Association of Commonwealth Triathlon

**Minutes**

Meeting Management Committee (MC) (by Skype)

Date 25 November 2014

Attending Sarah Springman (SMS), Jem Lawson (JL), Luc Landriault (LL), David Ferrier (DF), Alan Beckford (AB), Jane Moncrieff (JM), Sam Wickramasinghe (SW), David Sales (DS)(First Ascent), Gergely Markus (GM) (ITU)

Apologies None

Not attending Alain St Louis (ASL)

Mentioned

1. **Opening remarks**

SMS introduced the meeting, thanking all for being available (some at unusual times). Thanked JL for previous minutes and setting up the call.

There were no declarations of interest other than by those heading National Federations.

1. **Previous minutes**

The minutes of the Skype call from October 2014 were accepted and approved nem con. Any matters arising would be subsumed within the substantive agenda.

SMS asked DS to chair the call for items three to six.

DS described the approach which was to take the work packages from the previous call one by one looking for questions, comment and clarification. This process would enable the owners then to move their submissions from the early drafts which tended to pose questions to a more definitive form which would be the formulation of firm propositions to be included in the ACT strategy document.

GM welcomed to the call .. JL apologised for mistakenly having communicated the wrong time!

1. **Discussion on submissions from work packages following Skype 1**
* **Strategy Development** JL/LL .. a number of suggestions was made to clarify the sections. Enhancing statement of purpose; changing vision to an overarching statement which will guide objectives; incorporate values of CGF and ITU; additions to SWOT table and enhancement of final section.

JL undertook to incorporate these into the next iteration.

* **Governance** DF/SMS/JL .. there had not been sufficient time for a full exchange among the group. Governance of ACT would perhaps bear comparison with similar groupings within the ITU family, viz the Meditarranean Federations with a Games in 2017 and the Pan Arabic group with a Games in 2015. Both of these, along with ACT, recognise the ITU as the World Governing Body. With these three organisations the relevant Games are the pinnacle of performance. The Hispanic grouping has a more political mien. GM would be able to assist in making comparisons.

It was established that ACT is neither a governing body nor a link between CGF and ITU, but rather a networking and lobbying group and, as such, will not require over-powering governance. SMS will liaise with ITU and feed back. DF accepted all comments which will inform the next draft.

* **Relations with ITU and CGF** SMS/JL .. GM has already been able to help here, for which thanks, and will be available for more input. Being able to contribute to forthcoming conversations and decisions affecting future CWG with the strength of agreement from the ACT grouping will be of importance. Some of the fall out from the triathlon event in Glasgow was dismay expressed by smaller nations and territories whose athletes were unable to finish. We need to accentuate the positive.
* **CWG** SMS/AB/DF .. SMS regretted not being able to discuss with group colleagues. This clearly relates to the previous section. The importance of Paratri was emphasised with a description from DF and GM of the possibilities to be afforded on the Gold Coast in 2018. Also at subsequent Games for which a significant date is the vote in September 2015.
* **National Federations** LL/JM/AB/ASL ... LL seeks help in categorising NFs. Are the adjectival ‘Large’, ‘Medium’ and ‘Small’ acceptable and how should they be defined. There has to be a ‘needs analysis’ for the less well-developed nations and territories. GM is able to input here; ITU has useful information on its database which is gleaned from the NF Annual Report, though important to mention that not all CW territories have the status of NF or NGB. ITU data on officials is quite comprehensive, data on coaches is good but the information on participation and events is less good. Once needs are established the better developed NFs can be approached in terms of offers that can be made.
* **Development with Events** AB/SW/DF/ASL .. No consistent pathway exists for developing athletes and there appears to be a difference in aspirations and abilities to develop amongst smaller NFs. AB set down a brief case study for Jamaica which outlines some of the difficulties faced by a developing NF. AB also described the patchy distribution of events within the Central American/Caribbean area.
1. Discussion on work packages for which no submissions
* **Performance with Events** JM/DF/AB .. JM had been on annual leave. She now feels more au fait with the expectations and requirements through this call and will ensure that the group will make appropriate proposals at the next stage. She was grateful for the offers of help from the group
* **Finance** LL .. There is no income or prospective financial arrangement. When funding is available the group will lay down a budget based on the strategic plan.
* **Operational direction** .. this is deferred pending a strategic plan.
1. **What would be welcomed by developing nations and territories.**

SW described the situation in Sri Lanka: there is good opportunity for participation in events with inland water based venues as well as the ocean. Their needs revolve around technical help but of an extended nature, not short term.

There was included in the papers an example of needs from the Pakistan Triathlon Association.

GM described the ITU on-line coaching scheme developed from work undertaken in Great Britain. A pilot course is imminent. ITU has invested in this and is optimistic about its take-up.

The remaining agenda was telescoped as the available time diminished.

David S confirmed the next steps as previously described: the owners and groups to continue developing the work packages and to firm up proposition for inclusion into an ACT Strategy . All agreed that these should be **submitted to JL by 17:00 GMT on 5th January 2015. Skype 3 will take place at 21:00 GMT on 12th January 2015.**

The recommendations for Objectives of ACT arising out of the strategy will be a substantive item on the agenda for Skype 3.

Other Business

JL will collate a more comprehensive list of contact details for all MC members (and guests).

SMS thanked all for their contributions, particularly DS and GM

Call terminated at 22:05 GMT