



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: Wednesday 7 December 2005

Venue: McDonald's South Nowra

Present: Bruce Smith Craig Scott Heather Jimenez Paul Joines
Jane Smith Jeff Visser Peter Cotter Stephen Cooke
Deb Parker Scott Chapman

Apologies: Janet Poppett Rob Russell Stacey Scott Howard McGarry

Absent: Lake Illawarra

Meeting opened 8:27pm

Amendments To Previous Minutes

Nil

Correspondence In

Nil

Correspondence Out

T-Shirt Order Form - All Region 5 Centres

Dolphin Watch Cruises Flyer - All Region 5 Centres

T-Shirt Order Form - All Region 5 Zone Co-Ordinators

Dolphin Watch Cruises Flyer - All Region 5 Zone Co-Ordinators

Carnival System Details And Requirements - All Region 5 Zone Co-Ordinators

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.
Attention Basin Centre
2. Nowra Town Band has been approached to provide marching music at the Opening Ceremony. Awaiting response.
Attention Basin Centre
3. Serenity is to be approached to sing the National Anthem at the Opening Ceremony.
Attention P Cotter
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.
Completed
5. Portable toilets need to be hired for the weekend. Investigations have revealed that the cost involved will be in the vicinity of \$1000. Toilets must be inspected regularly and kept clean. Responsibility for toilets during the weekend will be shared. A roster will be 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 (Steak Sandwich, Sausage Sandwich, etc.) need to be prepared. Prices and quantities are to be discussed at the next meeting.
Attention Shoalhaven Centre
7. Parking will be available across the road from the field. A Development Application needs to be submitted to Shoalhaven City Council for parking in this area. The Rural Fire Service is to be 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. Two (2) In Trays and two Out Trays are required 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 are to bring advertising/sponsorship details to the next meeting.

Attention All

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

Attention P Cotter

11. A designated Information tent is to be provided. The location will be decided upon during the site inspection on Saturday 7th January 2006. The IMB tent has been acquired. A table will also be required.

Attention Basin Centre

12. Joanna Gash has agreed to assist with the production of the Programme. A "Working Bee" will be organised to copy, collate and staple the Programmes. Each Centre will have one (1) page of advertising at their disposal in the Programme. Centres are to bring their page of advertising to the next meeting in soft copy. Milton Ulladulla will handle Programme sales.

Attention P Cotter, All

13. HART Sport has been approached to provide T-shirts. The T-Shirt design can be viewed on the Mid South Coast Zone web site (www.geocities.com/midsouthzone). The closing date for orders is Friday 6th January 2006. 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 6th 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 but are yet to confirm the dates.

Attention Basin Centre

15. Photos In A Flash (Kel Bradstock) will be approached and asked to be on site for the weekend.

Attention Peter Cotter

16. St Georges Basin will manage the Canteen. Centre volunteers will be required to man the Canteen. A roster will be prepared by Heather Jimenez.
Attention All, H Jimenez
17. Garbage collection must organised with Clearaway. A site inspection has been arranged on Saturday 7th January 2006 to discuss details.
Attention Basin Centre
18. Track Marshalling will take place in the Equipment Shed. A marquee will be erected for Field Marshalling. A site inspection has been arranged on Saturday 7th January 2006 to discuss details.
Attention All
19. Investigate the possibility of providing a spectator viewing area adjacent to the Long Jump/100m area similar to that available at Orange. Bunting will be required. A site inspection has been arranged on Saturday 7th January 2006 to discuss details.
Attention All
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. The video recording equipment has still not been confirmed. Consequently accommodation for the videographers (2 off) has not been organised. A fallback system was successfully tested at the Dragon Derby and is available. 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 in the event of the fallback system being required.
Attention N Booth, P Cotter, All
25. LAANSW will supply three (3) watches for timing first place. St Georges Basin will supply remaining watches.
Attention Basin Centre

26. Morning Tea and Official's lunches will be handled by Milton Ulladulla. 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.

Attention Milton Ulladulla

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. Where will event results be posted during the weekend? A site inspection has been arranged on Saturday 7th January 2006 to discuss details.

Attention All

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 are to be purchased.

Attention S Scott

32. Approach Dairy Farmers to provide flavoured milk?

Completed

33. Athletes Foot will be in attendance. Has this been confirmed?

Completed

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

Completed

35. Cakes, muffins, etc. have been eliminated due to concern about possible health risks associated with selling cakes, muffins, etc. without labels listing ingredients. Fruit Salad was suggested as a suitable replacement. Containers, etc. will be required. Deb Parker agreed to source fruit salad.

Attention D Parker

36. Bakeries local to St Georges Basin are to be contacted to supply bread.

Attention P Cotter

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

Completed

38. The site inspection at Sanctuary Point Oval will be held on Saturday 7th January 2006 commencing at 10:30am. The opportunity will also be taken to hold the next meeting at this venue at this time.

Attention All, P Cotter

39. Equipment Officer(s) still need to be identified.

Attention All

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

Completed

41. A raffle will be run over the weekend. It will be drawn at lunch time on Sunday. Each Centre will donate a prize valued at a minimum \$50.00. 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. Floats, float values, etc. are to be discussed at the next meeting.

Attention Basin Centre, All

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

Attention All

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

Attention All

Meeting closed 10:06pm

Next meeting will be held on Saturday 7th January at Sanctuary Point Oval commencing at 10:30am

Craig Scott

20/12/05

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 to be 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	?	To be confirmed.
VIP Co-Ordinator	Jane Smith	
Official's Lunches	Milton Ulladulla	
Equipment Officer(s)		How many are required?
Raffle	Kiama	Prizes are required. (Minimum \$50.00 value)