



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
<http://www.fairtrading.nsw.gov.au/pdfs/corporate/publications/ft119.pdf>*

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1. GENERAL¹

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 Records³

- 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 ⁵

- a) The Queanbeyan Junior Gift will be open to ALL registered athletes. Athletes in the Under 6 to Under 8 age groups will be eligible to enter the Mini Girls and Mini Boys Gifts; athletes in the Under 9 to Under 12 age groups will be eligible to enter the Junior Girls and Junior Boys Gifts; while athletes in the Under 13 to Under 17 age groups will be eligible to enter the Senior Girls and Senior Boys Gifts⁶. 100m heats of the Gift will be held at Wright Park either one or two weeks before the Queanbeyan Gift, while the semi finals and finals will be held at Town Park on the day of the Queanbeyan Gift.
- b) The number of semi-final qualifiers from each age group will be based on the proportion of heat competitors from the age group, with the qualifiers being determined on the order across the finish line in the heats. For example, if an age group has 20 per cent of the competitors in the heats, that age group will be allocated 20 per cent of the places in the semi finals.
- c) The times that QLAC provides to the Gift handicapper will be the season best times for the athletes who qualify for the semi-finals. If the athlete does not have a recorded time for the Gift distance for that season due to the athlete being new to QLAC and the Gift heats being cancelled, then the athlete will be deemed ineligible to compete.⁷
- d) A nomination form stating that athletes are available for the semi finals and finals of the Junior Gift should they qualify needs to be completed and signed by the parents/guardians for each athlete wishing to enter the heats of the Junior Gift.

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 Introduction of the Mini Gift, and alteration of age groups adopted at QLAC Meeting of 17 July 2007.

⁷ Adopted September 2009

- e) Repeat Under 6 athletes who compete as Under 7s at QLAC competition will compete as Under 7s for Queanbeyan Gift Heats.⁸

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 Challenge⁹

- 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 Carnivals¹⁰

- 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.

⁸ Adopted at QLAC Committee meeting on 11 July 2006

⁹ Adopted at QLAC Committee meeting on 15 July 2004 and revised at QLAC meeting 11 July 2006.

¹⁰ Adopted at QLAC Committee meeting on 21 March 2006 and amended on 24 July 2007.

2. AGE GROUP AWARDS ¹¹

2.1 Improvement Points ¹²

- 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	✓	✓		✓	✓		New
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.

¹¹ Revised criteria for Age Group Awards adopted at QLAC Committee meetings on 2 August 2001 and 18 July 2002.

¹² 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.

- 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 ¹³

- 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 events 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 events 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.

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.

2.7 Recognition of Participation

- a) All registered athletes who do not receive a major age group award (Age Champion, Achievement or Participation) will receive a competitor trophy/medallion on Presentation Day, provided they have competed since Christmas will receive a certificate.

¹³ Revised criteria for Achievement Award adopted at QLAC Committee meeting on 3 June 2004.

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.

3. MAJOR AWARDS ¹⁷

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 QLAC¹⁸, 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) ¹⁹

- 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)²⁰

- 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.

¹⁷ Revised criteria for Major Awards adopted at QLAC Committee meetings on 18 June and 31 July 2003.

¹⁸ 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.

¹⁹ Revised criteria for Outstanding Athlete Award adopted at QLAC Committee meeting on 3 June 2004.

²⁰ 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)²¹

- 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 Award²²

- 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 Voting²³

- 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

²¹ Revised criteria for Most Improved Athlete Award adopted at QLAC Committee meeting on 3 June 2004.

²² New award introduced. Criteria adopted at QLAC Committee meeting 3 June 2004. Requirement for certificates adopted on 24 July 2007.

²³ 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.

4. ON TRACK²⁴

- 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 Turbo²⁵.
- 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) The normal end of season awards for age groups (Age Championships, Improvement, participation) will apply to the Under 6 age group.
- h) 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.
- i) 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).

²⁴ 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.

²⁵ Additional events adopted at QLAC Committee meeting 16 September 2008.

5. HALL OF FAME ²⁶

- 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.

²⁶ Adopted at QLAC Committee Meeting on 20 September 2005.

6. FINANCE PROCEDURES ²⁷

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.

²⁷ 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.