



FUNDRAISING POLICY

1. OBJECT

This policy sets out the principles, delegations and procedures that must be adhered to for all fundraising undertaken by, or on behalf of, **Redlands Rugby League Club** (also known as “the Club”).

The object of the Fundraising Policy is to provide guidelines and procedures governing:

- Requirements, conduct and reporting;
- Permissible fundraising purposes and activities; and,
- Financial controls and management of funds.

This policy applies to all members of the Executive and the staff and volunteers of the **Redlands Rugby League Club**. The *Collections Act 1966* requires that all fundraising activities must be sanctioned by the Office of Fair Trading (OFT). Matters dealing with sponsorship are not within the scope of this policy.

2. POLICY

Fundraising by, or on behalf of **Redlands Rugby League Club** is a permissible activity where the funds raised are used in line with the objectives of the Club and in accordance with the *Associations Incorporation Act 1981* (the Act) and *Redlands Rugby League Club Constitution and Rules*.

The Executive recognises that parents and players will often undertake fundraising to support a variety of team requirements or activities. While fund raising in support of their team is a useful activity for parents and players to undertake, with several teams at the Club, the following procedures need to be followed to establish and maintain fairness and equity and to ensure that the Club is not brought into disrepute.

3. PROCEDURES

3.1 Requirements, Conduct and Reporting

Any parent or team intending to engage in fundraising activities must first register with the Executive of the Club. Information required includes:

- Purpose;
- Type of activities;
- Any involvement (and approval) of external organisations (i.e. pubs to hold raffles);
- Who will be engaged in nominated activities;
- How will the funds raised be recorded and managed;

QUEENSLAND RUGBY FOOTBALL LEAGUE LIMITED

ABN 65 009 878 013

83 Castlemaine Street
MILTON QLD 4064

Locked Bag 3000
PADDINGTON QLD 4064

P: (07) 3367 6000
F: (07) 3367 6085

E: rugbyleague@qrl.com.au
www.qrl.com.au



QUEENSLAND
RUGBY LEAGUE





Where there is a conflict in proposed fundraising activities (i.e. if two teams request to hold raffles at the same venue at the same time), the proponents will be asked to negotiate fairly and equitably. Where agreement cannot be reached, the Executive will intervene, and their decision will be final and binding. Ongoing fundraising activities must be confirmed at the beginning of each calendar year, prior to the season commencing.

All persons engaging in fundraising activities for, or on behalf of the Club, must wear approved Club attire and conduct themselves in a manner that does not bring the Club into disrepute.

Other than players, anyone engaging in fundraising activities will first need to be registered as a volunteer through the playrugbyleague.com website.

At the end of each season, the person who registered the fundraising activity with the Executive will be responsible for providing a report detailing:

- How much was raised?
- How the money was spent?
- Treatment of any surplus funds

This report will be tabled at the Clubs AGM.

3.2 Permissible Purposes and Activities

While not an exhaustive list, parents, players or teams are permitted to fundraise for the following purposes:

- Team social activities and events
- Tournament registration fees (not including the usual competition)
- Expenses associated with travelling to tournaments (not including the usual competition)
- To assist with financial hardship experienced by players
- For charitable or community benefit

Permissible fundraising activities include (but are not limited to):

- Meat tray raffles
- Money Boards
- Other raffles
- Selling of goods and services
- BBQs (Bunnings BBQs can only be requested by the Club – with the Club Captain in attendance)

QUEENSLAND RUGBY FOOTBALL LEAGUE LIMITED

ABN 65 009 878 013

83 Castlemaine Street
MILTON QLD 4064

Locked Bag 3000
PADDINGTON QLD 4064

P: (07) 3367 6000
F: (07) 3367 6085

E: rugbyleague@qrl.com.au
www.qrl.com.au





3.3 Financial controls and Management of Funds

Funds raised are to be appropriately managed by the registered fundraiser. The Club takes no responsibility for the management of these funds.

Notwithstanding, appropriate financial controls must be applied to protect the Club against wrong-doing and maintain the integrity of the organisation. Controls should be underpinned by the following principles which should also be applied to all financial management matters and dealings:

- Accountability;
- Risk management; and
- Probity and transparency

To give effect to these principles, the following controls should be applied where possible:

- At least two people engage in the collection of funds
- Total funds collected be received by two people
- All receipts and invoices be retained
- Any transfer of funds be received by two people

Approved by Executive:

Reference documents:

- Constitution & Rules – *Redlands Rugby League Club*
- Delegations – *Redlands Rugby League Club*
- Associations Incorporation Act 1981
- Associations Incorporation Regulation 1999
- Collections Act 1966
- Collections Regulation 2008

QUEENSLAND RUGBY FOOTBALL LEAGUE LIMITED

ABN 65 009 878 013

83 Castlemaine Street
MILTON QLD 4064

Locked Bag 3000
PADDINGTON QLD 4064

P: (07) 3367 6000
F: (07) 3367 6085

E: rugbyleague@qrl.com.au
www.qrl.com.au

