

Mid South Coast Zone



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Foundation for all sports

Region 5 Championships Planning Meeting Minutes

Date: Tuesday 26th July 2011

Venue: Bomaderry RSL Club

Welcome: The Zone Co-ordinator welcomed those in attendance and thanked them for their participation. He then outlined the purpose of this, and subsequent, Region 5 Championships Planning Meetings

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:	Tony Hush
St Georges Basin:	Jackie de Vries
Sussex Inlet	Tenille Moroney, Kate White

Apologies:

Visitors:

Meeting opened at 7:36 pm

Previous Minutes

Not applicable.

This is the inaugural meeting.

Business Arising

Nil.



Correspondence In:

Kiama Little Athletics Re Region 5 Championships
Kiama Municipal Council Re Region 5 Championships
Koorinal-Wagga Athletics Re Timing Gates

Correspondence Out:

South Coast District Cricket Association Re Region 5 Championships
Kiama Cricket Club Re Region 5 Championships
Kiama Municipal Council Re Region 5 Championships
Kiama District Sports Association Re Region 5 Championships

Administration

The following people were nominated for, and subsequently accepted, administrative positions on the Regional Committee:

Treasurer: Graham Nash
Secretary: Craig Scott

Treasurers Report

Nil.

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 a two (2) day Carnival program.

Attention All

2. Opening Ceremony And/Or Opening Message

Should a formal Opening Ceremony, complete with local dignitary (e.g. Mayor) be held? Would a local sports person be more suitable? Is it necessary for the National Anthem to be performed? Will an Opening Message from the Mayor be included in the program or a simple welcome from the Region Co-ordinator?

Attention All

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.

Attention C Scott

4. Parking

The Kiama Sporting Complex has a sealed car park. Additional parking is also available at the nearby Netball courts. It may be possible to use Ground 4 for parking, Council and weather permitting. If Ground 4 is used Kiama SES may be willing to provide parking attendants for a gold coin donation.

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) and LANSW personnel (2 Off).

7. Ground Survey

A ground survey must be completed prior to Region. Kiama Council are to be approached to arrange and complete this survey.

Attention C Scott

8. Ground Inspection

A ground inspection will be carried out early in the new season by the Mid South Coast and South Coast Highlands Zone Co-ordinators.

Attention C Scott

9. Ground Layout

The ground layout needs to be finalised. Locations are to be determined for Track Marshalling, Field Marshalling, Officials Area, Information Area, Recording, Data Entry, Medal Sorting, First Aid and Shirt Sales. If the change rooms are considered unsuitable it may be prudent to hire a site shed. The ground layout will be confirmed during the ground inspection.

Attention C Scott

10. Video Recording (Finish Line)

Rick Gardiner (Finley) has agreed to man the Finish Line video again this season. We need to arrange a suitable generator for the video camera and computer.

Attention All

11. Timing Gates

Do we want to use Timing Gates at Region? A quote of \$1,320.00 has been obtained from Koorinal-Wagga Athletics to hire Timing Gates. This includes the services of an operator who will require accommodation which should be easy to arrange free of charge.

Centres are asked to discuss the use of Timing Gates at their next Committee meeting.

Please come to the next Zone meeting, in August, prepared to make a decision on the use of Timing Gates at Region.

Attention All

12. Medals

Under 8 athletes are to be presented with their medals at Region. A presentation dais will be required. 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. It is recommended that it 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. Quotes are to be 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 may 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. How will this be accomplished?

Attention All

17. First Aid

St John will be in attendance for the duration of the weekend.

Attention C Scott

18. Polo/T-Shirt

A shirt is to be designed to commemorate the event. Decisions regarding type of shirt (Polo/T-Shirt), colour and graphic(s) need to be made. It was agreed that the event (Region 5 Championships), location and year should be displayed on the finished item. It was also agreed that the possibility of providing all designated Officials with a complimentary shirt be pursued.

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. We are confident that the local Police will agree to drive by the ground regularly if requested.

Attention All

20. Mr Icee

Mr Icee is not available due to the clash with State Cup Touch Football. Alternate options are to be investigated.

Attention All

21. Photography

Do we want a photographer on site for the weekend? If so he/she must be suitably insured and approved by LANSW

Attention All

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. This will allow us to quickly empty full bins and safely store the garbage for pick up and disposal.

Attention All

23. Canteen

A Canteen Co-ordinator will be required. Will a single Centre or volunteers from all Centres run the Canteen? Should we ask parents/guardians to cook cakes, etc.? Local bakeries 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. Will a single Centre or volunteers from all Centres run the BBQ's?

Attention All

25. Officials Lunches

We will be responsible for providing Morning Tea, Lunch and Afternoon Tea for designated Officials. How will this be handled?

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 All

27. Quad Bike

At least one (1) Quad Bike will be required for Region.

Attention All

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.

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

There being no further business the Regional Co-ordinator closed the meeting at 9:18pm.

Next meeting will be 7:30pm on Wednesday 21st September 2011 at Bomaderry RSL.

Craig Scott

03/08/2011

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