

Centre Resources & Development


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TOGETHER WE CAN CREATE SUCCESSFUL CENTRES

ourCentre is a resource for Little Athletics Victoria Centre's to assist in creating healthy environments for athletes.

[LEARN MORE](#)





OURCENTRE

Features

- Documents
- Tutorials
- Webinars
- Blog
- Podcast
- Facebook Group
- Learn Platform (Coming 2020)

CENTRE STRUCTURE

CENTRE MANAGEMENT

FACILITIES & FUNDING

POLICIES & GUIDELINES

VOLUNTEERS


MORE

CENTRE STRUCTURE

Little Athletics Victoria promotes a strong Centre structure to ensure each and every Centre has a solid foundation to operate successfully.

Within the Centre Structure component of the Centre Resource Guide, you will find how to manage your committee as well as being able to adequately run a committee meeting.

[Find out more](#)



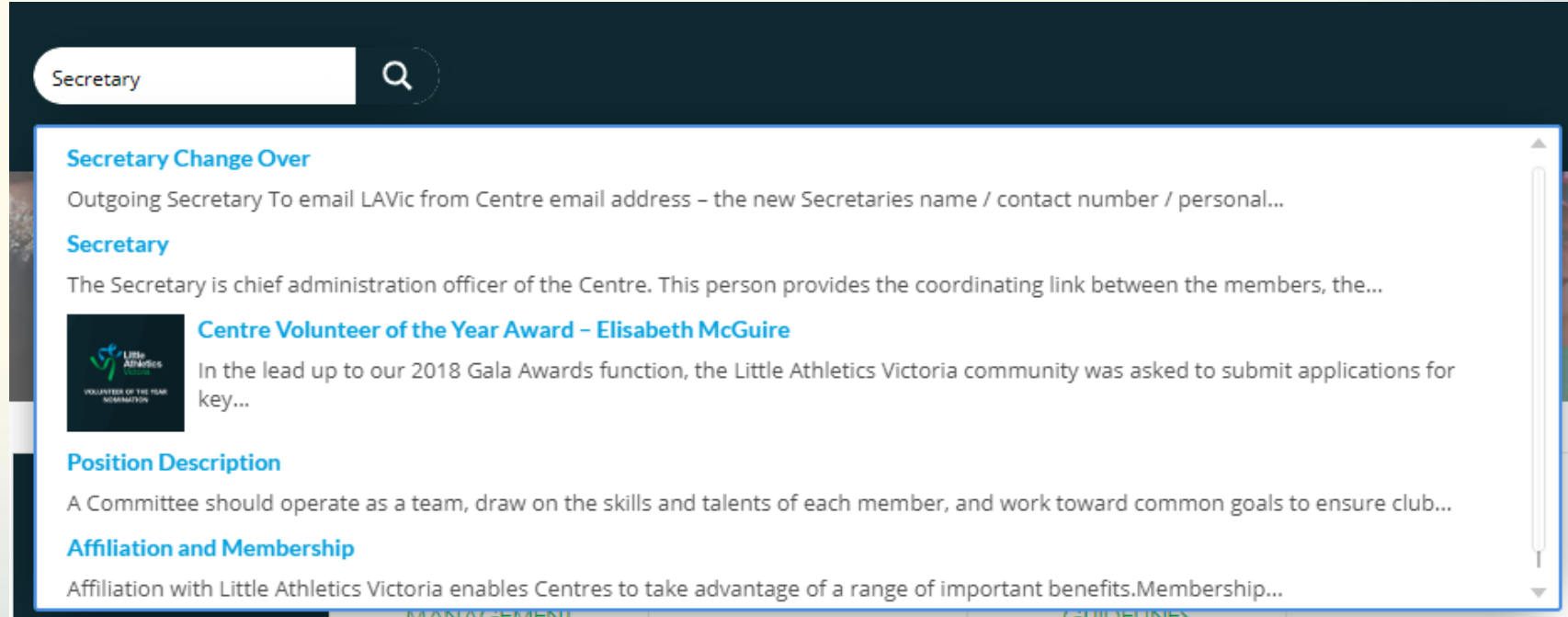
ADDITIONAL RESOURCES

For additional templates, support and guidance we also recommend the following sites

Name	Website
Clearinghouse For Sport	www.clearinghouseforsport.gov.au

What's New?

- Search Function
- Podcast
- 'Did You Know'
- Staff Contact
- Video Tutorials




Secretary

Secretary Change Over

Outgoing Secretary To email LAVic from Centre email address – the new Secretaries name / contact number / personal...

Secretary

The Secretary is chief administration officer of the Centre. This person provides the coordinating link between the members, the...



Centre Volunteer of the Year Award – Elisabeth McGuire

In the lead up to our 2018 Gala Awards function, the Little Athletics Victoria community was asked to submit applications for key...

Position Description

A Committee should operate as a team, draw on the skills and talents of each member, and work toward common goals to ensure club...

Affiliation and Membership

Affiliation with Little Athletics Victoria enables Centres to take advantage of a range of important benefits. Membership...

MANAGEMENT

GUIDELINES

Documents

- The Centre Resource Guide on ourCentre contains 163 pages with over 300 documents.
- Use the new advanced search function to search for what you are after.
- ‘Handy Tips’ pages to link key periods within the season with documents to assist Centres (Centre Affiliation, Centre Planning).

CENTRE STRUCTURE	CENTRE MANAGEMENT	FACILITIES & FUNDING	POLICIES & GUIDELINES	VOLUNTEERS
> Committee Management	> Financial Management	> Funding	> Member Protection	> Team
> Conducting Meetings	> Communications and Marketing	> Grants	> Governance	> Volunteer Management
	> Fundraising	> Donations	> Healthy Centre	> Recruiting Volunteers
	> Business Planning and Progress	> Facility Management	> Risk Management	> Volunteer Recognition
	> Participation and Inclusion	> Grounds Hire Agreements	> Behaviour	> Duty Roster
	> Affiliation and Membership		> First Aid	
	> Systems			
	> Insurance			

Tutorials

- Documents within ourCentre will also contain video tutorials.
- These are new and will roll out across ourCentre moving forward.
- Look for the TV icon (see image to the right).

Weekly Competition

Title	Date	Open Spots	
Season 2019-20 - Week 01	October 5, 2019	49	View & sign-up »
Season 2019-20 - Week 02	October 12, 2019	50	View & sign-up »
Season 2019-20 - Week 03	October 19, 2019	50	View & sign-up »
Season 2019-20 - Week 04	October 26, 2019	51	View & sign-up »

Centre Open Day



TUTORIAL
INSTALL SIGN - UP SHEETS PRO

Region Carnivals

	➔ Other Organisation Awards
🔗 Duty Roster	➔ Sign-up Sheets 📄

Webinars

- We'll have a series of Webinars in the lead up to the 2019-20 season started.
- Long form, interactive sessions where a staff member can give an overview of a tool that will assist Centres.
- They are recorded and can be watched back afterwards.
- **Password:** LAVic

PREVIOUS WEBINARS



REGISTRATION PAYMENTS

This webinar gives an overview of how to handle Registration Payments through the SportsTG Console.



EMAILING MEMBERS

This webinar gives an overview of how to create a distribution list and send an email to your members through the SportsTG Console.



NAVIGATING SPORTSTG

This webinar gives an overview of the SportsTG Console and provides Centre's with an insight into what purpose each menu item serves.

Blog

- Key news items relating to Centres will be posted on ourCentre.
- We are aiming to use ourCentre as the main resource for Centre information to try and utilise the main webpage for members (potential and current).



Coles Little Athletics Community Fund – Round 2

📅 November 30, 2018 📁 Coles / Grants / ourCentre 💬 0 Comment

If \$5,000 worth of brand new sports equipment could make a difference to your local Little Athletics Centre, then visit <http://coles.com.au/littleathleticfund> to apply for the Coles Little Athletics Community Fund. All affiliated Little Athletics centres are eligible to apply, including all those who applied in round one. The application form along with a current, [...]

[Read More](#) ▶

Podcast

- Launched the **Inside Our Centre** podcast in May 2019.
- Involves guests from Centres to provide opinions from people within Centres.
- Discuss topics relevant to any local committee member - not just Little Athletics.
- Cross Country Season & New Committee Members are the two topics discussed so far.

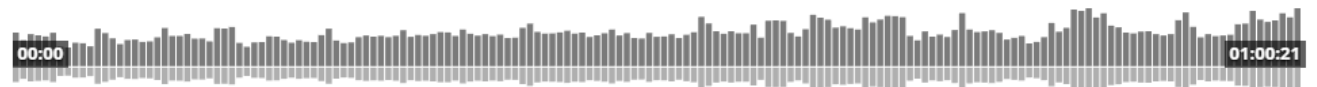
Featured Podcast



Inside Our Centre

02. Inside Our Centre - New Committee Members

whooshkaa



NOTES APPLE PODCASTS GOOGLE PODCASTS SPOTIFY SHARE DOWNLOAD



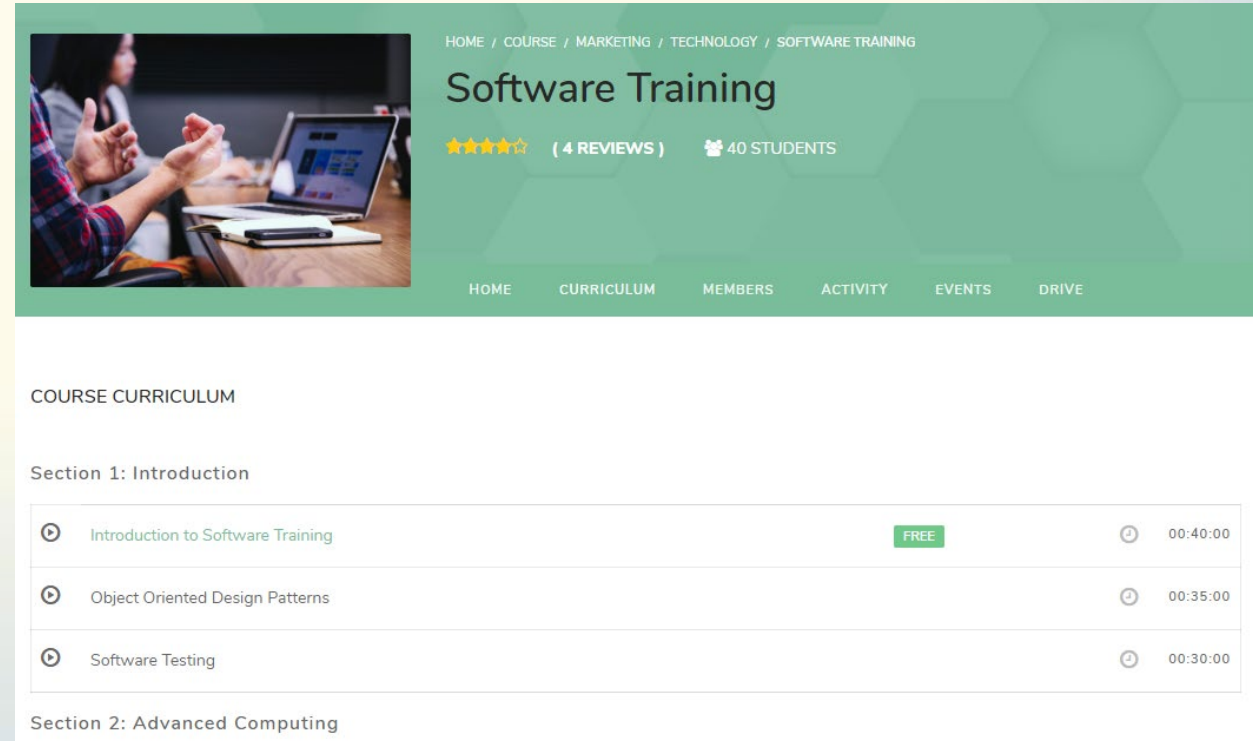
Facebook Group

- Facebook Group called **ourCentre**.
- Committee people from within Little Athletics come together to share ideas.
- LAVic use it as another tool to communicate with Centres.



Learn Platform

- Coming 2020
- A learning platform for Centre personnel.
- Examples: Child Safe Courses, Centre Affiliation, How to Create an Online File Drive.



HOME / COURSE / MARKETING / TECHNOLOGY / SOFTWARE TRAINING

Software Training

★★★★☆ (4 REVIEWS) 40 STUDENTS

HOME CURRICULUM MEMBERS ACTIVITY EVENTS DRIVE

COURSE CURRICULUM

Section 1: Introduction

▶ Introduction to Software Training	FREE	⌚ 00:40:00
▶ Object Oriented Design Patterns		⌚ 00:35:00
▶ Software Testing		⌚ 00:30:00

Section 2: Advanced Computing

Duty Roster

- Sign-up Sheets Pro is a WordPress plugin.
- We have purchased a Pro license that Centres have access to through ourCentre.
- A tool that allows your Centre to set up a duty roster on your own website. Don't send your members externally.
- Let's look at an example.

Free Version

- Unlimited number of sign-up sheets and unlimited number of sign-up slots
- Administrator can clear sign-up slots if needed
- Ability to copy a sheet
- Export all sign-up information to CSV

➔ FREE VERSION DEMO

Pro Version

- Ability to create Custom Task fields and Custom Sign-up form fields
- Automatically sends reminder emails before an event (optional)
- Allows customization of the confirmation and reminder emails per sheet
- Assign categories to sheets and filter by category with the [sign_up_sheet.] shortcode
- Spot Locking – Locks and holds a spot for 3 minutes when a user accesses the sign-up form (optional)
- Compact View option
- WYSIWYG Visual Editor
- Setup task sign-up limits
- 1 year of Support and Updates

➔ PRO VERSION

<https://ourcentre.com.au/centre-resource-guide/volunteers/duty-roster/sign-up-sheets/>

Live Program

- Create a program that updates in real time.
- Add a membership benefit for your families.
- Is your Centre keeping track of where it is up to in its program anyway?
- Let's look at an example.

Live Event Program													
Not Called		Called				Underway		Completed				Cancelled	
Boys						Girls							
	1	2	3	4	5	6		1	2	3	4	5	6
6A	60H	100	D	LJ	70		6A	60H	LJ	100	SP	70	
6B	60H	100	D	LJ	70		6B	60H	LJ	100	SP	70	
7A	60H	D	SP	400	100		7A	SP	60H	100	D	70	
7B	60H	D	SP	400	100		7B	SP	60H	100	D	70	
8A	60H	LJ	400	100	SP		8A	D	60H	100	400	SP	
8B	60H	LJ	400	100	SP		8B	D	60H	100	400	LJ	
9A	D	60H	400	100	LJ		9A	400	60H	100	D	HJ	
9B	D	60H	400	100	LJ		9B	400	60H	100	D	HJ	
10A	100	LJ	60H	D	400		10A	D	100	HJ	60H	400	
10B	HJ	100	60H	D	400		10B	SP	100	60H	400	D	
11A	400	SP	60H	100	HJ		11A	LJ	JAV	60H	100	400	
11B	400	100	60H	TJ	JAV		11B	400	D	TJ	60H	100	
12A	100	400	TJ	80H	LJ		12	100	D	LJ	80H	400	
12B	100	400	D	80H	LJ								
13	100	TJ	400	SP	80H		13	HJ	400	100	80H	SP	
14+	100	400	D	JAV	90/ 100H		14+	JAV	100	400	SP	80/ 90H	

Key: H = hurdles; SP = Shot Put; D = Discus; LJ = Long Jump; TJ = Triple Jump; HJ = High Jump; Jav = Javelin.

VIEW: <https://lav.lc/30YFvaZ>

Any Questions?

Thanks