

# 2019 ORIENTATION DAY



The ACC will be conducting an **Orientation Day** on **Monday 11 February 2019** for staff who are new to the association. The day is designed to familiarize **new staff** with the management and communication systems used by the ACC. Two sessions are scheduled for this day;

**Session 1: ORIENTATION SEMINAR (9.00 - 12.30pm)**

**Session 2: ISCORE WORKSHOP (1.00 - 2.00pm)**

## Orientation Seminar

This seminar will cover the following ACC information:

- History
- Membership
- Finance/Fees/Invoicing
- Web Site
- Events/Dates
- Constitution/Policies
- Charters
- Communication/Meetings
- Key Tasks: nomination of teams/officials etc.



## iScore Workshop

Following the Orientation seminar there will be a computer workshop on the use of the iScore results entry system for Interschool Sport. ACC Schools that are involved in NAS, SAS, SASJ, CAS, RKAS, NWAS and NEAS sub-association sport should encourage new staff to attend this workshop.

## Target Audience

The seminar is aimed at Sports Coordinators, HOD's PE, AFL Trainee's, and other staff that are responsible for the organization of ACC sport in the school. The Orientation seminar and iScore workshop are not restricted and any interested staff may attend either of these sessions.

## What to Bring

Each attendee will need to bring their own notebook computer for both sessions.

## Registrations

There will be a cost for catering at the seminars/workshops. To register please complete the [on-line form](#) on the web site. Attendees at the Orientation Seminar will be provided with morning tea (\$15). Orientation & iScore workshop attendees have the option to request lunch (\$25) as part of their registration. Schools will be invoiced by the ACC for these costs.

## Venue

Both sessions will be conducted in the Seminar Room at the Newman Siena Centre, 33 Williamstown Road, Doubleview. Participants will have access to the Internet for the seminar/workshop as there will be a strong focus on the use of information technology in the management of ACC sport.

**Date:** Monday 11 February 2019

**Time:** Orientation Seminar: 9.00am - 12.30pm (includes morning tea)

iScore Workshop: 1.00pm - 2.00pm (optional lunch)

**RSVP:** Friday 1 February 2019 [on-line registration form](#)