

Mid South Coast Zone



C / -
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Foundation for all sports

Region 5 Championships Planning Meeting Minutes

Date: Monday 9th January 2012

Venue: Bomaderry RSL Club

Present: Zone Co-ordinator: Craig Scott
Zone Treasurer: Graham Nash
Zone Secretary: (Vacant Position)

Centre Delegates

Albion Park:

Kiama:

Lake Illawarra: Col Anderson

Milton Ulladulla: Jo Skinner

Shoalhaven: Suzanne Edwards

St Georges Basin: Jackie de Vries

Sussex Inlet: Tenille Moroney

Apologies: Brett White (AP), Mitch Terry (K), James Cordell (K)

Visitors:

Meeting opened at 8:18 pm

Previous Minutes

Nil.

Business Arising

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



Correspondence In:

Email Hart Sport Re Shirts
Email Kiama Council Re Caps
Email Hart Sport Re Polo Shirts

Correspondence Out:

Email Hart Sport Re Shirts
Email Kiama Council Re Caps
Email Hart Sport Re Polo Shirts

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. A message from the 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. Kiama Council has supplied contact details for emergency support (Plumbing, electrical, etc.) should it be required.

Port-A-Loos have been booked with Coates Hire at a very reasonable rate in return for advertising in the Program.

4. Parking

The Kiama Sporting Complex has a sealed car park. Additional parking is also available at the nearby Netball courts. Kiama Council has agreed to the use of Ground 4 for parking, weather permitting. 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.

EGR Trailers have donated a 1.8m x 1.2m trailer which will be auctioned at the Carnival. Our thanks go to Rob and Suzanne Edwards for their generosity.
Attention All

6. Zone Co-ordinator/LANSW Accommodation

Accommodation has been organised for the visiting Zone Co-ordinators, LANSW personnel and Timing Gate operator.

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 provided the relevant documentation as per LANSW requirements.

8. Ground Inspection

A ground inspection was completed on Saturday 5th November by Greg Dickson, Allan Johnson and Craig Scott. The only issue identified was the adequacy of the PA System. It may be necessary to install additional speakers adjacent to the grandstand on the western side of the track. Kiama TV And Video Service (Geoff Brain) have been engaged to provide PA assistance.

Attention C Scott

9. Ground Layout

The ground layout has been finalised. Locations have been determined for Track Marshalling, Field Marshalling, Officials Area, Information Area, Recording, Data Entry, Medal Sorting, First Aid and Shirt Sales.

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

Timing Gates will be used at the Region 5 Championships. Koorungal-Wagga Athletics have been contacted and the Gates and an operator have been booked. Power requirements for the Gates need to be confirmed.

Attention C Scott

12. Medals

Under 8 athletes are to be presented with their medals at Region. The Lake Illawarra Centre has agreed to provide their presentation dais for the weekend. The remaining medals will need to be collated and appropriately labelled for distribution. This is an enormous task. Jackie de Vries (St Georges Basin) and Rachel Hagedoorn (Shoalhaven) have agreed to assist in this area.

13. Officials Appointments

The Regional Co-ordinator has finalised the appointment of Referees, Chiefs and Officials after consultation with the Zone Co-ordinators.

14. **Program**

Production of the Program is well in hand. 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.

Attention All

15. **Data Entry**

Shirley Morgan (Lockhart), Narelle Shaw (Forbes) and Kim Gardiner (Finley) will be working with the Meet Manager system. Jackie de Vries (St Georges Basin) and Rachel Hagedoorn will also be available to assist if required.

The Zone recently purchased a laser printer and an inkjet backup printer will be on site.

16. **Results**

Results need to be posted and must be easily accessed.

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**

Response to the souvenir T-Shirt has been excellent and an order has been placed for more than seven hundred (700) shirts. A complimentary polo shirt has also been designed and will be provided, free of charge, to all designated Officials.

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. Local Police have been notified and have agreed to patrol the area regularly.

Attention All

20. **Slushees**

Negotiations with Foster Amusements for the provision of slushees have been unsuccessful. Berrylicious (Blended Ice Cream and Frozen Yoghurt) have been engaged for the weekend.

21. **Media**

The Kiama Independent, Illawarra Mercury, Prime TV and WIN TV are to be contacted. 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.

Attention C Scott

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**

Mitch Terry (Kiama) will be the Canteen Co-ordinator. Volunteers from all Centres will run the Canteen and a roster will be prepared. 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.

Attention All

26. **Portable Cool Room**

A portable cool room has been hired for the weekend. This will be used to store drinks and perishable foods safely.

27. **Quad Bike**

The Lake Illawarra Centre will provide their Quad Bike for Region. Only Lake Illawarra Committee members will be permitted to drive the bike.

Attention H McGarry

28. **Shade**

Adequate shade is required at marshalling and all events.

Attention All

29. **Bunting**

Bunting will need to be erected at Discus, Javelin and Long Jump to define the area of competition. Kiama Council will supply all necessary bunting and star posts. A pipe hammer needs to be sourced.

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. This funding will also assist with the purchase embroidered hats commemorating the event.

33. High Jump Mats

The Lake Illawarra Centre will provide their High Jump Mat extensions and covers for Region.

34. IGA

Local IGA stores (Berry, Jamberoo, Kiama Downs, Gerringong) are to be canvassed for their support at Region. These stores were incredibly supportive of the Mid South Coast Zone Championships last year.

Attention M Terry

There being no further business the Regional Co-ordinator closed the meeting at 9:36pm.

Next meeting will be 7:30pm on Monday 6th February 2012 at Bomaderry RSL.

Craig Scott

16/01/2012

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