



Mid South Coast Zone

Peter Cotter – Zone Co-ordinator

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Secretary – Stacey Scott

33 Flinders Avenue KIAMA DOWNS, 2533

Minutes Of Meeting To Discuss Preparations For Region 5 2006

Date: Saturday 7 January 2006

Venue: Sanctuary Point Oval

Present:

Bruce Smith	Craig Scott	Rob Russell	Paul Joines
Jane Smith	Jeff Visser	Peter Cotter	Janet Poppett
Scott Chapman	Stacey Scott	Gary Poppett	

Apologies: Heather Jimenez

Absent: Lake Illawarra

Meeting opened 10:37am

Ground Inspection

A detailed ground inspection was carried out. The location of toilets, BBQ's, PC's, Official's Area, Information, Red Cross, Marshalling, Mr Icee, Mugs Away, etc. was discussed at length and agreed upon. A map will be prepared for tabling at the next meeting.

Attention P Cotter

At the completion of the ground inspection (11:41am) those in attendance adjourned to the room above the Canteen for the remainder of the meeting.

Amendments To Previous Minutes

Nil

Correspondence In

T-Shirt orders from various Centres
Western Riverina Regional Qualifiers
Central Tablelands Regional Qualifiers
Western Plains Regional Qualifiers

Correspondence Out

Nil

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. The Program Opening Message is still outstanding.
Attention P Cotter
2. Nowra Town Band has been approached to provide marching music at the Opening Ceremony. Awaiting response.
Completed
3. Serenity is to be approached to sing the National Anthem at the Opening Ceremony.
Completed
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. Carolyn Visser will organise the medal presentations. Jeff Visser has agreed to organise a CD Player.
Completed
5. Six (6) Portable toilets will be hired for the weekend from Meghaven Hire. Pump out must be arranged for late Saturday. Toilets must be inspected regularly and kept clean. Responsibility for toilets during the weekend will be shared. A roster has been prepared.
Attention P Cotter
6. Two (2) BBQ's will be required. Both will be set up adjacent to the Canteen. Shoalhaven Centre has agreed to run the BBQ's. Tickets and price lists (Steak Sandwich \$3.00, Sausage Sandwich \$1.00, Bacon & Egg Sandwich \$3.00, Risssole Sandwich \$2.50, Chicken Kebab \$2.50, Egg \$1.00) need to be prepared. R Russell agreed to pick up eggs. Basin will get Bread, Bread Rolls, Onions and sauces. Drinks (\$2.00) will also be sold from the BBQ area. Adequate refrigeration is required at the BBQ area so Basin's large freezer, currently located in the Equipment Shed, will be used. A generator will be available for use at the BBQ.
Attention Shoalhaven Centre

7. Parking will be available across the road from the field. The Rural Fire Service has been approached to provide parking attendants. Parking charge will be a voluntary gold coin donation. Parking passes will be required for Officials. These need to be prepared and posted to Zone Co-Ordinators for distribution. Drop off adjacent to the ground will be permitted but vehicles must then park accordingly.

Attention Peter Cotter

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 Zone Championships will be a "dress rehearsal" for the manner in which the Carnival Computer System will be managed at the Regional Championships. The hardware and manpower will be excessive to Zone requirements but it is important that the opportunity be taken to test the system configuration under Carnival conditions. An In/Out Tray has been acquired for processing Results Sheets. Suitable tables and chairs will be required for the Computers and data entry personnel.

Attention P Cotter, C Scott, G Visser

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. Centres must submit advertising/sponsorship details for inclusion in the program, in soft copy, to C Scott by Friday 27th January.

Attention All

10. A designated Official's area will be available behind the Canteen. This area will provide sign-on and simple dining facilities. Sign-On sheets (2 Off) and "Working With Children" forms will be available.

Completed

11. A designated Information tent will be provided. The IMB tent has been acquired. A table will also be required.

Completed

12. Joanna Gash has agreed to assist with the production of the Program. A "Working Bee" will be organised to copy, collate and staple the Programs. Each Centre will have one (1) page of advertising at their disposal in the Program. Centres must submit advertising details for inclusion in the program, in soft copy, to C Scott by Friday 27th January. Milton Ulladulla will handle Programme sales.

Attention P Cotter, All

13. T-Shirts will be supplied by HART Sport. The T-Shirt design can be viewed on the Mid South Coast Zone web site (www.geocities.com/midsouthzone). The closing date for orders has passed but orders are still arriving by post. No orders will be taken at Regional for later delivery. Mid South Coast and Southern Highland Centres must estimate their Regional T-Shirt requirements and submit orders, with a minimum of 50% deposit, to the Zone Secretary by Friday 13th January 2006. Although inconvenient this is a necessary requirement due to the lead time requested when ordering T-Shirts from HART Sport. Kiama Centre has volunteered to procure, pack and distribute the Shirts.

Attention Kiama Centre, All

14. The Red Cross will provide First Aid .

Completed

15. Photos In A Flash (Kel Bradstock) have been approached but have a prior engagement. They may however be able to organise someone to attend. We are currently waiting for a response.

Attention Peter Cotter

16. St Georges Basin will manage the Canteen. Centre volunteers will be required to man the Canteen. A roster has been prepared.

Completed

17. Garbage collection has been organised with Clearaway.

Completed

18. Track Marshalling will take place in the Equipment Shed. A marquee will be erected for Field Marshalling adjacent to the Equipment Shed.

Completed

19. A spectator viewing area will be provided adjacent to the Long Jump/100m straight area. This will be similar to that available at Orange. Bunting will be required to bound this area.

Completed

20. "Jackie" from Dapto Little A's has agreed to handle the announcing duties.

Completed

21. Security has been arranged for Friday and Saturday nights.

Completed

22. Mr Icee has been booked.

Completed

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. N Booth had not confirmed the video recording equipment so those in attendance agreed to use the fallback system, which was successfully tested at the Dragon Derby. Consequently the accommodation for the videographers (2 off) has not been organised. Bruce Smith agreed to source a 240V generator. Scaffold must be erected adjacent to the Finish Line to mount the video camera on. Centres were asked to provide Camera Operators. Tests will be performed on Friday 17th February to ensure adequate video coverage is provided.

Attention P Cotter, C Scott, All

25. LAANSW will supply three (3) watches for timing first place. St Georges Basin will supply remaining watches.

Completed

26. Milton Ulladulla will handle morning Tea and Official's lunches. Morning Tea is to be served no later than 10:30am and will consist of Tea/Coffee/Cold Drink and a muffin. Lunch will be served at 12:30pm and will consist of a Popper, Sandwich and a piece of fruit.

Completed

27. Jane Smith will co-ordinate VIP's, lunches, etc.

Completed

28. The mobile coffee vendor "Mugs Away" has agreed to attend the Carnival.

Completed

29. Event results will be posted on the Southern wall of the Amenities Block (Behind the Canteen)

Completed

30. An engraver needs to be booked.

Attention P Cotter

31. Two tone blue ribbons will be on sale for attaching to medals. Five Hundred (500) ribbons have been ordered. These will be sold from the T-Shirt/Program stalls.

Completed

32. Approach Dairy Farmers to provide flavoured milk?

Completed

33. Athletes Foot will be in attendance.

Completed

34. Bay and Basin Radio have agreed to attend and broadcast from the field during the weekend.

Completed

35. The sale of cakes, muffins, etc. was eliminated due to concern about possible health risks associated with selling these items without labels listing ingredients. Fruit Salad was suggested but also eliminated due to preparation/storage issues.

36. Bakeries local to St Georges Basin are to be contacted to supply bread. The local IGA may help out due to their sponsorship of LAANSW.

Attention P Cotter

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

Completed

38. The site inspection at Sanctuary Point Oval was held on Saturday 7th January 2006 commencing at 10:37am and concluding at 11:41am.

Completed

39. Equipment Officer(s) still need to be identified. G Poppett agreed to assist.

Attention Basin Centre

40. Zone Co-ordinators have decided that a March Past will be held.

Completed

41. A raffle will be run over the weekend. Tickets will be \$1.00 each. It will be drawn at lunchtime on Sunday. Each Centre will donate a prize valued at a minimum of \$50.00. Shoalhaven Council has donated the major prize. Kiama Centre has volunteered to run the raffle.

Attention All, Kiama Centre

42. All monies collected are to be transported to the Country Club for security reasons. Shoalhaven will provide the BBQ float. Kiama will provide the T-Shirt float. The Zone will provide the floats for Ribbons, the Raffle and Programs.

Attention All

43. The following signs will need to be prepared and laminated: Ribbons, Information, Programmes, T-Shirts, Officials Sign-On, Parking, BBQ, BBQ And Drinks Only.

Attention S Scott

44. A minimum of nine (9) tables will be required. T-Shirts (2), Information (1), BBQ (3), Lunches (1), Computers (2), Recorders (1).

Attention P Cotter, B Smith

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

Attention All

46. A list has been compiled detailing what Centres/individuals are responsible for. This can be found attached to these minutes.

Attention All

Meeting closed 1:53pm

Next meeting will be held on Wednesday 8th February at Bruce Smith's home (110 Warren Avenue North Nowra) commencing at 7:00pm

Craig Scott

11/01/06

D:\Zone\Regional 2006\20051207 Region 5 2006.doc

Copy To: Leesa Hutchison - Secretary Albion Park (E-mail)
 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
 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 Jimenez (E-mail)
 Debbie Kelly (E-mail)
 Jeff Visser (E-mail)
 Deb Parker (E-mail)

Tasks Allotted To Centres/Individuals At Region 5 2006

Task	Centre/Individual(s)	Comments
Under 8 Medal Presentations	Carolyn Visser	Queen's "We Are The Champions" to be played.
Toilet Duty	Shared	Roster prepared.
BBQ	Shoalhaven	
Computer System	Craig Scott, Jeff Visser	
Programme Sales	Milton Ulladulla	
T- Shirt Sales	Kiama	
Canteen	Shared	St Georges Basin will manage the Canteen but a roster of volunteers will man it.
Garbage Collection	Clearaway	
Video	Peter Broadhead	More operators required.
VIP Co-Ordinator	Jane Smith	
Official's Lunches	Milton Ulladulla	
Equipment Officer(s)	Basin, Gary Poppett	
Raffle	Kiama	Prizes are required. (Minimum \$50.00 value)