

Mid South Coast Zone



C / -

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Foundation for all sports

Region 5 Championships Planning Meeting Minutes

Date: Wednesday 21st September 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:	Tony Hush
St Georges Basin:	Jackie de Vries
Sussex Inlet	

Apologies: Tenille Moroney (SI)

Visitors:

Meeting opened at 7:38 pm

Previous Minutes

Nil.

Business Arising

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



Correspondence In:

Email Kiama Municipal Council Re Cancer Council Grant
Email Brian Giddings Re Snow Cones
Email Foster Amusements Re Slushees
Email Ki Print Re Quote Program Printing

Correspondence Out:

Minutes All Centres And Region 5 Zone Co-ordinators
Email Koorungal-Wagga Athletics Club Re Timing Gates

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. Suitable messages from the Mayor and 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.

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. 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) and LANSW personnel (2 Off).

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.

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. A suitable generator for the video camera and computer has yet to be sourced.

Attention All

11. Timing Gates

Centres unanimously supported the use of Timing Gates at the Region 5 Championships. Koorinal-Wagga Athletics have been contacted and the Gates and an operator have been booked.

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. 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. How will this be accomplished?

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 is to be designed to commemorate the event. Tentative discussions have been held regarding colour and graphic(s). 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 provision of a complimentary shirt to all designated Officials should 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

Correspondence has been received from several businesses regarding the provision of Slushees/Snow Cones. Centres expressed a preference for Slushees.

Attention C Scott

21. Photography

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.

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. Should we ask parents/guardians to cook cakes, etc.? 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. 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 C Scott

27. Quad Bike

A 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

32. Cancer Council

Kiama Council has secured a grant from the Cancer Council and have included the provision of shade and sunscreen for Region. Council has also advised that further funding may be

available to support Sun Protection/Shade issues. Could this funding be utilised for the purchase of hats?

Attention C Scott

33. High Jump Mats

The minimum landing area for High Jump Mats at Region is 4.0m x 2.4m x 0.5m. The Kiama Centre's mats do not meet this criteria. Centres, with suitably sized mats, are asked to consider providing them for use at Region.

Attention All

There being no further business the Regional Co-ordinator closed the meeting at 9:23pm.

Next meeting will be 7:30pm on Wednesday 16th November 2011 at Bomaderry RSL.

Craig Scott

14/10/2011

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