

Mid South Coast Zone



C / -
33 Flinders Avenue
Kiama Downs NSW 2533
Tel 0414 308 074
craig.scott@bluescopesteel.com
msczone.org.au
Foundation for all sports

Region 5 Championships Planning Meeting Minutes

Date: Wednesday 16th November 2011

Venue: Bomaderry RSL Club

Present: Zone Co-ordinator: Craig Scott
Zone Treasurer: Graham Nash
Zone Secretary: (Vacant Position)

Centre Delegates

Albion Park:	Brett White
Kiama:	James Cordell
Lake Illawarra:	Col Anderson
Milton Ulladulla:	Jo Skinner
Shoalhaven:	Suzanne Edwards
St Georges Basin:	Jackie de Vries
Sussex Inlet	Tenille Moroney, Bronwyn Hedger

Apologies:

Visitors: Stacey Scott

Meeting opened at 8:05 pm

Previous Minutes

Nil.

Business Arising

All Business Arising will be raised via the listed items below.



Correspondence In:

Email Hart Sport Re Shirts

Correspondence Out:

Email Hart Sport Re Shirts

Administration

Nil.

Treasurers Report

As per previous Zone meeting.

General Business

1. Carnival Details

The 2011-2012 Region 5 Championships will be hosted by the Mid South Coast Zone at Kiama Sporting Complex, Havilah Place, Kiama on Saturday 18th and Sunday 19th February 2012. The Championships will be run under the two (2) day Carnival program as provided by LANSW.

2. Opening Ceremony And/Or Opening Message

There will be no formal Opening Ceremony. An message from the Region Co-ordinator will be included in the Program.

Attention C Scott

3. Toilet Hire

The Kiama Sporting Complex only has a single toilet block, which will not be capable of supporting the numbers attending the Championships. Consequently Port-A-Loos will need to be hired. It may be prudent to ensure that there is a plumber available should the need arise. Kiama Council has supplied contact details for emergency support (Plumbing, electrical, etc.) should it be required.

Attention C Scott

4. Parking

The Kiama Sporting Complex has a sealed car park. Additional parking is also available at the nearby Netball courts. Kiama Council has agreed to the use Ground 4 for parking, weather permitting. Kiama SES may be willing to provide parking attendants for a gold coin donation. Allocated parking will be required for Zone Co-ordinators and Chief Officials.

Attention C Scott

5. Sponsorship

Sponsorship should be actively sought throughout the Zone. Region sponsors will be included in the Program.

Attention All

6. Zone Co-ordinator/LANSW Accommodation

Accommodation has been organised for the visiting Zone Co-ordinators (5 Off), LANSW personnel (4 Off) and Timing Gate operator.

7. Ground Survey

Kiama Council's surveyor has confirmed that the track has been prepared in accordance with the "Marking plan for the IAAF 400m Standard Track". Kiama Council has agreed to provide the relevant documentation as per LANSW requirements.

Attention C Scott

8. Ground Inspection

A ground inspection was completed on Saturday 5th November by Greg Dickson, Allan Johnson and Craig Scott. The only issue identified was the adequacy of the PA System. It may be necessary to install additional speakers adjacent to the grandstand on the western side of the track.

Attention C Scott

9. Ground Layout

The ground layout has been finalised. Locations have been determined for Track Marshalling, Field Marshalling, Officials Area, Information Area, Recording, Data Entry, Medal Sorting, First Aid and Shirt Sales.

10. Video Recording (Finish Line)

Rick Gardiner (Finley) has agreed to man the Finish Line video again this season. A suitable generator for the video camera and computer has yet to be sourced.

Attention All

11. Timing Gates

Timing Gates will be used at the Region 5 Championships. Koorungal-Wagga Athletics have been contacted and the Gates and an operator have been booked.

12. Medals

Under 8 athletes are to be presented with their medals at Region. The Lake Illawarra Centre has agreed to provide their presentation dais for the weekend. The remaining medals will need to be collated and appropriately labelled for distribution. This is an enormous task and will require several people full time over the weekend to accomplish.

Attention All

13. Officials Appointments

The Regional Co-ordinator will appoint Referees, Chiefs and Officials after consultation with the Zone Co-ordinators. These appointments will be finalised well before Region.

Attention C Scott

14. Program

The Program will need to be designed and printed. Six hundred (600) copies are required. The Program will be produced in A4 size due to the format of the output from the Meet Manager system. Centres will be given the opportunity to include advertising in the program. Preference will be given to any sponsor supporting the Region 5 Championships directly. Several quotes have been obtained for printing of the Program.

Attention All

15. Data Entry

A minimum of four (4) people will be required to enter results in to the Meet Manager system. If these people are not familiar with Meet Manager they will need to be trained. It will be possible to draw upon resources outside our Zone for assistance in this area.

Attention All

16. Results

Results need to be posted and must be easily accessed.

Attention All

17. First Aid

St John has been booked and will be in attendance for the duration of the weekend.

18. Polo/T-Shirt

A shirt has been designed to commemorate the event. The preferred graphic and colour have been selected. The event (Region 5 Championships), location and year will be displayed on the finished item. T-Shirt order forms will be distributed, via email, to all Region 5 Centres in late November prior to their respective Zone Championships. A complimentary polo shirt will be provided to all designated Officials.

Attention All

19. Security

Security will be required on Friday and Saturday nights. It would preferable to have people stay at the ground overnight rather than hire professional security due to the cost involved. Local Police have been notified and have agreed to patrol the area regularly.

Attention All

20. Slushees

Foster Amusements have been engaged for the provision of Slushees over the weekend.

Attention C Scott

21. Media

The Kiama Independent, Illawarra Mercury, Prime TV and WIN TV are to be contacted. A professional photographer will not be on site for the weekend. However it is envisaged that we will be visited by photographers from local newspapers.

Attention C Scott

22. Garbage Collection

Kiama Council has agreed to provide additional waste facilities for the weekend. It may be a good idea to install plastic liners in all the bins. It may also be beneficial to provide garbage bags for all cabanas, shade structures, etc. that are erected. This will allow us to quickly empty full bins and safely store garbage for pick up and disposal.

Attention All

23. Canteen

A Canteen Co-ordinator will be required. Volunteers from all Centres will run the Canteen and a roster will be prepared. Local bakeries, etc. need to be canvassed for donations.

Attention All

24. BBQ

A minimum of two (2) BBQ's will be required. Tickets (Steak Sandwich, Sausage Sandwich, etc.) need to be prepared. Volunteers from all Centres will run the BBQ's and a roster will be prepared.

Attention All

25. Officials Lunches

We will be responsible for providing Morning Tea, Lunch and Afternoon Tea for designated Officials.

Attention All

26. Portable Cool Room

A portable cool room will be hired for the weekend. This will be used to store drinks and perishable foods safely.

Attention J de Vries

27. Quad Bike

The Lake Illawarra Centre will provide their Quad Bike for Region. Only Lake Illawarra Committee members will be permitted to drive the bike.

Attention H McGarry

28. Shade

Adequate shade is required at marshalling and all events. Local Surf Clubs and Real Estate Agents may have marquees that can be borrowed for the weekend.

Attention All

29. Bunting

Bunting will need to be erected at Discus, Javelin and Long Jump to define the area of competition. Kiama Council will supply all necessary bunting and star posts. A pipe hammer needs to be sourced.

Attention All

30. Coffee

The home Centre is responsible for organising coffee sales and will retain any proceeds as previously agreed.

Attention Kiama Centre

31. Raffle

The home Centre is responsible for organising the raffle, including prizes, and will retain any proceeds as previously agreed.

Attention Kiama Centre

32. Cancer Council

Kiama Council has secured a grant from the Cancer Council and have included the provision of shade and sunscreen for Region. This funding will also be utilised to assist with the purchase of embroidered hats commemorating the event.

Attention C Scott

33. High Jump Mats

The Lake Illawarra Centre will provide their High Jump Mats for Region. Transport of these mats needs to be organised.

Attention C Scott

34. IGA

Local IGA stores (Berry, Jamberoo, Kiama Downs, Gerringong) are to be canvassed for their support at Region. These stores were incredibly supportive of the Mid South Coast Zone Championships last year.

Attention C Scott

There being no further business the Regional Co-ordinator closed the meeting at 9:21pm.

Next meeting will be 7:30pm on Monday 9th January 2012 at Bomaderry RSL.

Craig Scott

21/11/2011

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