



BELMONT LITTLE ATHLETICS CENTRE INC.

Affiliated with Athletics West

FUNDRAISING POLICY

The Belmont Little Athletics Centre Inc. seeks to financially assist the Centre and its affiliated Clubs through providing and promoting fundraising opportunities and programs.

Purpose

To describe the processes, responsibilities and conditions for Club and Centre fundraising at the Belmont Little Athletics Centre.

Extent of Policy

This policy covers all fundraising activities run by the Belmont Little Athletics Centre or its affiliated Clubs. It does not cover sponsorships or offers of financial or in-kind support.

General Guidelines

All fundraising activities run by affiliated Clubs or the Centre **must** be approved by the BLAC Executive Committee prior to those activities being conducted. This is simply for insurance and duty of care purposes. The only exception to this is the fundraising conducted by each Club during their allocated fundraising days at Centre competition.

All fundraising activities should be appropriate to the sport of Little Athletics and all monies derived from such fundraising shall be delivered back to the Club/Centre in its entirety. Any costs born by individuals or members for the fundraising activities must be approved by the Club/Centre and reimbursed through the Club/Centre.

Children under the age of 15 are not permitted in areas designated as food preparation areas. This is an insurance requirement, and all Clubs are required to abide by this rule.

Club Fundraising – Internal (Centre Competition Days)

Clubs are allocated specific competition days prior to the start of each season to conduct fundraising activities. These days are allocated on a rolling basis from season to season so that Clubs have different opportunities each season.

These activities may take any form but must adhere to the following;

- Clubs **MUST** inform the canteen at least one week prior to their fundraising day if their fundraising will involve selling **ANY** food. The canteen is to be informed of the **Type of Food and quantity** that clubs wish to sell on the day so the canteen can cater accordingly to reduce wastage.
- No alcoholic drinks may be raffled or offered as prizes.
- Prizes should be consistent with what is deemed appropriate for a junior sport and be in good taste.
- No drinks may be sold or otherwise offered by Clubs. The Centre canteen has the exclusive right to sell drinks on competition days at the Centre.
- Clubs are not permitted to use the Canteen area or equipment for fundraising activities (eg. fridges, pie warmer, urn, etc.).
- Clubs must provide their own cash float – the Canteen money cannot be used for this purpose under any condition.
- Clubs may only sell raffle tickets on their allocated fundraising day unless written approval is given by the Club who has been allocated that day.
- Clubs are responsible for cleaning of any equipment and area used for fundraising at the conclusion of the day.

- All fundraising activities must be conducted either on the grassed area behind the grandstand or on the concrete area at the eastern end of the clubrooms. If using a BBQ on the concrete, clubs must use the BBQ mat provided. All clubs are expected to comply with the relevant Food Safety Standards and provide their volunteers with a safe working environment. EG Raw food must be kept in eskies or alternate food containers and kept on ice, cooked food must be kept on the heat of the BBQ and gloves must be provided and used by the club. Volunteers should have their hair tied back and wear appropriate clothing ie closed in shoes. Clubs are responsible for setting up their own shade tents and providing their own tables and cooking equipment. NOTE – the concrete area must be used on days when a total fire ban is in place if a BBQ is in use.

Club Fundraising - External

In conducting fundraising outside of competition days, Clubs must abide by all local and state laws and regulations. Clubs should also obtain a copy of the current "Certificate of Currency" from the Centre Executive Officer which is often required by local councils and businesses when submitting fundraising applications.

Approval to conduct the event must be submitted to the BLAC Executive prior to organising the event. This is a Athletics West condition and unless approval is granted in advance then any insurance claim will be denied.

Centre Fundraising – Internal

The Centre will be allocated specific competition days prior to the start of each season. All proceeds from these will go to the Centre. Volunteers will be requested to help on the day.

Centre Fundraising – External

The Centre may elect to undertake specific fundraising opportunities for both financial support and promotion of the sport of Little Athletics within the local community. The number and frequency of the fundraising activities should be in proportion to the support offered through the strength of registrations for that season.

The types of activities considered may include;

- Belmont Rotary Markets gate keeping.
- Bunnings sausage sizzles.
- Cross country canteen.
- Zones canteen.
- City of Belmont promotional opportunities.

Each Club is obliged through its affiliation with the Belmont Centre to assist with Centre fundraising activities. That is to say that each Club is required to provide helpers based on the number of registrations for their club to support the fundraising activities approved by the Centre.