



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 5 October 2005

Venue: McDonald's South Nowra

Present: Bruce Smith Craig Scott Heather Jiminez Paul Joines

Apologies: Peter Cotter Janet Poppett Rob Russell Stacey Scott
Di Austin Jane Smith Stephen Cooke

Absent: Albion Park Lake Illawarra

Meeting opened 7:15pm

Amendments To Previous Minutes

Nil

Correspondence In

HART Sport re Region 5 T-Shirt design
Mugs Away re Carnival attendance

Correspondence Out

HART Sport re Region 5 T-Shirt design changes

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. Garden Island has been approached to provide marching music at the Opening Ceremony. Awaiting response.
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. A copy of this song has been sourced.
Completed
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. Subsequent testing of the network by connecting three (3) PC's and two (2) Printers was successful. The latest version (V1.50) of the LAANSW Carnival System must be installed on all PC's (3 off). The networked system will be used at the Zone Championships hosted by Shoalhaven.
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 and Warilla Sports have been canvassed for support. Zone to provide a letter of introduction for individuals approaching businesses for sponsorship
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. Which Centre is responsible for Programme sales?
Attention P Cotter, All
13. HART Sport has been approached to provide a T-shirt design. The T-shirt colour "chocolate" has been agreed upon. The screen printing will be bright colours transitioning through the colour spectrum similar to the State Multi T-Shirt from last season. The T-Shirt design can be viewed on the Mid South Coast Zone web site (www.geocities.com/midsouthzone). 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. Mid South Coast Zone orders must be placed immediately after Zone. Polo shirts will be available for adults/officials. Would Dolphin Watch Cruises sponsor these shirts? Correspondence is to be sent to all Region 5 Centres in early November. Kiama Centre has volunteered to procure, pack and distribute the 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 has been surveyed. The initial quote came in at \$2,500.00. Fortunately a surveyor was engaged who agreed to do the work free of charge. There may be a nominal fee for the certification documentation.
Completed
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. The mobile coffee vendor "Mugs Away" has agreed to attend the Carnival.
Completed
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. How many ribbons are required?
Attention S Scott
32. Approach Dairy Farmers to provide flavoured milk?
Attention P Cotter
33. Athletes Foot will be in attendance. Has this been confirmed?
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? Shoalhaven expressed concern about possible health risks associated with selling cakes, muffins, etc. without labels listing ingredients.
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. Kiama Centre has volunteered to run the raffle.

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

44. A list must be compiled detailing what each Centre is responsible for. This will assist in identifying outstanding issues.

Attention All

Meeting closed 8:35pm

Next meeting will be held on Wednesday 7th December 2005 at McDonald's South Nowra commencing at 7:00pm

Craig Scott

02/11/05

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Copy To: Leesa Hutchison/Laurelle Mason - Secretary Albion Park (Post)
Janet Poppett - Secretary Kiama (E-mail)
Nicole Booth - Secretary Lake Illawarra (Post)
Jane Smith - Secretary Milton Ulladulla (E-mail)
Geoff Crook - Secretary Shoalhaven (E-mail)
Nicole Dunkley - Secretary St Georges Basin (E-mail)
Peter Cotter (E-mail)
Stacey Scott (E-mail)
Bruce Smith (E-mail)
Scott Chapman (E-mail)
Craig Scott
Howard McGarry (E-mail)
Rob Russell (E-mail)
Paul Joines (E-mail)
Stephen Cooke (E-mail)
Heather Jiminez (E-mail)
Debbie Kelly (E-mail)
Jeff Visser (E-mail)