



# Mid South Coast Zone

Peter Cotter – Zone Co-ordinator

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Secretary – Stacey Scott

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## Minutes Of Meeting To Discuss Preparations For Region 5 2006

**Date:** Wednesday 3 August 2005

**Venue:** McDonald's South Nowra

**Present:** Peter Cotter      Bruce Smith      Stacey Scott      Craig Scott  
Heather Jiminez      Howard McGarry      Nicole Booth      Geoff Crook

**Apologies:** Janet Poppett      Carolyn Taddeo      Rob Russell      Paul Joines

**Absent:** Albion Park      Milton Ulladulla

Meeting opened 7:10pm

### **Amendments To Previous Minutes**

Nil

### **Correspondence In**

Nil

### **Correspondence Out**

HART Sport re Region 5 T-Shirt

### **Business Arising**

Nil

### **Administration**

Nil

### **Treasurer's Report**

As per previous Zone meeting.

### **General Business**

1. Mayor of Shoalhaven and Joanna Gash are to be invited to the Opening Ceremony and asked to provide an Opening Message for the Program.

*Attention Basin Centre*

2. Cresswell is to be approached to provide marching music at the Opening Ceremony.  
*Attention Basin Centre*
3. Sirenics is to be approached to sing the National Anthem at the Opening Ceremony.  
*Attention P Cotter*
4. Medal presentations will be made to Under 8 athletes only. "We are the champions" by Queen will be played during medal presentations.  
*Attention Basin Centre*
5. Portable toilets need to be hired for the weekend. Initial investigations have revealed that the cost involved will be in the vicinity of \$1000. Toilets need to be inspected regularly and kept clean. One (1) Centre will be made responsible for toilets during the weekend. Quotes to be obtained from Kennards and Meghaven Hire.  
*Attention P Cotter*
6. A minimum of two (2) BBQ's will be required. Tickets (Steak Sandwich, Sausage Sandwich, etc.) need to be prepared. Shoalhaven have agreed to run one (1) BBQ. Another Centre is required to run the other BBQ.  
*Attention All*
7. Parking will be available across the road from the field. A Development Application needs to be submitted to Shoalhaven City Council for parking in this area. The Rural Fire Service is to be approached to provide parking attendants. Parking charge will be a voluntary gold coin donation. Parking passes will be required for Officials. Drop off adjacent to the ground will be permitted but vehicles must then park accordingly.  
*Attention Basin Centre*
8. All necessary computer hardware has been acquired. See the separate document "Proposal For The Management Of The LAANSW Carnival System" for details. The CAT5 cable has been connected at the Recorders Shed and will be checked in the September school holidays. Subsequent testing of the network will then completed.  
*Attention P Cotter, C Scott*
9. Sponsorship should be actively sought throughout the Zone particularly for inclusion in the Programme. Centres must be proactive in seeking sponsorship. Several sponsors have already expressed an interest and will be pursued. Dolphin Watch Cruises have agreed to be involved. BlueScope Steel to be canvassed for support.  
*Attention All, S Scott*
10. A designated Official's area will be available behind the Canteen. This area should provide sign-on and dining facilities. "Working With Children" forms must be available.  
*Attention P Cotter*

11. A designated Information tent is to be provided. The location will be decided upon during a site inspection. The IMB may have a suitable tent if required.  
*Attention P Cotter*
12. Production of the Programme, incorporating coloured paper, has been quoted at \$2,500.00. Shoalhaven City Council has been approached and will provide 50% of the cost. Joanna Gash may also be willing to assist and is to be approached. Each Centre will have one (1) page of advertising at their disposal in the Programme.  
*Attention P Cotter, All*
13. HART Sport has been approached to provide a T-shirt design. The second set of samples from HART Sport were tabled and discussed. The T-shirt colour "chocolate" was agreed upon. The screen printing should be bright colours transitioning through the colour spectrum similar to the State Multi T-Shirt from last season. Orders will be taken prior to Regional. The total number of shirts requested will be orders plus a few extras. No orders will be taken at Regional for later delivery. South Coast Zone orders must be placed immediately after Zone. Do we want to order Polo shirts for adults/officials? Would Dolphin Watch Cruises sponsor these shirts?  
*Attention S Scott, All*
14. The Red Cross will provide First Aid but are yet to confirm the dates.  
*Attention Basin Centre*
15. Action Photos will be approached and asked to be on site for the weekend.  
*Attention Basin Centre*
16. St Georges Basin will manage the Canteen. Centre volunteers will be required to man the Canteen. A roster will be prepared at least a month prior to Regional.  
*Attention All*
17. Garbage collection must be organised. Jamie Nichols (Basin) may be able to assist. A site inspection must be arranged to discuss details.  
*Attention Basin Centre*
18. Track Marshalling will take place in the Equipment Shed. A marquee will be erected for Field Marshalling. A site inspection must be arranged to discuss details.  
*Attention All*
19. Investigate the possibility of providing a spectator viewing area adjacent to the Long Jump/100m area similar to that available at Orange. A site inspection must be arranged to discuss details.  
*Attention All*
20. "Jackie" from Dapto Little A's has agreed to handle the announcing duties.  
*Attention All*

21. Security must be arranged for Friday and Saturday nights. Cost will be in the vicinity of \$500.00.  
*Attention Basin Centre*
22. Mr Icee has been booked.  
*Attention All*
23. The ground must be surveyed. The initial quote came in at \$2,500.00. Fortunately a surveyor has been engaged who has agreed to do the work free of charge. There may be a nominal fee for the certification documentation  
*Attention P Cotter*
24. Video recording equipment has been organised for use at the Finishing Line. Will a 240V generator be required? Accommodation for the videographers (2 off) must be organised.  
*Attention N Booth, P Cotter*
25. LAANSW will supply three (3) watches for timing first place. St Georges Basin will supply remaining watches.  
*Attention Basin Centre*
26. How will Official's lunches be handled? Will MacDonald's be willing to assist in any way? Morning Tea is to be served no later than 10:30am and will consist of Tea/Coffee/Cold Drink and a cake. Lunch will be served at 12:30pm and will consist of a Popper, Sandwich and a piece of fruit.  
*Attention All*
27. A Co-ordinator is required to oversee VIP's, lunches, etc. Who will this be?  
*Attention All*
28. Should we invite a mobile coffee vendor? Several mobile businesses have been identified and will be approached.  
*Attention S Scott, B Smith*
29. Where will event results be posted during the weekend? A site inspection must be arranged to discuss details.  
*Attention All*
30. An engraver needs to be booked.  
*Attention H McGarry, P Cotter, G Crook*
31. Two tone blue ribbons will be on sale for attaching to medals.  
*Attention S Scott*
32. Approach Dairy Farmers to provide flavoured milk?  
*Attention P Cotter*

33. Athletes Foot will be in attendance.

*Attention All*

34. Bay and Basin Radio have agreed to attend and broadcast from the field during the weekend. A site inspection must be arranged to discuss details.

*Attention Basin Centre*

35. Centres are to ask parents/guardians to cook cakes, muffins, etc. to be sold in the Canteen. Should a quota be set for each Centre?

*Attention All*

36. Baker's Delight is to be approached to donate bread in return for advertising in the Programme. Basin, Kiama, Lake Illawarra and Shoalhaven to speak to the Baker's Delight in their area.

*Attention All*

37. Sanctuary Point Butcher to be approached regarding the supply of meat.

*Attention P Cotter*

38. Organise a date/time for a site inspection at Sanctuary Point Oval.

*Attention All, P Cotter*

39. Equipment Officer(s) need to be identified.

*Attention All*

40. Will there be a March Past or "Show Of Colours" as per State? Zone Co-ordinators to be canvassed.

*Attention P Cotter*

41. A raffle will be run over the weekend. Each Centre will donate a prize valued at a minimum \$50.00. Council is to be approached regarding a major prize. Possibly a stay in a Caravan Park? Dolphin Watch Cruises may provide a cruise as a prize.

*Attention All, Basin Centre*

42. All monies collected are to be transported to the Country Club for security reasons.

*Attention Basin Centre*

43. At the completion of the Regional Championships are members of the Zone interested in attending a Zone BBQ?

*Attention All*

Meeting closed 9:47pm

**Next meeting will be held on Wednesday 5<sup>th</sup> October 2005 at McDonald's South Nowra commencing at 7:00pm**

**Craig Scott**

**02/09/05**

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