁴⁶ Revised at QLAC Committee Meeting of 24 July 2007.

⁴⁷ Adopted at QLAC Committee Meeting of 18 October 2005.

⁴⁸ Adopted at QLAC Committee Meeting of 17 July 2007.