

Date:	Time:	Session:	ourCentre Website:
Monday 17/08/20	9am	Intro clip - What's on today (sessions, times, links)	ourCentre Facebook & registered delegate email (5 min clip)
	Session 1 - 5pm	Supporting Centres with accessible resources	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 2 - 7pm	Centre planning to maximise parent resources	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 3 - 8.30pm	Essential marketing activities at your Centre	Video (30-40 mins) followed by live Q&A Zoom (15min)
Tuesday 18/08/20	9am	Intro clip - What's on today (sessions, times, links)	ourCentre Facebook & registered delegate email (5 min clip)
	Session 4 - 7pm	LAVic Member Database – Basics	Webinar (30-40 mins) followed by live Q&A Zoom (15min)
	Session 5 - 8.30pm	Timing Solutions for Beginners	Video (30-40 mins) followed by live Q&A Zoom (15min)
Wednesday 19/08/20	9am	Intro clip - What's on today (sessions, times, links)	ourCentre Facebook & registered delegate email (5 min clip)
	Session 6 - 5pm	Succession planning for committee members	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 7 - 7pm	Financials for Committees – The Bare Essentials	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 8 - 8.30pm	Privacy Regulations & Little Athletics – what does this mean?	Video (30-40 mins) followed by live Q&A Zoom (15min)
Thursday 20/08/20	9am	Intro clip - What's on today (sessions, times, links)	ourCentre Facebook & registered delegate email (5 min clip)
	Session 9 - 7pm	LAVic Member Database – Specifics	Webinar (30-40 mins) followed by live Q&A Zoom (15min)
	Session 10 - 8.30pm	Timing Solutions for Intermediate	Video (30-40 mins) followed by live Q&A Zoom (15min)
Friday 21/08/20	9am	Intro clip - What's on today (sessions, times, links)	ourCentre Facebook & registered delegate email (5 min clip)
	Session 11 - 7pm	LAVic competition outlook for the 20/21 Season	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 12 - 8.30pm	Basic Coaching and Officiating courses for Centre Helpers	Video (30-40 mins) followed by live Q&A Zoom (15min)
Saturday 22/08/20	9am	Intro clip - What's on today (sessions, times, links)	ourCentre Facebook & registered delegate email (5 min clip)
	Session 13 - 3pm	LAVic in uncertain times - the 20/21 Season ahead	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 14 - 5pm	Return to play - COVID-19 Update	Video (30-40 mins) followed by live Q&A Zoom (15min)
	Session 15 - 6pm	LAVic Centre Excellence Awards Presentation	Live stream on ourCentre webpage & Facebook Group

Time:	Session:	Session Summary:	Additional Resources:
Monday:			
Session 1 - 5pm	Supporting Centres with accessible resources	<p>Explore common issues faced by Centres and identify key resources available on the Centre resources website – ourCentre.</p> <p>Topics include (draft ideas):</p> <ul style="list-style-type: none"> - Welcoming and accommodating new members - Managing unpaid athletes - Accommodating an athlete from another Centre (visiting member) 	<p>ourCentre page/document:</p> <ul style="list-style-type: none"> - Payment Plans (Template) - Centre Transfers (Process) - Split/blended families (Process)
Session 2 - 7pm	Centre planning to maximise parent resources	<p>Understanding your Centres strengths, weaknesses and opportunities to identify and set goals for the following season – use these goals to establish the relevant Calendars, timetables and parent rosters.</p>	<p>ourCentre page/document:</p> <ul style="list-style-type: none"> - Conducting a SWOT (Process) - Centre Programing Templates - Duty Rosters - Centre handbook (template)
Session 3 - 8.30pm	Essential marketing activities at your Centre	<p>Explore simple marketing practices Centres should utilise to promote their Centre and inform their members.</p> <ul style="list-style-type: none"> - Centre marketing/key information checklist - What to post & when on Social Media - Scheduling posts to save time - Understanding your membership data - How to retain / grow your Centre 	

Tuesday:

Session 4 - 7pm	LAVic Member Database – Basics	Understanding SportsTG - Basic functionality in the Classic system, for first time users or Centres not familiar with the system and its capabilities. Learn how to view members, view and understand payment listings / payment settlements, activate new members, prepare email templates, create member groups and setting up administrators.	
Session 5 - 8.30pm	Timing Solutions for Beginners	Little Athletics Victoria's results software - Your essential overview which will cover pre-season preparation. program / calendar set-up, printing recording sheets for competition days, entering results, Using Race-HQ and Competition HQ. An excellent session for new administrators, registrars / results recorders.	

Wednesday:

Session 6 - 5pm	Succession planning for committee members	How to successfully establish a committee hand over process by determining clear role descriptions, expectations, processes and documentation. This session will focus on the importance of a good handover, where to find support and what to do when there is no handover.	ourCentre page/document: - AGM/Meeting Minutes (Template) - Job descriptions (Template)
Session 7 - 7pm	Financials for Committees – The Bare Essentials	Centre financial reporting requirements for Committees, - What reports need to be presented to committee/members and how often. - Responsibility for Centre financials (not just the Treasurers) - Financial Reporting Templates & Software available - Handling cash, the controls that need to be in place - Depreciation, what is it and do we need to account for it	ourCentre page/document: - Financial Reporting (Templates)
Session 8 - 8.30pm	Privacy Regulations & Little Athletics – what does this mean?	LAVic is the first sporting organisation in Australia to voluntarily 'opt in' to abide by the Australian Privacy Principles. What does this mean for LAVic, Regions and Centres when handling personal information to conduct our sport?	

Thursday:			
Session 9 - 7pm	LAVic Member Database – Specifics	For those who know the basics & are looking to expand their knowledge of the system.	
Session 10 - 8.30pm	Timing Solutions for Intermediate	Little Athletics Victoria's results software for intermediate / advanced users- covering a more indepth view of RaceHQ your electronic interface with ResultsHQ, nominations for InterCentre Rounds / Open Days, RaceHQ pack mode explained, Introduction to CompetitionHQ - real time result recording - save on printing paper - see how it works!	
Friday:			
Session 11 - 7pm	LAVic Competition outlook for the 20/21 Season	An overview of the Competition calendar for Season 20/21, COVID-19 restrictions at Centre, Region and State level, as well as updates to the Competition Rules and Regulations for the season ahead.	
Session 12 - 8.30pm	Basic Coaching and Officiating courses for Centre Helpers	The requirement to deliver a weekly Little Athletics Centre competition requires a large volunteer base to have a basic understanding of the appropriate working model for each Little Athletics event. To be able to assist athletes to perform the basic athletic skills and to identify some common technical faults, is often quite challenging for most Centre helpers. Along with officiating the events, these are the fundamentals that are essential for our Centres to provide their programs, effectively and efficiently. Our focus is to upskill the Centre helpers, we will explore the resources that are available to achieve these goals.	

Saturday:

Session 13 - 3pm	LAVic in uncertain times - the 20/21 season ahead	CEO Anthony McIntosh will speak to the season ahead for LAVic - the strategic plan, operations, the impact of COVID-19, challenges for LAVic and for community sport, OneAthletics, and other issues shaping the direction of our sport.	
Session 14 - 5pm	Return to play - COVID-19 Update	Current restrictions and protocols for the Return to Training/Competition in community sport & updated COVID-19 compliance requirements for Affiliation in Season 2020-2021.	
Session 15 - 6pm	LAVic Centre Excellence Awards Presentation	LAVic ventures into a new territory by conducting its annual Centre Excellence Awards presentation online. Suit/frock up and log on to celebrate the achievements of our individuals, Centres and Regions for the 19/20 season.	