

RAFTA/2005/Sec

All Committee Members

29 Jul 05

MINUTES FOR THE RAF TRIATHLON MID-SEASON COMMITTEE MEETING HELD AT TALLINGTON LAKES ON 26 JUL 05

Present	Gp Capt F Harbottle Sqn Ldr J Crewe Sqn Ldr P Daulby Flt Lt S Warner Flt Lt V Webb Sgt M Stephenson Flt Lt M Sagers	Chairman Mens Team Manager Communications Director Kit Manager Ladies Team Manager Deputy East Rep/Inter-Services Co-ord Secretary
Apologies	Sqn Ldr S Bellamy Sqn Ldr M Potts Sqn Ldr D Smith Flt Lt B Goggin Flt Lt D Pratley Sgt T Walbur	Race Director Triangles Editor Treasurer Development Ladies Team Manager Membership Secretary

Item (a)	Discussion and Decisions (b)	Action (c)
1. Introduction	1. The Chairman informed the meeting the new RAF Sports Board policy outlined that all RAF Sports would be known as Royal Air Force 'appropriate sport title'. Therefore RAFTA would be replaced by Royal Air Force Triathlon. A universal Logo was also introduced and is attached at Annex A.	
2. Outstanding Actions From Last Meeting	<p>1. <u>RAF Triathlon Hall of Fame</u>. The chairman had discussed the possibility of introducing a RAFTA Hall Of Fame with the Sports Board. The feeling was that this issue would not be taken forward until the structure of RAF Home for Sport was formalised. Ongoing</p> <p><i>Sec's Note: E-mail received from Chairman 29 Jul 05. RAF Sports Board Chairman likes the idea of a Hall Of Fame encompassing all RAF Sports. This topic would be considered by DSB RAF and further updates would be advised.</i></p> <p>2. <u>NAAFI Sponsorship</u>. The status of the NAAFI sponsorship agreement was clarified. All sponsorship had now ceased from NAAFI, with no outstanding balance owed to RAF Triathlon. Closed</p> <p>3. <u>Membership</u>. It was not clear how many members belonged to RAF Triathlon. Additionally, it was not clear as to how many members were paying into the new RAF Triathlon account by Direct Debit. Ongoing</p> <p>a. <u>Decision</u>. Treasurer and Membership Sec to cleanse membership database and ensure that individuals are paying into the correct account.</p>	Treasurer / Membership Sec

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	<p>4. <u>Tour Report - Decision</u>. The Sec was liaising with the Treasurer to produce a report on the Lanzarote Tour 05. Ongoing</p> <p><i>Sec's Note: Final costing now completed. Report to be presented at next meeting.</i></p> <p>5. <u>Refund of Race Fees - Decision</u>. The Sec would collate a list of individuals participating in RAF Triathlon sanctioned events for 2005. The website would be utilised to publicise the race refund process. Ongoing</p> <p>6. <u>TORs</u>. TORs were still required for key committee posts. It was thought that the Head Coach/Sports Dev, Flt Lt Goggin, had electronic copies of TORs. Ongoing</p> <p>a. Sports Dev/Head Coach was to advise the Sec if he had copies of TORs.</p> <p>7. <u>Triangles</u>. The Triangles Editor was shortly to be posted overseas. The Sec had placed a Global SRO Notice requesting individuals to volunteer for this post. However, nobody had volunteered. The Triangles Editor was willing to compile articles for Triangles, with a view to transferring the magazine to a web-based format. Ongoing</p> <p>a. <u>Decision</u>. The committee felt that the excellent standard of Triangles would best be maintained if the current editor continued to produce a web-based magazine. Triangles Editor to confirm that he would continue in his role.</p> <p>8. <u>RAF Lossiemouth Sprint Triathlon</u>. It was not clear if the RAF Lossiemouth Sprint Triathlon was going to take place on 5 or 6 Aug 05. There was further doubt as to whether the event would be cancelled. Ongoing</p> <p>a. <u>Decision</u>. The Scottish Rep and Race Director was to confirm whether the event was going to take place and on what date.</p>	<p>Sec</p> <p>Sec/Treasurer</p> <p>Head Coach & Sports Dev / Sec</p> <p>Triangles Editor</p> <p>Scottish Rep / Race Director</p>
3. Treasurers Report	<p>1. The following figures were forwarded by the Treasurer::</p> <p>a. Balance: £3641.96. (Note, Inter-Services food and trophies not taken into account.).</p> <p>b. Grants Received: £6500, of which £1000 was for kit (spent) and £4500 for end of season tour based on 18 pax @ £200 each.</p> <p>c. Grant Bid Next Year: £7350, broken down as:</p> <p>(1) £3600 tour. (2) £1000 kit. (3) £3000 Timing equipment.</p>	
4. Kit Manager's Report	<p>1. <u>Freedom Sports Race Clothing</u>. Although the latest Freedom Sports delivery was late, a lack lustre response from RAF Triathlon members regarding order cut off times was largely responsible. There was positive feed back from individuals regarding the kit and it was considered that it would be too much of an upheaval to change kit manufacturer again.</p> <p>2. <u>BTA Race Clothing & Sports Board Casual Clothing</u>. The BTA had secured a contract to supply clubs with good quality race clothing at a competitive price. The supplier would replace ORCA as the UK Triathlon Team clothing supplier. The RAF Sports Board was introducing a range of casual clothing. Details would be circulated shortly.</p>	

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	<p>3. <u>Decision</u>. It was decided that:</p> <p>a. The Kit Manager would liaise with the Treasurer to clarify the amount of finance available from Sports Board grants for kit, both for this year and next year. Ongoing</p> <p>b. The Kit manager would research the procedure to be adopted when ordering RAF Sports Board casual clothing. Ongoing</p> <p><i>Sec's Note: Sec now received details of the ordering process</i></p> <p>c. RAF Triathlon would retain Freedom Sports as their race kit supplier. However, the progress associated with the BTA race attire would be monitored with a view to possibly changing suppliers in the future. Closed</p>	<p>Kit Manager / Treasurer</p> <p>Kit Manager</p> <p>Kit Manager</p>
5. Sports Development	<p>1. <u>Training Weekends – Decision</u>. It was decided that Sports Dev/Head Coach would consider options to hold training weekends for late Nov/early Dec at RAF Cosford and late Mar/earlyApr at RAF Cranwell. Ongoing</p> <p>2. <u>Coaching Courses – Decision</u>. It was decided that Sports Dev/Head Coach would advise the committee when the next coaching course would be held. Ongoing</p> <p>3. <u>Deputy Race Director</u>. The Race Director was to consider individuals who would fill the post of Deputy Race Director.</p>	<p>Sports Dev / Head Coach</p> <p>Sports Dev / Head Coach</p> <p>Race Director</p>
6. Team Managers' Report	<p>1. There had been a considerable improvement in the team image and ethos. All RAF Triathlon representatives were to receive RAF Colours and all individuals racing for the RAF were racing in official Royal Air Force kit. 6 RAF Triathlon members had qualified for the World Age Group Championships, to be held in Honolulu. Although there was significant interest in RAF ladies Triathlon at the sprint distance level, it was felt that the step up to standard distance was discouraging female triathletes.</p> <p>a. <u>Decision</u>. It was decided that all committee members would continue to encourage female participation in RAF Triathlon, at all distances. Ongoing</p>	<p>All</p>
7. Communication	<p>1. <u>Annual Report to Sponsors – Decision</u>. It was prudent that an annual report was produced to provide feedback and thanks to our sponsors. The Chairman and Comms Director were to liaise and produce an annual report.</p>	<p>Chairman / Comm Director</p>
8. Tours & Expeds	<p>1. <u>Future Tours – Decision</u>. A £300 per person limit was place on all future tours. This was to ensure that all ranks had access to warm weather training and competition. Sec was, with the assistance of Flt Lt Ball, to check the feasibility of a late season overseas competition in Cyprus. The next tour would be to Lanzarote in Feb 06. Ongoing</p> <p><i>Sec's Note: ARENA of Cyprus offer similar facilities to Lanzarote and would be worth considering for a tour in 06.</i></p>	<p>Sec / Flt Lt Ball</p>
9. AOB	<p>1. <u>Committee Deputies – Decision</u>. All committee members were to source a deputy and advise the Sec as soon as possible. Ongoing.</p>	<p>All</p>
10. Date of Next Meeting	<p>1. The date of the next meeting would be advised.</p>	

{Original Signed & Filed}

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Annex:

A. RAF Triathlon Logo

Distribution:

All Committee Members

Copy to:

RAF Sports Board
Royal Air Force Triathlon President