



KINGSWAY LITTLE ATHLETICS CENTRE (KLAC) FINANCIAL POLICIES & PROCEDURES

1. General

1. All representatives of the Kingsway Little Athletics Centre must operate within the terms of these policies and procedures.
2. As stipulated in the Kingsway Little Athletics Centre constitution, the organisations financial year is 1st March to 28/29 February (depending on whether it is a leap year).
3. The Kingsway Little Athletics Centre Committee is ultimately responsible for the financial management of all activities.
4. The Committee's decisions must not place the organisation in financial jeopardy.
5. Kingsway Little Athletics Centre representatives with any aspect of money handling are recommended to provide the Kingsway Little Athletics Centre Secretary with a current volunteer police clearance.
6. Kingsway Little Athletics Centre funds are prohibited to be used for alcohol or tobacco products. Exceptions for alcohol purchases include special events, thank you gifts, dinners etc, miscellaneous expenses approved by committee.
7. Kingsway Little Athletics Centre funds are prohibited to be used for expenses in contradiction to Kingsway Little Athletics Centre, State or National Body organisation current sponsorship agreements.
8. Kingsway Little Athletics Centre may accept non-cash contributions of goods or services that are related to the programs and operations of the organisation. Any contributions of non-cash items must be reviewed and approved by the committee prior to acceptance.
9. If an audit is determined to occur by members then the an independent auditor will be approved by the members at the AGM prior to appointment.
10. The Committee is committed to protecting its funds, revenue and property from threat of fraud and corruption. Unaccounted deficits will be investigated. Conclusions will be drawn based on evidence available and where it indicates improper behaviour, individuals responsible can be suspended from delegated role or account holder etc without prior warning and may be prosecuted regardless of amount.
11. All incoming Committee members shall familiarise themselves with this Financial Policy within thirty (30) calendar days of commencing their role. This policy is available on the Kingsway LAC website.
12. All financial policies are to be reviewed annually by the committee.

2. Treasurer role

1. The Treasurer is responsible for the day to day financial management of the organisation.
2. The Committee authorises the Treasurer to pay bills, receive funds, maintain bank accounts and keep accurate financial records.
3. The Treasurer is responsible to reconcile all bank accounts at the end of each calendar month and submit a report to be reviewed by the committee at the monthly meeting.
4. The Treasurer is responsible to provide an annual reconciliation of all bank accounts and submit an annual report to be reviewed by members of the organisation at the AGM.
5. The Treasurer is authorised to act on the committee's behalf on financial matters when action is required in advance of a meeting.
6. The Treasurer will pay all obligations and file required reports in a timely manner.



7. The Treasurer will remain accountable for the use and storage of cheque and deposit books.
8. In the event where the Kingsway Little Athletics Centre cheque book is lost or stolen, the Treasurer is to notify the nominated Bank, Chairperson and Secretary immediately.
9. The Treasurer is responsible for submitting the Centre's financial records to the approved independent Auditor at the end of the organisations financial year should the members determine an audit is required.
10. In order to ensure that planned activities minimise the risk of financial jeopardy and are consistent with committee approved priorities, long range organisation goals and five year objectives, the Treasurer shall submit a budget to the Committee for approval at the first committee meeting held after the AGM. The budget will use reasonable assumptions and projections as background with the general goal of surplus.
11. The outgoing Treasurer will provide adequate training to the incoming Treasurer to enable them to fulfil their role.

3. Bank accounts

1. Kingsway Little Athletics Centre will maintain appropriate bank accounts for the efficient control of income and expenditure to facilitate reconciliation.
2. The opening or closure of any bank accounts must have the prior authorisation of the committee. Approval shall be decided by a majority vote and can be conducted in person, written or electronic form.
3. As per the Kingsway Little Athletics constitution, all monies received by the organisation must be banked into the cheque account.
4. The Committee must approve any use of the Kingsway Little Athletics Centre saving / investment accounts prior to use. Approval shall be decided by a majority vote and can be conducted in person, written or electronic form.
5. Every payment made must be supported by invoice, receipt or other appropriate documentation and the authorisations must be attached to payment records.
6. Cheques outstanding for more than twelve (12) months will be cancelled and reallocated back to the organisation.

4. Equipment Account / Debit card

1. The Kingsway Little Athletics Centre Equipment account will have a maximum balance of \$1,000 at any time. Temporary increases can be determined by the Committee to allow for approved purchases, special occasions or event preparation.
2. One Committee member will be provided with a debit card linked to the Kingsway Little Athletics Centre Equipment account only.
3. The nominated Committee member will remain accountable for the use of the card.
4. Other Committee members may utilise the equipment card with approval from the authorised signatory and Committee prior to the card being used.
5. In the event where the Kingsway Little Athletics Centre Equipment debit card is lost or stolen, the cardholder is to notify the nominated Bank, Chairperson, Secretary and Treasurer immediately.
6. Purchases made on the Kingsway Little Athletics Centre Equipment debit card must be solely for the promotion of the aims and administration of Kingsway Little Athletics Centre and not for personal use.



7. Under no circumstances is the Equipment Debit card to be used for cash advances.
8. Receipts for the Kingsway Little Athletics Centre Equipment debit card must be submitted to the Treasurer within fourteen (14) days with a debit card record statement. Failure to submit receipts in a timely manner may result in the revocation of debit card privileges by the Treasurer.
9. When purchases are made on the Equipment account, the balance will be restored to its maximum only once receipts have been provided to the Treasurer.

5. Signatories

1. Monies withdrawn from any Kingsway Little Athletics Centre account, whether by cheque, EFT or other online payment method must have two (2) persons (not related or from the same household) authorising each payment.
2. Signatories cannot sign a cheque or authorise funds payable to themselves.
3. The authorised bank signatories are the Chairperson, the Treasurer and two other Executive committee members as decided at the first committee meeting held after the AGM.
4. The Equipment Officer will be an additional listed bank signatory on the Equipment account only if they choose to accept being a holder of the Equipment debit card.
5. Kingsway Little Athletic Centre's chosen bank is to be provided with the names of persons authorised to operate the bank account/s. The Treasurer is responsible for promptly updating signatories resulting from appointments, resignation or termination as recorded and authorised by the Committee.

6. Delegations

1. The Treasurer is authorised to sign cheques and pay invoices up to \$1,500 without approval from the full committee. Payments in excess of \$1,500 must be directed to the committee for approval prior to payment. Approval shall be decided by a majority vote and can be conducted in person, written or electronic form.
2. The Treasurer is authorised to sign cheques and pay invoices in excess of \$1,500 without approval from the full committee for expenses relating to utility accounts, lease related payments, insurance payments, ground hire fees, line marking expenses and State or National government body fees only. Whilst no approval from the committee is required for these payments, the Treasurer is required to notify the committee twenty-four (24) hours prior to payment. Notification can be conducted in person, written or electronic form.
3. The Chairperson is authorised to sign cheques and pay invoices up to \$1,000 without approval from the full committee but must notify the Treasurer prior to purchase.
4. Authorised limits shall not be evaded through splitting of items into smaller amounts.

7. Expenditures

1. All procurements of goods, services, equipment and assets must be approved by the Treasurer prior to purchase.
2. To ensure Kingsway Little Athletics Centre is receiving competitive pricing and best value, all procurements of goods, services, equipment and assets of single items over \$500 must have multiple quotes/bids where possible obtained from suitable suppliers prior to purchase. These quotes/bids must be submitted to the Committee prior to purchase approval.



3. Where expenditure with a supplier is regular or ongoing, these arrangements are to be reviewed annually to ensure value for money continues to be obtained.
4. Any potential contracts/quotes/bids from persons or companies with a personal, financial or other business relationship to a Kingsway Little Athletics Centre Committee member must be disclosed and receive special review by the committee to ensure no conflicts of interest exist prior to entering into an agreement. Approval shall be decided by a majority vote and can be conducted in person, written or electronic form.

9. Assets

1. The Treasurer will ensure an accurate asset list is maintained for the organisation.
2. All purchases and donations must be reported to the Treasurer within fourteen (14) days to ensure all property is documented on the asset register. Details must include the date of purchase, supplier, make, model, serial number and warranty/guarantee information.
3. All disposal of assets must be reported to the Treasurer within fourteen (14) days to ensure all property is accurately documented on the asset register.
4. Any disposal of asset must be conducted with the objective to obtain a sale price at market value.
5. Any proceeds received from the disposal of an asset shall be used within the program for which it was originally purchased.
6. Prior to any asset being taken off site from the Kingsway Little Athletics Centre premises an Equipment sign out form must be completed and given to the Treasurer.
7. Equipment sign out forms must state an expected return date that is not to exceed twelve (12) months.
8. In order to ensure that assets are protected and maintained Kingsway Little Athletics will ensure adequate insurance cover is obtained.
9. The Treasurer must provide an up to date asset list annually to the Secretary by 31st July to ensure adequate insurance cover is obtained.
10. Kingsway Little Athletics Centre will plan and carry out suitable protection and maintenance of property, building and equipment as per lease agreements. This includes the protection of intellectual property, information and files from unauthorised access, tampering, loss or significant damage.
11. The Equipment Officer must monitor the condition and stock levels of all athletic related equipment (including vehicles, tools and audio etc) and advise the committee when additional or replacement equipment is required.
12. The Committee must monitor the condition and stock levels of all office equipment (including uniforms, stationary, first aid, signed out equipment etc) and advise the committee when additional or replacement equipment is required.

10. Building

1. Annual funds received from the Kingsway Football and Sporting Club are to be used for the maintenance and associated costs relating to the upkeep and running of the Kingsway Little Athletics Centre building.
2. The Kingsway Little Athletics Centre committee will negotiate suitable lease terms with the City of Wanneroo for its building premises.
3. A portion of the building is to be leased to the Landsdale Little Athletics Club.



4. A portion of the building is to be leased to the Kingsway Athletics Club (Seniors Club).
5. Landsdale Little Athletics Club is to be invoiced annually for apportionment of fees, insurance, rates, utility and cleaning costs associated with Kingsway Little Athletics Centre building. The amount to be invoiced is to be reviewed annually and determined at the first committee meeting held after the AGM.
6. Kingsway Athletics Club (Seniors Club) is to be invoiced annually for apportionment of fees, insurance, rates, utility and cleaning costs associated with Kingsway Little Athletics Centre building. The amount to be invoiced is to be reviewed annually and determined at the first committee meeting held after the AGM.

11. Cash and cash equivalents

1. Kingsway Little Athletics Centre will make every effort to use non-cash means for making purchases and receiving payments.
2. Kingsway Little Athletics Centre representatives with any aspect of money handling covered by these policies and procedures will give due consideration to appropriate risk management for holding and banking of cash and cheques. Funds are to be held in a secure (locked) location where ever possible.
3. No cash or cheques are to be left unattended or in the sole care of minors.
4. If the Treasurer is not able to be present at State events, the cheque book or cash is to be given to the Delegated member for the use of protest fee payments only.
5. Blank signed cheques will not be issued under any circumstances.
6. A cash request form must be submitted to the Treasurer one (1) week prior to any event / activity requiring disbursement of cash funds.
7. A Petty cash float of one hundred (100) dollars is to be held by the Treasurer during the regular competition season.
8. On competition days, the Treasurer is to provide the Centre with a cash float at the commencement of the day. At the end of the competition day the float and all collected funds are to be given to the Treasurer. Any funds in excess of the cash float are to be banked within three (3) business days.
9. Kingsway Little Athletics Centre representatives are expected to accurately reconcile all cash transactions at the close of business and record funds on a cash collection sheet. Cash must be double counted by two approved persons (unrelated and not from the same household) who are required to sign the cash collection sheet acknowledging the recorded amount of cash is correct. Where ever possible, these two persons should be someone other than the Treasurer. Completed cash collection sheets must be given to the Treasurer within three (3) business days.
10. All cash and cheques (with the exception of the competition season petty cash float) must be banked into Kingsway Little Athletics Centre accounts within three (3) business days. Funds are not permitted to be banked into volunteer's personal accounts and transferred to Kingsway Little Athletics Centre accounts.

12. Fees

1. Kingsway Little Athletics Centre season fees will comprise of the stipulated State Body organisation fee, a Committee agreed Centre component amount and individual Club fee as advised by each Club.



2. Kingsway Little Athletics Centre are responsible for paying the annual State Body organisation affiliation fee.
3. Parents/guardians of Tiny Tot athletes are responsible for paying the registration fees and associated charges for taking part in the Junior Challenge.
4. In the event that the Delegated official supports a protest at a state event, Kingsway Little Athletics Centre are responsible for paying the Protest fee to the State Body by cheque or cash. The athlete is not required to pay the protest fee. A copy of the protest form must be given to the Treasurer.
5. Kingsway Little Athletics Centre are responsible for paying the team nomination fee for Kingsway teams participating in State relay teams.
6. Kingsway Little Athletics Centre are responsible for paying an annual Zones contribution payment to the Centre hosting Zones in the current season. The amount will be determined by the Zones Committee.
7. Kingsway Little Athletics Centre uniform items may be purchased from the Office at Registration Day and from the Office during competitions.
8. Kingsway Little Athletics Centre uniform polos are available to be purchased for thirty (30) dollars. Non Committee members must be advised polos are not to be worn at Saturday competition and may only be worn at state events.
9. Kingsway Little Athletics Centre uniform singlets are available to be purchased for thirty (30) dollars.
10. Kingsway Little Athletics Centre uniform shorts are available to be purchased for thirty (30) dollars. There is to be no price increase until 2021.
11. Kingsway Little Athletics Centre 7mm cone spikes are available to be purchased for ten (10) dollars.
12. Kingsway Little Athletics Centre 7mm Christmas tree spikes are available to be purchased for ten (10) dollars.
13. Kingsway Little Athletics Centre hair ties are available to be purchased for five (5) dollars for small ties and six (6) for long ties.
14. Kingsway Little Athletics Centre spike discs are available to be purchased for three (3) dollars.
15. Kingsway Little Athletics Centre cooling towels are available to be purchased for five (5) dollars.
16. Kingsway Little Athletics Centre bags are available to be purchased for five (5) dollars.
17. Executive committee members are to be provided with a Kingsway Little Athletics Centre polo shirt free of charge upon commencement of their role. Replacement shirts are to be purchased by the individual committee member.
18. Kingsway Little Athletics Centre training equipment will be made available to third parties to hire. With the exception of starting blocks, no equipment regularly used for Saturday morning competition will be available for hire. Any hired equipment must be returned to the Centre by the due date. All hired items are to be recorded in the Equipment Hire Book by the Delegated Committee Member.

13. Honorarium

1. At the end of the competition season, the Records and Ranking Officer will be paid an honorarium payment per time served.
2. Volunteers filling casual vacancies in the Records and Ranking Officer position will be paid a pro-rata per time served honorarium payment.



3. Records and Ranking Officer representatives will be eligible for an honorarium payment from a pool to the value of \$2 per registered athlete in the current season.
4. Record and Ranking Officer honorarium payments will not be processed until an Australian Taxation Office Statement by Supplier form is provided to the Treasurer.
5. On one of the last days of competition, regular Saturday competition volunteers in attendance will be eligible for an honorarium in the form of a canteen voucher to the value of \$5 and a coffee voucher.

14. Athlete payments

1. Kingsway registered Athletes and Coaches who qualify for the Little Athletics WA State Track and Field championships may be invited to attend a State celebration hosted by Kingsway Little Athletics Centre.
2. Athlete sponsorship donations will only be paid to athletes who have demonstrated a commitment to Kingsway Little Athletics Centre by participating in fundraising activities arranged by Kingsway Little Athletics Centre.
3. Athlete sponsorship donations will not be paid for selection only, athletes must travel and compete in the championship event/team/camp they are selected for to receive a sponsorship donation.
4. To be eligible for an athlete sponsorship donation, the athlete's parent / guardian must have satisfied all their parent roster commitments.
5. The granting of any athlete sponsorship donation is purely at the discretion of the Kingsway Little Athletics Centre Committee. The Committee can exclude any athlete from funding based on the athlete or parent/guardian showing poor sportsmanship, attitude or behaviour.
6. Athlete sponsorship donations will only be paid upon return from the trip/camp.
7. Athlete sponsorship donations will only be paid upon return of a completed Athlete sponsorship request form to the Treasurer.
8. Athletes will receive a sponsorship donation towards the cost of their trip. The value of this donation will be determined by the Kingsway Little Athletics Centre Committee.
9. Approved sponsorship donation requests will be made within thirty (30) calendar days of being received by the Treasurer or return of athlete from the trip/camp whichever is latter.
10. Rejected sponsorship donation requests must have written notification within thirty (30) calendar days of being received by the Treasurer detailing the reason sponsorship was denied.
11. Each Kingsway athlete selected to represent Western Australia in the U13 Australian Team at the Australian Little Athletics Championships (ALAC) is eligible to receive an athlete sponsorship donation.
12. Each Kingsway athlete selected to represent Western Australia in the U15 Australian Multi Event Team at the Australian Little Athletics Championships (ALAC) is eligible to receive an athlete sponsorship donation.
13. Each Kingsway athlete who is selected in the Little Athletics WA Under 14/15 International Team is eligible to receive an athlete sponsorship donation.
14. Each Kingsway athlete who is selected by Little Athletics Australia to attend the Australian Institute of Sport Athletics Camp is eligible to receive an athlete sponsorship donation.
15. Kingsway LAC will provide financial assistance to traveling athletes at an amount to be decided each year at the April Committee meeting. This amount will be a maximum of \$200 donation



per athlete and the Centre total donations capped at \$2,000 per year. These funds will be separate to those raised through fundraising efforts.

15. Reimbursements

1. Representatives who incur direct and necessary expenses related to the promotion of the aims and administration of Kingsway Little Athletics Centre are able to request reimbursements of these expenses.
2. Kingsway Little Athletics Centre will make every effort to pay invoices and expenses directly, rather than individual representatives paying and then requesting reimbursement.
3. Reimbursement relating to personal expenditure or personal use will not be approved.
4. Requests for reimbursement of costs will not be approved without a receipt or invoice and reason for expenditure being submitted to the Treasurer.
5. Receipts presented for reimbursement are not to include coincident or private expenditure.
6. Approved reimbursements will be made within thirty (30) calendar days of being received by the Treasurer.
7. Rejected reimbursement requests must have written notification within thirty (30) calendar days of being received by the Treasurer detailing the reason reimbursement was denied.



CASH / CHEQUE REQUEST SHEET

If you require cash funds, this form must be given to the Treasurer one week prior to date required.

Person requesting funds:		Phone:	
Date funds needed:		Time funds needed:	
Reason funds required:			
Date approved by committee:			

Breakdown required

Coins	QTY
5c	
10c	
20c	
50c	
\$1	
\$2	

Notes	QTY
\$5	
\$10	
\$20	
\$50	
\$100	

Total: \$

By signing this form, you accept that you have received the amount stated above and are responsible for these funds until they are returned with any receipts to the Treasurer.

Signed:

TREASURER USE ONLY

Cheque #		Receipts provided:	
Date funds distributed:		Date funds returned:	
Amount distributed:		Amount returned:	

I certify that the above listed monies were banked on the ___/___/___

__x_____
SIGNATURE OF TREASURER



DEBIT CARD RECORD (EQUIPMENT ACCOUNT)

This Statement must be returned completed with receipts within 14 days to the Treasurer. Failure to do so may result in the revocation of debit card privileges by the Treasurer.

Date	Vendor name	Amount	Reason for expenditure

Please note any special / additional explanations below;

By signing this form, I acknowledge that the above purchases were made solely for the promotion of the aims and administration of KLAC and not for personal use. I declare that none of the above purchases were for alcohol or tobacco products.

 _X_____

SIGNATURE OF EQUIPMENT OFFICER

TREASURER USE ONLY

Date submitted:		Receipts provided:	
Date funds topped up:		Amount topped up:	

 _X_____

SIGNATURE OF TREASURER



REIMBURSEMENT REQUEST

This request must be returned with receipts and applicable supporting documentation (ie quotes, committee approval if applicable etc) to the Treasurer. Failure to do so may result in payment being delayed or denied.

Person requesting funds:		Phone:	
Method of payment:	Cheque / Bank transfer	Amount requested:	
Account BSB: Account number: Account title:			
Date	Vendor name	Amount	Reason for expenditure

Please note any special / additional explanations below (fuel expenses must include kms travelled);

By signing this form, I acknowledge that the above purchases were made solely for the promotion of the aims and administration of KLAC and not for personal use. I declare that none of the above purchases were for alcohol or tobacco products.

 _x
SIGNATURE OF CLAIMANT

TREASURER USE ONLY

Payment method:		Receipts provided:	
Date paid:		Amount paid:	

 _x
SIGNATURE OF TREASURER



EQUIPMENT SIGN OUT SHEET

Borrower name:		Phone:	
Date item signed out:		Date item due back:	
Reason item signed out:			
Date approved by committee:		Hire charge:	

Item	Serial number	Condition	Additional notes

By signing this form, I agree to the following terms and conditions;

- I agree that I am responsible for the care and safe return of the above listed equipment
- I agree to promptly return the equipment at the end of the borrowing term
- I agree to return the above listed equipment in the same condition it was borrowed
- I agree to pay for any damages or loss of equipment whilst above items are in my possession
- I understand that Kingsway LAC accepts no liability for any damage or injury resulting from the use of equipment while borrowed

 SIGNATURE OF BORROWER

 DATE

 SIGNATURE OF LENDING OFFICIAL

 DATE



ATHLETE SPONSORSHIP REQUEST

Athlete name:	
Athlete event selection:	<input type="checkbox"/> U13 ALAC team <input type="checkbox"/> U15 ALAC team <input type="checkbox"/> U14/15 International team <input type="checkbox"/> AIS camp

Parent / guardian name:	
Parent / guardian email:	

Account BSB:	
Account number:	
Name on account:	

By signing this form, I agree to the following terms and conditions;

- Funds will only be paid on return of trip/camp after the athlete has competed in the event selected
- Funds will only be paid if we participate in fundraising activities arranged by Kingsway LAC
- Funds will only be paid if we have satisfied all parent roster commitments
- Funds will not be paid if the athlete or parent/guardian shows poor sportsmanship, attitude or behaviour
- Funds will be paid within thirty calendar days of returning this form or return of the trip whichever is latter.

X
SIGNATURE OF PARENT / GUARDIAN

DATE

TREASURER USE ONLY

Athlete competed:		Date form received:	
Date paid:		Amount paid:	

X
SIGNATURE OF TREASURER



CHANGE HISTORY

Version number	Date approved	Changed items	Revised at	Comments
Original	8/10/18	Initial version	Committee Meeting 3/9/18	Approved at 3/9/18 Committee meeting
2	1/4/19	4.2 4.3 4.5	Committee Meeting 1/4/19	Changes made to section 4 relating to equipment debit card. References to this being held solely by the Equipment Officer changed to being a generic term allowing for one Committee member being responsible instead. Changes authorised at Committee meeting held on 1/4/19.
3	6/5/19	Addition of 14.15	Committee Meeting 6/5/19	Addition of point 14.15 regarding athlete donations for travelling athletes. Changes authorised at Committee meeting held on 6/5/19.
4	10/4/21	1.6	Special Committee meeting 10/4/21	Added exceptions for alcohol purchases.
4	10/4/21	1.7	Special Committee meeting 10/4/21	Replaced Little Athletics WA and Little Athletics Australia to State and National body organisations
4	10/4/21	1.9	Special Committee meeting 10/4/21	Added that an AGM must be determined by members prior to an auditor being appointed.
4	10/4/21	1.10	Special Committee meeting 10/4/21	Changed 'discharged' to 'suspended from delegated role or account holder'.
4	10/4/21	1.11	Special Committee meeting 10/4/21	Changed that Financial Policy will be available on the Kingsway LAC website.
4	10/4/21	1.12	Special Committee meeting 10/4/21	Removed at the first committee meeting held after the AGM.
4	10/4/21	2.9	Special Committee meeting 10/4/21	Added if decided by members.
4	10/4/21	4.1	Special Committee meeting 10/4/21	Added that temporary increases to the limit may be approved on special occasions.
4	10/4/21	4.2	Special Committee meeting 10/4/21	Removed 'ideally the Equipment Officer or Treasurer'.
4	10/4/21	4.3	Special Committee meeting 10/4/21	Removed the word personally
4	10/4/21	4.4	Special Committee meeting 10/4/21	Changed that only the authorized signatory may use the debit card.



4	10/4/21	5.4	Special Committee meeting 10/4/21	Added if they choose to hold the Equipment debit card.
4	10/4/21	6.2	Special Committee meeting 10/4/21	Added government body fees
4	10/4/21	6.3	Special Committee meeting 10/4/21	Changed from approval from Treasurer to notify the Treasurer
4	10/4/21	7.2	Special Committee meeting 10/4/21	Changed 'three quotes/bid required' to 'multiple obtained where possible'. Also changed that the quotes must be approved by the Committee rather than solely the Treasurer.
4	10/4/21	9.10	Special Committee meeting 10/4/21	Added as per lease agreement.
4	10/4/21	9.12	Special Committee meeting 10/4/21	Replaced 'The Office Manager' with 'Committee'.
4	10/4/21	11.4	Special Committee meeting 10/4/21	Replaced 'Championship Officer' with 'Delegated member'. Added that cash or cheque can be provided.
4	10/4/21	11.8	Special Committee meeting 10/4/21	Replaced 'The Office Manager' with 'Centre'.
4	10/4/21	12.1	Special Committee meeting 10/4/21	Replaced Little Athletics WA with State Body organization.
4	10/4/21	12.2	Special Committee meeting 10/4/21	Replaced Little Athletics WA with State Body organization.
4	10/4/21	12.3	Special Committee meeting 10/4/21	Removed that Kingsway LAC will pay the fees and charges associated with the Junior Challenge.
4	10/4/21	12.4	Special Committee meeting 10/4/21	Removed that Parents taking part in the Junior Challenge will pay Kingsway LAC a \$5 fee.
4	10/4/21	12.6	Special Committee meeting 10/4/21	Changed 'Championship Officer' to 'Delegated Official'. Changed 'Little Athletics WA' to 'State Body'. Added that protest fee can be paid by cheque or cash.
4	10/4/21	12.8	Special Committee meeting 10/4/21	Removed that Kingsway are responsible for paying individual nomination fees for Zones and State competitions.
4	10/4/21	12.10	Special Committee meeting 10/4/21	Removed the word 'Manager'. Also removed the word 'Saturday'.
4	10/4/21	12.20	Special Committee meeting 10/4/21	Removed that new athletes are provided with a Kingsway LAC bag free of charge until stock runs out.



4	10/4/21	12.22	Special Committee meeting 10/4/21	Removed that uniforms can be hired.
4	10/4/21	12.23	Special Committee meeting 10/4/21	Changed 'registered athletes' to 'third parties'. Changed 'Office Manager' to 'Delegated Committee member'.
4	10/4/21	12.24	Special Committee meeting 10/4/21	Removed hire of shot puts.
4	10/4/21	12.25	Special Committee meeting 10/4/21	Removed hire of discuses.
4	10/4/21	12.26	Special Committee meeting 10/4/21	Removed hire of javelins.
4	10/4/21	12.27	Special Committee meeting 10/4/21	Removed hire of hurdles.
4	10/4/21	12.28	Special Committee meeting 10/4/21	Removed hire of starting blocks.
4	10/4/21	12.29	Special Committee meeting 10/4/21	Removed hire of equipment over the Winter break.
4	10/4/21	Section 12 updates	Special Committee meeting 10/4/21	With the removal of points 12.3, 12.4, 12.8, 12.20 and 12.22 the following points have been updated; 12.1 remains as 12.1 12.2 remains as 12.2 12.5 becomes 12.3 12.6 becomes 12.4 12.7 becomes 12.5 12.9 becomes 12.6 12.10 becomes 12.7 12.11 becomes 12.8 12.12 becomes 12.9 12.13 becomes 12.10 12.14 becomes 12.11 12.15 becomes 12.12 12.16 becomes 12.13 12.17 becomes 12.14 12.18 becomes 12.15 12.19 becomes 12.16 12.21 becomes 12.17 12.23 becomes 12.18
4	10/4/21	13.5	Special Committee meeting 10/4/21	Changed 'on the last day' to 'one of the last days'. Added that they will also receive a coffee voucher.
4	10/4/21	14.1	Special Committee meeting 10/4/21	Changed that athletes will be invited to may be invited. Changed breakfast to celebration. Removed that the athlete will be given a canteen voucher.



4	10/4/21	Section 16	Special Committee meeting 10/4/21	Section 16 (including points 1 and 2) relating to the hire agreement between Kingsway LAC and Timing Gates WA has been removed.