

# Mid South Coast Zone



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33 Flinders Avenue  
Kiama Downs NSW 2533  
Tel 0414 308 074

[craig.scott@bluescopesteel.com](mailto:craig.scott@bluescopesteel.com)

[msczone.org.au](http://msczone.org.au)

Foundation for all sports

## Region 5 Championships Planning Meeting Minutes

**Date:** Monday 6<sup>th</sup> February 2012

**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:	Mitch Terry
Lake Illawarra:	Col Anderson
Milton Ulladulla:	Jo Skinner
Shoalhaven:	Suzanne Edwards
St Georges Basin:	Jackie de Vries
Sussex Inlet	Tenille Moroney

**Apologies:**

**Visitors:**

Meeting opened at 7:35 pm

### **Previous Minutes**

Nil.

### **Business Arising**

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



**Correspondence In:**

Email Kiama Council Re Ground Preparation

Email Kiama Council Re Caps

**Correspondence Out:**

Email Kiama Council Re Caps

Email All Centres Re Canteen/BBQ Roster

**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 has been prepared and included in the Program.

**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. Local community organisations are to be canvassed to gauge their interest in providing parking attendants for a gold coin donation. Allocated parking has been arranged for Zone Co-ordinators, Referees and Chief Officials. Parking permits will be emailed/posted in the near future.

*Attention C Scott*

**5. Sponsorship**

The generosity of the local community should never be underestimated. Numerous sponsors have come on board at the eleventh hour. IGA have been particularly helpful. EGR Trailers have donated a 1.8m x 1.2m trailer which will be auctioned at the Carnival. All "Sponsors" have been included in the Program.

**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 5<sup>th</sup> November by Greg Dickson, Allan Johnson and Craig Scott. The only issue identified was the adequacy of the PA System. Kiama TV And Video Service (Geoff Brain) has been engaged to provide PA support. Additional speakers (5 Off in total) are being positioned on the grandstand on the western side of the track and adjacent to the Long Jump facility. The existing 100W Amplifier is being replaced with two (2) 250W Amplifiers. Chances are we may have complaints that the PA System is too loud particularly from the Blue Haven Retirement Village adjacent to the ground.

**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.

It should be noted that shelters will not be permitted with 1.5m of the fence surrounding the track. A suitable warning has been included in the Program.

**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 been secured. A spare generator has also been procured.

**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 have been confirmed.

## **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**

The Program is complete and currently being printed. Several copies were tabled for perusal. Six hundred (600) copies are required. The Program is being produced in A4 due to the font size of the output from the Meet Manager system.

## **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 will be posted on the Gear Shed adjacent to the Canteen.

## **17. First Aid**

St John has been booked and confirmed. They 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. Plastic liners have been procured and will be installed in all 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.

**23. Canteen**

Mitch Terry (Kiama) will be the Canteen Co-ordinator. Volunteers from all Centres will run the Canteen. A roster has been prepared and issued. 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. A roster has been prepared and issued. St Georges Basin Centre will provide their bain-marie.

*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.

**28. Shade**

Adequate shade has been acquired and will be erected at marshalling and all events.

**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 has been sourced.

**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. The raffle prizes are nothing short of spectacular. Here are a few to whet your appetite: an LG 50" 50PV250 Plasma TV and a weekend stay for up to 5 people in a twin spa room at the Gerroa Holiday Park.

**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 has also assisted with the purchase of seven hundred (700) embroidered hats commemorating the event. Profits from the sale of these hats will be donated to the "Relay For Life" which is being held in Kiama in May.

**33. High Jump Mats**

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

**34. IGA**

Once again the local IGA stores (Berry, Jamberoo, Kiama Downs, Gerringong) have provided spectacular support. Their generosity is truly amazing.

**35. Kiama Leisure Centre**

The Kiama Leisure Centre, located on the Northern side of the main car park, houses several indoor swimming pools and has agreed to cater for athletes, etc. Patrons will be charged an initial entry fee and issued with a wrist band that will allow them to come and go as they please.

There being no further business the Regional Co-ordinator closed the meeting at 9:10pm.

Craig Scott

09/02/2012

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