**QLAC By-Laws**

**as at 9 March 2015**

*The QLAC Constitution should be read in conjunction with these By-Laws as the higher authoritative document.*

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# 1. GENERAL[[1]](#footnote-1)

## Supervision

1. Children are to be supervised at all times ­— this is a parental responsibility between events.
2. Children are not to use athletics equipment except under proper supervision at an event.
3. 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

## Canteen/Equipment Shed

1. **NO** children are to be left unsupervised in the canteen or equipment shed.

## Queanbeyan Junior Gift[[2]](#footnote-2)[[3]](#footnote-3)

* 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.

## Carnival nominations

1. QLAC will take responsibility for arranging nominations for Queanbeyan Junior Gift. The ACTLAA carnivals are through an online registration process.
2. 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.
3. It is expected that for each athlete nominating for a carnival one parent (one per family) will conduct at least two hours of duty at these carnivals that will be managed by the Organiser of Officials through the Carnival Duty Roster.

## Other Athletic Carnivals[[4]](#footnote-4)

1. 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 on approval from the committee. 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.
2. QLAC may charge schools for the use of QLAC equipment for school carnivals, determined by the committee.

# 2. AGE GROUP AWARDS

## Improvement Points

1. Athletes will receive an improvement point each time they improve on their previous best performance in an event.
2. Improvement points will be based on the best performance for that season only and not carried over from previous seasons (i.e. athletes may do better in their second week of the season than their first week and receive an improvement point).
3. Only performances at normal Queanbeyan centre competition will count for improvement points.
4. 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

1. The Chief Recorder and another committee member is able to review and amend athlete’s recorded performances where obvious discrepancies are apparent.
2. The medal for 30+ improvement points will be announced and presented on presentation day.

## Achievement Award

1. 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 events conducted by QLAC for the age group during the season.

## Participation Award

1. 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 events conducted by QLAC for the age group during the season.
2. Calculation for the Participation Award will be based on official records.

## Age Championships

1. Age Championships will be determined by the best performances at QLAC competition in each event over the full season.
2. 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.

1. 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.
2. Athletes need to have competed in at least 50 per cent of events conducted by QLAC for the age group during the season.

## Under 17s

1. The ACTLAA Under 16 and Under 17 age groups will be treated as an Under 17 age group for all age group awards.
2. Separate records will be maintained for both Under 16 and Under 17 age groups.
3. 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.
4. Any registered athlete in the U17 age group will be presented with a QLAC key ring or another appropriate gift on Presentation Day.

## Precedence of Age Group Awards

1. An individual athlete can only win one of the Participation Award, Achievement Award and Age Championships.
2. 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 award.

## Recognition of Participation

1. All registered athletes will receive a competitor medallion/pennant on Presentation Day, provided they have competed after Christmas.

# 3. MAJOR AWARDS

## Eligibility for Major Awards

1. 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 QLAC, except in cases where the Committee has been informed that an athlete has been ill or injured.

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

1. 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.
2. 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.

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

1. 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. Nominations are made weekly by the Age Group Manager and reviewed by the committee at the end of season.

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

1. This award goes to an athlete (one boy and one girl) who displays good sportsmanship **at all times.** Nominations are made weekly by the Age Group Manager and reviewed by the committee at the end of season.

## Googong Club Award: (1 Award, 1 major trophy)[[5]](#footnote-5)

1. The Googong 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.
2. 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.
3. 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.

## Encouragement Award: (2 Awards, 1 major trophy)

1. 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.

## Most Improved: (2 Awards, 1 major trophy)

1. 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.

## Age Group Improvement Award

1. This award goes to the age group who collectively 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.
2. 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.

## Ken Crampton Memorial Trophy

1. This award is in memory of one of QLAC’s treasured throws coaches. This is awarded to the athlete with the most improvement points in shot put, discus and javelin (event Ken coached for years).

## Matty B’s Terrific Training Award

1. This award is presented to the athlete who shows regular attendance, cooperation, endeavour and sportsmanship at Monday and Wednesday training sessions.

## Nominations and Voting

1. Age Group Managers will be asked to provide weekly nominations for the Sportsmanship Award and the Endeavour Award or the Encouragement Award.
2. 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 and the Committee will decide with Age Group Manager input.
   * + For the Sportsmanship Award, the U13 to U17 Girls and U13 to U17 Boys are treated as two whole groups.
3. 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 and the committee votes on the winner.
   * + Note: Operation of Rule 3.8 (a) 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 the season if U13s are run as a separate group to U14-17s.
4. 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.
5. 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.
6. 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.
7. 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: Googong’s Club Award, Endeavour Award, Sportsmanship Award, Encouragement Award, Most Improved 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.
8. 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.
9. Only the committee members present at the voting meeting are entitled to vote.

# 5. HALL OF FAME

1. Former members of Queanbeyan Little Athletics would be considered for induction into the Queanbeyan Little Athletics Hall of Fame if they have:
2. demonstrated a commitment to Queanbeyan Little Athletics; and
3. achieved consistently at the highest level available in their own sport with excellence and distinction.
4. The number of new inductees to the Queanbeyan Little Athletics Hall of Fame will be limited to **one** former athlete in any season.
5. 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.
6. 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.

# 6. FINANCE PROCEDURES[[6]](#footnote-6)

## General Procedures

1. The aim of the Finance Procedures and associated standard forms is to provide accountability, transparency and a clear 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.
2. 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, however, are expected to be ratified at the next QLAC Committee meeting.
3. Money collected by the club should only be held by authorised committee members.
4. Whenever money changes custody between authorised committee members there must be a money count witnessed, documented and signed by all of the relevant parties.
   1. Sample ‘Cash’ sheets are included for each ‘Revenue Centre’ in the relevant sections of these procedures (Sheet one for canteen, uniform and fundraising and Sheet 6 for registrations).
   2. At present the QLAC Revenue Centres are the Canteen, Registrations, Uniforms and Fundraising. All forms account for monies collected.
5. All committee members that have responsibility for QLAC funds must take all reasonable precautions to ensure the safety of those funds.
6. Each area where money is raised/collected for/by QLAC has been designated a separate ‘Revenue Centre’. The current centres include: Registrations/Uniforms/Fundraising/Canteen/Carnivals. Each ‘Revenue Centre’ is determined by the Committee and reviewed prior to the start of each new season.
7. Each ‘Revenue Centre’ is separately responsible for accounting for their takings.
8. The role of Canteen Manager, Registrar, Uniform Manager and Fundraising Manager must be vested in separate individuals, wherever possible.
9. Money for each of the Revenue Centres must be separately collected and accounted for
10. 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.
11. Takings from each of the Revenue Centres should be counted on site whenever practicable and passed to the Treasurer to ensure timely banking as soon as possible thereafter. This eliminates the risk of misplacing funds in transit.
12. Each of the Canteen Manager, Registrar, Uniform Manager and Fundraising Manager is responsible for providing separate reports periodically throughout the season to the Treasurer in advance of Committee meetings, but as a minimum at least quarterly.. The Revenue Centre report will support the Treasurer’s Report to the Committee which is to be presented periodically, but at least quarterly at Committee meetings.
13. 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 and allow timely intervention, as necessary, to address identified issues.
14. Sample Revenue Centre Reports to the Treasurer and the Treasurer’s report to the Committee meetings are provided as part of the procedures for the individual Revenue Centres (Sheet 1 and 6).
15. At the beginning of each season an opening float is to be confirmed by the Committee and prepared for each Revenue Centre and the amount recorded on the daily Cash Sheet.
16. 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.
17. If the float needs to be increased during the season, and if available 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. In signing the Cash Sheet for that day the Treasurer/President is confirming agreement to any variation in the cash float that is detailed on the sheet.
18. One 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.
19. **Equipment**. 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.

## Canteen Procedures

## Cash Handling

1. Whenever money changes custody between the Canteen Staff, the Canteen Manager and the Treasurer there must be a money count, documented and signed by the Canteen Staff and Manager and witnessed by the Treasurer.
2. Canteen Staff must take all reasonable precautions to ensure the safety of the Canteen takings.
   1. Ensure that customers/other persons not involved in canteen duties cannot access the cash takings.
   2. Canteen staff are to use the cash register to record transactions to the extent that it is practical.
   3. 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.
3. There must be two Canteen Staff in the Canteen at all times, wherever practical. If a regular Canteen Staff member is unable to attend on a particular day, an alternative person is to be organised by the Committee to assist in the Canteen. The alternative person must be approved by the Committee in advance of entering the Canteen and this should be documented by the Canteen Manager on the Cash Sheet that is then passed to the Treasurer.
4. 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 on the day of competition.
   1. A suggested ***Canteen Cash Sheet*** is provided as Sheet 1.
5. 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 wherever practical.

## Purchasing Stock

1. The Canteen Manager is responsible for managing stock levels and ordering stock.
2. The Canteen Manager is to be provided with a Cash Purchases Float of $350 by the Treasurer. For items purchased with cash, e.g. eggs & BBQ gas, a receipt must be obtained with every such purchase and retained as supporting documentation. Purchases of these additional supplies for the Canteen do not come from the Canteen takings.
   1. 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 $350.
   2. 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.
3. All stock delivered to the Canteen must be checked by the Canteen Manager, against the Delivery Docket provided by the supplier.
   1. If the Invoice is for stock as ordered and provided to QLAC then the Canteen Manager should initial and date the Invoice.
   2. 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.

## Record Keeping and Reporting by the Canteen Manager

1. As a minimum, the Canteen Manager should keep the following records for the year:
   1. The Canteen Cash Sheet for each day that the Canteen trades;
   2. Canteen Cash Purchases Float Reconciliation Sheet; and
   3. Canteen Managers Report for the Treasurer. The report would support the information provided in the Treasurers Report. A suggested ***Canteen Manager’s Report*** is provided as Sheet 3.
   4. The Canteen Manager is expected to regularly compare prices of individual stock items to ensure that, particularly cost increases are identified, particularly if the increase leads to a flow on increase in the sales price of items offered by the canteen. Pricing Analysis should be performed periodically during the year, and include the date the analysis was performed, any conclusions, including any increase in canteen prices/change of suppliers etc. This report should also be used to highlight any other issues that the canteen manager identifies so that these can be highlighted to the Treasurer and Committee for action/approval, as appropriate.
2. So that the Canteen Manager can identify any trends or problems it would be beneficial to keep a record of expenses for the year.

***Sheet 1***

**Queanbeyan Little Athletics Centre**

**Cash Sheet**

**(For Canteen, Uniform and Fundraising Activities)**

**for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Date of trading)

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proceeds Included for Banking**

*(To be completed by the Canteen, Uniform or Fundraising Staff)*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque Payer** | **Value** | **Cheque Payer** | **Value** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL CHEQUES** | | | **$** |
| **TOTAL FUNDS FOR BANKING** | | | **$** |

**Confirmation of Proceeds Received by Manager**

|  |  |
| --- | --- |
| Proceeds | $ |
| Date Received |  |
| Signature of Staff |  |
| Signature of Manager |  |

**Confirmation of Proceeds Received by Treasurer**

|  |  |
| --- | --- |
| Proceeds | $ |
| Date Received |  |
| Signature of 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 Manager provides the Proceeds, in the presence of the Manager.*

***Sheet 2***

**Queanbeyan Little Athletics Centre**

Canteen Cash Purchases Float Reconciliation for the Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Amount | Payee | Description | Bread | Milk | Eggs | Meat | Other |
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| *TOTAL* | *$* |  |  | *$* | *$* | *$* | *$* | *$* |
| A | B | C | D | E | F | G | H | I |

*Cross Check B= E+F+G+H+I Checked Correct:\_\_\_\_\_\_\_\_\_\_\_\_\_*

initials

Cheque Required $

*(equals total of column B)*

##### ***Reconciliation of Canteen Cash Purchases Float:-***

#### *Cash on hand $\_\_\_\_\_\_*

Cheque Required (column B) $\_\_\_\_\_\_\_

#### *\*Total $\_\_\_\_\_\_*

\*Canteen Cash Purchases Float $300.00

*The two amounts notated with “\*” should equate.*

***Sheet 3* Queanbeyan Little Athletics Centre**

**Canteen Manager’s Report**

**For the Period to .**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trading Date** |  |  |  |  |  | **Total for Period** | **Year to Date** |
| **Sales** |  |  |  |  |  |  |  |
| **Less Expenses:** |  |  |  |  |  |  |  |
| **Cash Purchases** |  |  |  |  |  |  |  |
| **Coke** |  |  |  |  |  |  |  |
| **So Good Sausages** |  |  |  |  |  |  |  |
| **J & A** |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **Surplus/(deficit)** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |

Note: This analysis is done on a cash basis. Suppliers that are paid in one week usually relate to products that are sold over numerous weeks. To obtain the true profit for a trading date a stocktake needs to be performed both before and after trading. This is not practical on a weekly basis.

**Comments:**

**Signature**

**Date**

## Registration Procedures

## Registrations

1. **NO** registration numbers or age patches are to be issued to parents/athletes unless the payment of the appropriate fees has been made/verified (for online payments).
2. **A try-out will only be offered to NEW athletes only, not returning athletes.** Subject to insurance provisions at the time, new athletes will be permitted to ‘try out’ for a maximum of two competition days without registering.
3. 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 relevant amount will need to be approved and minutes by the Committee prior to the commencement of the relevant season. The ACTLAA fee will usually reduce by 50 per cent after Christmas, with the full QLAC club fee still payable. ACTLAA will usually send instructions to club registrars asking that the information in IMG be amended in relation to fees. The 5th and subsequent athletes registered with QLAC that are siblings from one family will be registered for free, with QLAC paying the ACTLAA fee.
4. 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. Any agreement, however, should be document and signed by the relevant authority from the family as well as the Registrar/President. This scenario would create a ‘Registration Progressive Payment’. Procedures for managing Progressive Payments are set out in by-law 6.3.5.
5. 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 which may follow any trial period. 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.
6. 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.
7. When a manual 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. If completed on the day of competition, completed forms are to be given to the Chief Recorder and then returned to the Registrar.
8. “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. Athletes trying out are not issued with registration number patches etc until their registration has been confirmed and paid or payment arrangements agreed. Once a try-out athlete is issued with a registration number 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 used by the Registrar to update the status of the athlete in the IMG database.
9. 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.
10. This form can be either completed manually or through extracting the required information from the IMG recording database.
11. Where the form is prepared from the recording database, the Registrar is to email a copy of the sheet to both the Treasurer once registrations for a particular day are entered into the system.
12. 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 are taken.

## Registrar’s Daily Statement of Registrations

1. 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.
2. Note that the sample form provides a place to include details of family discounts appropriate for the relevant season. Changes will need to be made to the rates quoted on the statement.
3. 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, wherever practicable. A suggested ***Registrations Cash Sheet*** is provided as Sheet 6.

## Interaction Between Registrar and Chief Recorder

1. The Registrar needs to ensure that the IMG database is updated in a timely manner and to advise the Recorder once this has been completed, so that an IMG sync can occur between the IMG database and Results HQ that manages the timing gates and recording of results by athlete. Ideally, facilities will be made available by the club to ensure the Registrar has access to the IMG database on registration day and can update registrations as part of the registration day processes on site.
2. The Registrar (or their nominee) is to enter the registration data into the IMG database.
3. All ‘Try Outs’ are only entered into the IMG database once registrations are confirmed and paid or payment arrangements agreed.
4. 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 for investigation. 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.
5. Once the day’s registrations have been entered into the database the Registrar needs to carry out the ‘Age Check’ and the ‘Registration Return Data Check’.
   1. These checks are found in the IMG database, under the ‘Registration’ menu. They are the first two buttons under the ‘Prepare Return’ heading to the right hand side of the screen.
   2. If there are any errors from these checks, the Registrar needs to follow up to resolve so that correct information can be entered.
   * In some instances it might not be possible for the Registrar to complete entry of registrations before the next registration day. In such cases the forms must still be retained by the Registrar until they are able to be entered into the IMG database.
6. 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.
7. 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.

## Record Keeping and Reporting by the Registrar

1. As a minimum, the Registrar should keep the following records for the year:
   1. Daily Statement of Registrations for each day registrations are taken;
   2. Registrations Cash Sheet for each day registrations are taken;
   3. Register of Progressive Payments;
   4. Progress Payments Movement sheet; and
   5. Registrar’s Report for periodic reports to the Treasurer, but as a minimum on a quarterly basis. The report would support the information provided in the Treasurers Report. A suggested ***Registrar’s Report*** is provided as Sheet 9.

***Sheet 4*** **Queanbeyan Little Athletics Centre ………… 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 |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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:[[7]](#footnote-7) |  |
|  | 2nd Child Number: | $ |
|  | 3rd Child Number: | $ |
|  | 4th Child Number: | $ |
|  | 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.*

***Sheet 6***

**Queanbeyan Little Athletics Centre**

Registrations Cash Sheet for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

Proceeds Included for Banking (To be completed by the Registrar)

|  |  |
| --- | --- |
| **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** |
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| **TOTAL CHEQUES** | | | **$** | |
| **TOTAL FUNDS FOR BANKING** | | | **$** | |
| **Signature of Registrar** | | |  | |

Confirmation of Proceeds Received by Treasurer

|  |  |
| --- | --- |
| Proceeds | $ |
| Date Received |  |
| Signature of Treasurer |  |

*Note that the shaded “Proceeds” should equate with the shaded “Total Funds for Banking”. The Treasurer is to count the Proceeds at the time that the Registrar provides the Proceeds, in the presence of the Registrar.*

*.*

***Sheet 7* 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 |
|  |  |  |  |  |  |  |  |  |
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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.

***Sheet 8***

**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*.

***Sheet 9***

**Queanbeyan Little Athletics Centre**

**Registrar’s Report**

**For the Period to .**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Registration Date** |  |  |  |  |  | **Total For Period** | **Total Year to Date** |
| **Number of Registrations** |  |  |  |  |  |  |  |
| **Registration Receipts** |  |  |  |  |  |  |  |
| **Movement in Progressive Payments** |  |  |  |  |  |  |  |
| **Registration payments to ACLAA** |  |  |  |  |  |  |  |
| **Net Result** | $ | $ | $ | $ | $ | $ | $ |

**Comments:**

**Signature**

**Date**

## Uniforms Procedures

## General

1. Count float and record float amount on ***Uniform Day Sheet*** (Sheet 1).
2. 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.
3. A calculator is provided for sales and change.

## At The End Of The Day:

1. Count all money and cheques and record details on **Uniform Day Sheet (Sheet 1)**. Don’t forget to take out the float!
2. Money taken for the day should match the receipts total (less the float). If figures do not match, let the Treasurer know immediately.
3. 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.
4. Fill in the **Uniforms Stock Sheet** (Sheet 10). Transfer the items sold from the receipt book and the Uniform Stock Sheet and tally all columns.
5. PLEASE SEE THE TREASURER OR PRESIDENT IF THERE ARE ANY PROBLEMS.

## Record Keeping and Reporting by the Uniform Manager

1. As a minimum, the Uniform Manager should keep the following records for the year:
   1. **Uniform Day Sheet** for each day that uniforms are sold;
   2. **Uniform Stock Sheet**; and
   3. **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 11.

***Sheet 10***

**Queanbeyan Little Athletics Centre**

**Uniforms Stock Sheet**

**Uniforms Sold Today** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM | Number Sold | Unit Price | Total Sales |
| Competition Shirts  Kids Sizes  Adult\*\* |  | $25 |  |
| Competition singlets  Kids Sizes  Adult\*\* |  | $25 |  |
| Bucket Hats/caps |  | $15 |  |
| Bike Shorts  Kids (discounted stock)\*\* |  | $5 |  |
| Crop Tops |  | $25 |  |
| Polar Fleece Jackets  Kids |  | $30 |  |
| \* Hair Scrunchies |  | $4 |  |
| Total Sales |  |  | $ |
| Less Credits or Returns |  |  | $ |
| Total |  |  | $ |

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

\* Fundraising Items

***Sheet 11***

**Queanbeyan Little Athletics Centre**

**Uniform Manager’s Report**

**For the Period to .**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trading Date** |  |  |  |  |  | **Total for Period** | **Year to Date** |
| **Sales (Quantity & value)**   * **Shirts** * **Shorts** * **Hats** * **Jackets** * **Other** |  |  |  |  |  |  |  |
| Expenses |  |  |  |  |  |  |  |
| * **Supplier** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| * **Cash/sundry purchases:** |  |  |  |  |  |  |  |
| * **Other** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
| **Surplus/(deficit)** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |

Note that this analysis is done on a cash basis. Suppliers that are paid in one week usually relate to products that are sold over numerous weeks. To obtain the true profit for a trading date a stocktake needs to be performed both before and after trading. This is not practical on a weekly basis.

**Comments:**

### Signature

### Date

## Fundraising

## General

1. All fundraising is to support QLAC equipment replacement (except for item noted at 6.5.2). All fundraising activities are to be approved by the QLAC Committee.
2. 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 1.

* Note: Where a particular fundraising activity is a ‘one off’ event e.g. the trivia night, the ‘Float Retained for Next Week’ would not be relevant.

## ACTLAA Fundraising

1. Separate fundraising activities may be conducted for those athletes selected to represent at ALAC. This funding may be divided to all the athletes competing at these championships. Therefore this fundraising should be conducted by a parent from U13 and U15 groups.
2. A record should be kept of the contributions that U13, U14 and U15 athletes (or their families) make to fundraising activities. Sample recording sheets are provided at Sheets 12 and 13.
3. Athletes must assist with fundraising activities to receive any profits from these.
4. A manager will be nominated to manage this fundraising.

## Cash Purchases

1. The Fundraising Manager may be provided with a Cash Purchases Float of an amount determined by the committee. For items purchased with cash, e.g. weekly raffle prizes, a receipt must be obtained with every such purchase and provided to the Treasurer.
   1. 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 amount agreed with prior agreement from the Committee.
   2. A suggested **Cash Purchases Float Reconciliation** is provided as Sheet 14.

## Record Keeping and Reporting by the Fundraising Manager

* + 1. As a minimum, the Fundraising Manager should keep the following records for the year:
       1. Fundraising Cash Sheet for fundraising activity for each day that fundraising is carried out;
       2. Fundraising Cash Purchases Float Reconciliation Sheet; and
       3. 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 15.

***Sheet 12***

Example of sheet

QLAC FUNDRAISING ASSISTANCE SHEET[[8]](#footnote-8)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Athlete Name | Age Group  B/G | 30  Aug | 6  Sep | 14  Sep | 20  Sep | 27  Sep | 11  Oct | 18  Oct | 25  Oct | 1  Nov | 8  Nov | 15  Nov | 22  Nov | 29  Nov | 6  Dec | 13  Dec | 20  Dec | 10  Jan | 17  Jan | 31  Jan | 7  Feb | 14  Feb | 21  Feb | 7  Mar | 14  Mar |
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***Sheet 13***

QLAC Fundraising Assistance Sign on and Activity Sheet[[9]](#footnote-9)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Athlete Name/Age Group | Date | Activity | Athlete Sign On | Athlete Sign Off | Fundraising Manager Sign |
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***Sheet 14***

**Queanbeyan Little Athletics Centre**

**Fundraising Cash Purchases Float Reconciliation for the Period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Amount | Payee | Description | Meat Tray |  |  |  |  |
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| *TOTAL* | *$* |  |  | *$* | *$* | *$* | *$* | *$* |
| A | B | C | D | E | F | G | H | I |

*Cross Check B= E+F+G+H+I Checked Correct:\_\_\_\_\_\_\_\_\_\_\_\_\_*

initials

Cheque Required $

*(equals total of column B)*

##### ***Reconciliation of Fundraising Cash Purchases Float:-***

#### *Cash on hand $\_\_\_\_\_\_*

Cheque Required (column B) $\_\_\_\_\_\_\_

#### *\*Total $\_\_\_\_\_\_*

\*Fundraising Cash Purchases Float $x00.00

*The two amounts notated with “\*” should equate.*

***Sheet 15***

**Queanbeyan Little Athletics Centre**

Fundraising Manager’s Report

**For the Period from ………… to …………..**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity**[[10]](#footnote-10) | Revenue | Expenses | Net Result |  |  | **Total For Period** | **Year to Date** |
| **Activity 1** |  |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |
| **Activity 3** | $ | $ | $ | $ | $ | $ | $ |

**Comments:**

### Signature

### Date

## Assistance to Athletes[[11]](#footnote-11)

1. QLAC may provide financial assistance to athletes who are selected in the ACT team for the ALA Championships. The assistance provided will be subject to available funds, achieving the balance set at the previous AGM and fundraising carried out during the season.
2. 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.
3. Assistance provided will normally be offered to an amount of $50 for each year registered in the club and any fundraising money collected for that activity.
4. Each week during the season the ALAC fundraising sub-committee are required to count and record the funds raised in the fundraising activity if Under 13, Under14 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.
5. QLAC will not provide financial assistance to athletes attending school based carnivals.

## Assistance for coaching/first aid fees for QLAC committee members

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

# 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.

## Code of Behaviour/Ethics for Athletes[[12]](#footnote-12)

1. **Compete for the “fun of it”.** Be a good sport and a keen yet friendly competitor.
2. **Play by the rules.** The rules of competition ensure a safe and equal footing for all competitors.
3. **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.
4. **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.
5. **Never put down another person.** Do not ridicule others either in their performance or personal appearance.
6. **Never threaten or use violence against another person.** Verbal abuse/provocation of athletes, volunteers or spectators is not acceptable.
7. **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.
8. **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.

## Code of Behaviour/Ethics for Parents and Spectators[[13]](#footnote-13)

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

## Code of Ethics for Coaches[[14]](#footnote-14)

1. 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:
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. Coaches should never solicit, either overtly or covertly, athletes who are receiving coaching to join their squad.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.

## 7.4 Heat cancellation policy

1. QLAC will determine on the day whether a competition day is cancelled due to extreme hot weather or rain. 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.

# 8. CHILD PROTECTION & INTERVENTION POLICY

## Executive Statement

1. 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.
2. 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.
3. 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.

## Policy Statement

1. 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.

## Rationale

1. The focus of the policy and guidelines is the prevention of child abuse in the sporting environment.
2. 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.
3. 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.

## Objectives

1. Through the development of this policy Queanbeyan Little Athletics Centre’s objectives are to:
2. Provide information to assist staff and volunteers in dealing with all forms of child abuse;
3. Provide comprehensive guidelines relating to risk minimisation and reporting/notification procedures;
4. Provide direction to all staff and volunteers regarding their legal responsibilities under child protection legislation; and
5. 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.

## Scope Of Policy

1. 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.

## Implementation Of Legislation

1. In order to implement the child protection legislation Queanbeyan Little Athletics Centre will undertake to:
2. Implement strategies and procedures that focus on the best interests of children and meet the requirements of child protection legislation;
3. 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;
4. 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;
5. 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; and
6. Committee members will apply for a “Working with Children Check” through the NSW government process.

## Policy Review

1. 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.

## 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; and

\* Ombudsman Amendment (Child Protection and Community Services) Act 1998.

## QLAC Annual Child Protection Procedures

|  |  |  |
| --- | --- | --- |
| **Committee Responsibilities** |  | **When** |
|  |  |  |
| * Child Protection Officer Report. * Child Protection Committee recommendations to be considered. * Appoint Child Protection Officer and Committee. * Newly appointed QLAC Committee apply for a “working with Children” check. |  | AGM |
|  |  |  |
| * 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. |  | 1st Committee meeting post AGM |
|  |  |  |
| * Send letters to Age Group Managers from previous season. * Collate Age Group Manager nominations from returns and registrations. * Identify Age Group Managers and seconds. * Include Child Protection Procedures in Age Group Manager Packs. |  | Registration days and Weeks 1 and 2 of competition. |
|  |  |  |
| * Training and Development for Age Group Managers on Child Protection Procedures. |  | Weeks 1 to 3 of competition. |
|  |  |  |
| * CPO develops and implements information program for parents of each age group. * Deliver to Parents. |  | Commence NLT week 4 of competition. |
|  |  |  |
| * Keep dedicated noticeboard up to date and co-ordinate announcements and procedures for club activities. |  | Weekly |
|  |  |  |
| * Child Protection Committee complete an evaluation and prepare a Child Protection Committee report for next AGM. |  | Before AGM |
|  |  |  |
| * Prepare an annual archive and submit the archive for secure storage with QCC. |  | Post AGM |

# 9. PRIVACY

## 9.1 QLAC Privacy Principles:

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

1. Provisions were either revised or adopted at the QLAC Committee meeting of 18 June 2003 except for those specifically footnoted. [↑](#footnote-ref-1)
2. Procedures for Queanbeyan Junior Gift revised at QLAC Committee meeting on 1 July 2004 [↑](#footnote-ref-2)
3. Revised wording at QLAC meeting 20 July 2010 [↑](#footnote-ref-3)
4. Adopted at QLAC Committee meeting on 21 March 2006 and amended on 24 July 2007. [↑](#footnote-ref-4)
5. The Googong Investments Club Award replaced the McDonald’s Club Award at the commencement of the 2014-15 season. [↑](#footnote-ref-5)
6. 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. [↑](#footnote-ref-6)
7. Family discounts no longer offered, except for 5th and subsequent athletes from the same family. [↑](#footnote-ref-7)
8. This sheet was introduced from September 2008 to better manage the contribution of Under 13 to Under 15 athletes towards recognised activities. [↑](#footnote-ref-8)
9. This sheet was introduced from September 2008 to better manage the contribution of Under 13 to Under 15 athletes towards recognised activities. [↑](#footnote-ref-9)
10. From September 2014, the committee decided it was necessary to have separate reports for fundraising activities undertaken by U13 to U15 athletes and other fundraising activities specific for ALAC support. [↑](#footnote-ref-10)
11. Revisions adopted at QLAC Committee Meeting on 18 Mar 2014. [↑](#footnote-ref-11)
12. Code of Behaviour and Ethics for athletes was adopted by QLAC Committee in 2000-01 season. [↑](#footnote-ref-12)
13. Code of Behaviour/Ethics for Parents and Spectators adopted by QLAC Committee in 2001-02 season. [↑](#footnote-ref-13)
14. 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. [↑](#footnote-ref-14)