

#### Part I: 14.45-15.45

##### Welcome and opening remarks

The ETU President, Renato Bertrandi (RB), welcomed everybody and asked if everyone present had registered and signed the registration papers at the entrance. RB had a special welcome for all new Executive Board members, who were elected at the Extraordinary Congress. RB wanted to invite 2 people to address the Congress; firstly Marisol Casado (MC), President of ITU, and secondly the host for the Congress and the European Triathlon Championships, the President of the Israeli Triathlon Federation Michael Ziv (MZ).

MZ said it was a great pleasure and honour to welcome delegates to the European Triathlon Championships in Eilat with a special guest Marisol Casado. MZ wished everyone a good and safe competition. He hoped everyone would enjoy their stay in Eilat and that everybody would come back as many times as they want to Eilat, which is a beautiful town with summer weather all year, which makes it a good place for training camps in winter time.

MC first wanted to congratulate the newly elected ETU Executive Board. She thanked those who were not elected to the Board, because they made the process democratic. She expressed a special thank you to Philip Schädler for his contribution and involvement in the last 25 years and hoped he would still be around in the future. MC mentioned 3 points of importance for ETU. Strong representatives were essential from Europe for the ITU Executive Board. She noted that she had been working to give the Presidents of the Continental Confederations a vote since 1993. She felt it was very important to empower the continents to be able to work properly within ITU. MC invited RB to the next ITU Executive Board meeting in San Diego in May and advised him to be ready to fight on behalf of ETU and the ETU NFs. Secondly, MC expressed the importance of the grant the Confederations receive from ITU, which is about 80,000 USD for Europe. MC discussed where that money should be directed with the Executive Board of the Confederation. MC recommended that ETU should retain good contact with the LOCs. She felt that marketing could be done by ITU or ETU or through the LOC and to leave the market open to the LOC and not to confront them at any stage in order to sell the properties since sponsors were often the main source of finance for the LOC.

##### a. Admission and resignations of National Federations

Kathleen Smet (KS) reported that there are 36 National Federations affiliated to ETU at this stage and there were no new admissions and no resignations over the course of the year.

##### b. Confirmation of register of voters and appointment of scrutineers

KS reported there are 30 National Federations present, they were:

Austria  
Belgium  
Bulgaria  
Croatia  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Germany  
Great Britain  
Greece  
Ireland  
Israel  
Italy  
Latvia  
Liechtenstein  
Macedonia  
Netherlands  
Norway  
Poland  
Portugal  
Romania  
Russia  
Serbia  
Spain  
Sweden  
Switzerland  
Turkey  
Ukraine

It was unanimously agreed Werner Taveirne (BEL) and Matt McKerrow (IRL) would act as scrutineers.

**c. Confirmations of the minutes of the preceding Congress (Pontevedra 2011)**

RB requested corrections from the floor to the previous Congress minutes as sent out. There were no remarks and all Federations voted and accepted the minutes as a true record.

**d. President's report**

Philip Schädler had sent out the President's report so everybody had had the possibility to read it. There were no comments regarding the report.

#### **e. Secretary General's report**

KS first thanked everybody for their confidence and their votes. KS reported she was working as Secretary General since October last year, after the closure of the Sunderland office. She said it was a learning process as she did not have any experience of this work, so she thanked everybody for their patience. The report itself had been sent out and there were no comments from Congress.

#### **f. Treasurer's report**

RB introduced the Treasurer's Report stating that the report had already been distributed with the Congress papers. RB went through the report, noting that 2011 ended with a total loss of 29,176€. Income was 156,325€, derived mostly from event fees (116,100€), which is 74% of ETU's income and the affiliation fees (18,440€) as 39 National Federations were affiliated. RB advised there had been one small sponsorship from Nirvana (5,000€), with an expectation to repeat this in 2012. The ITU grant was 8,278€ and there was a grant from Great Britain to support the Sunderland office. RB advised that the money received from ITU for development was managed in a separate way by Zeljko Bijuk, the ETU development coordinator, and had therefore not been placed on the balance sheet. The costs related to the Executive Board (travelling to various races and Board meetings), the President's Conference and Congress, amounted to 21% of ETU's costs. Headquarters and office costs were the heaviest cost items (combined: 58,178€) or 32% of ETU's total expenditure, mainly because of the salaries of the 3 people working at the Office. The Board decided in Pontevedra to close the Office after having reviewed the financial situation, including the cash flow, although the existing contracts had to be respected and the Office could not be closed before October. Although the cost of the Office rent was low, this still affected the balance sheet. Another big cost had been postage and stationary, which included all shipment of branding material to the various races, which was not organized in the best way as all material was shipped in boxes and sent from Sunderland to the LOC and back to our main Office and again to the following race. It was very functional for the LOC but, unfortunately due to the heavy material, it was also very expensive. The accounting fees were the costs related to an accounting firm in Vaduz. Following RB's appointment, ETU decided to move the accounting to Italy in order to save costs. The loss on events was 74,740€. The pool prize money was lowered from 30,000€ to 20,000€ in order to contain losses. There was no investment in TV and media in 2011; because the item quoted at 4000€ was an old invoice from 2010. Nonetheless, ETU invested in marketing and branding. The amount of 16,881€ from the 2011 balance was 2/3<sup>rd</sup> of the total amount spent at the beginning of 2011 for new branding for ETU events and 1/3<sup>rd</sup> (8,800€) of the costs were amortised in 2012. ETU also invested in sending Technical Delegates (TDs) and Assistant TDs to ETU events (24,830€). The main cost driver under the other expenses of 12,702€ were the bad debt losses of 9,225€, mainly due to the misunderstanding between Nirvana and the Pontevedra LOC, which cost ETU over 5,000€.

As a general conclusion, ETU started 2011 with difficulties, partly because ETU's marketing partner Wasserman Media Group (WMG) failed to find sponsors. ETU's cost base was too high, with the Sunderland Office (50,000€ per year), which was impossible to fund without

sponsors. The continuation of the office work could only be realised with the help of some National Federations and Executive Board members. Draconian measures were then taken by the Board in shutting down all allocated resources for the ETU committees. No money was spent on media. Further details were provided in the financial papers distributed to the NFs. RB reported that he had met the Audit Committee representative yesterday and the report would follow after questions and comments from the floor.

Chris Kitchen (CK) from Great Britain first congratulated the Executive Board on their election and wished them success. CK expressed his concerns about the 2012 budget and wondered whether any changes would be made by the newly elected Board. He felt forecasts or re-evaluations may be needed and must be sent to the National Federations.

#### **g. Audit Committee's report**

Werner Taveirne (WT) explained that according to the ETU constitution, the role of the Audit Committee is advisory and is responsible for reviewing the financial statements prepared by the Treasurer for reporting to the Executive Board and to the Congress, so that the financial interests of the National Federations are protected. Stefano Mondello (SM) had been elected as a member of the Audit Committee in Pontevedra (2011), but in the meantime he had been involved in the ETU accounting processes, so that he was no longer independent. Nonetheless, he had been very supportive to the auditors as Treasurer of the same NF as Renato Bertrandi (RB). The third member of the audit committee, Maria Tereza Alvarez from Portugal, had not participated in the activities of the Audit Committee in 2011.

WT certified that a major cost cutting effort has been made by the Executive Board after Congress 2011, and that several recommendations from last year's audit report had been completed; the composition of the Executive Board and the latest amendments of the constitution had been deposited with the register of Commerce in Luxembourg, bad debts had been taken into account. However WT reiterated 2 recommendations from last year:

1. all expense statements of Executive Board members, including Table Officers, should be checked and approved by another Table Officer, albeit for the self defence of those involved, to ensure there was no misappropriation of expenses;
2. valuation rules for balance sheet accounts should be established, so that financial transactions, such as amortizations and depreciations, can be booked in a structured way.

WT commented on:

1. the negative "Accrued Liability" that had been set up for 1/3<sup>rd</sup> of the branding material that had been bought in 2011 and would be amortized on the 2012 balance sheet, as per December 31<sup>st</sup> 2011. As discussed and agreed with SM and RB, this should have been an "Asset" on the balance sheet, although this has no impact at all on the profit/loss;
2. a significant amount of prize money that is still to be paid to athletes, who failed to claim the money they are entitled to, and who don't react to ETU's request to procure the bank account data to which the payment could be made. WT suggested that these amounts could be booked to profit/loss after – say 3 years – and a general reserve could be set up for potential delayed claims;
3. event fees that have not been paid by LOCs and that are presented under the heading of trade debtors and bad debts. The role of the NF was emphasised since each ETU-LOC

contract stipulates that the NF endorses all the obligations of the LOC and agrees to be bound jointly and separately with the LOC by all terms of the agreement. Without the NF signing up to this contractual obligation, the LOC is not granted the right to organise the event and yet some NFs still walk away without paying the event fee. WT advised Congress to consider some measures to stop this practice of non-compliance by its members.

In reviewing the budget proposal for 2012, WT noticed that several NFs had not paid their affiliation fee by March 31<sup>st</sup>. According to article 12.3 of the ETU Constitution, "A NF, which has not paid its subscription by March 31<sup>st</sup>, is not in full membership as according to points 2.3 and 2.4." According to article 12.4, they lose their membership and should apply again to the Executive Board. WT understood from the Treasurer that the Executive Board had decided not to apply this rule for this year, but WT would urge NFs to make sure that payments are made in due time, since it could affect the sustainability of the ETU finances.

Nonetheless, on behalf of the Audit Committee, WT recommended that the Congress should approve the 2011 accounts, as requested by the Luxembourgian law under which ETU is incorporated.

There were questions, comments and observations.

Matt McKerrow (MMK), CEO of Triathlon Ireland, stated that the Board should take key decisions on some of the items within the bad debts or the creditors. He recommended that the prize money should be claimed within 12 or 24 months and reminded Congress of similar scenarios concerning payments that should have been paid but invoices had not been supplied, even when these had been requested. This was the case at the European Duathlon Championships in Limerick, which can be found amongst the bad debt amounts. He commented that it is up to the newly elected Board to put some regulations in place.

Emil Stoynev (ES), President of the Bulgarian Federation, asked if NFs were present at Congress, who had not paid the affiliation fee. RB replied that Romania was allowed to be present but was not entitled to vote, and otherwise, all NFs were in good standing. ES questioned that there were long-term, significant debtors. RB agreed this was a concern, given there were debtors from as far back as 2008. RB agreed with MMK that unpleasant but necessary decisions must be taken as affiliation fees and event fees form the main resource for ETU. Some renegotiation of amounts owing could be made at this stage.

26 NFs were in favour of the report.

RB presented the 2012 budget against the actual situation at 31<sup>st</sup> March 2012.

Income: 12,500€ were cashed on affiliation fees against an estimate of 19,000€ (500€ for each NF). It was decided at the Executive Board meeting from 18<sup>th</sup> April 2012 that those NFs not paying on time were still allowed to vote at the ETU Congress provided they had now paid their affiliation fee. The budgetted income for event fees was 125,970€ (of which ETU had collected 40,600€), which contained a small contingency for cancellations in the near future. No other income had been placed in the budget, although Nirvana is a potential sponsor. The ETU Executive Board also decided to include the ITU development money in the balance sheet and the budget.

Costs: These were tuned to predicted costs from 2011. Every Board member was accountable for spending in their work area. 5,000€ was allocated to Committee costs. The cost of post and stationary decreased as staff and volunteers transported medals, flags, etc.

to the races. Salary costs were reduced to the Secretary General's pensum, where the ETU office currently resides cost-free, although the Belgian Federation has offered to help ETU to find a cheap local solution. The pool prize money of 20,000€ was retained for the ranked athletes in the European Series in order to increase the interest in ETU events, with 10,000€ allocated for media and TV costs, as yet without specific detail, but to try to help the LOCs in promoting their events. The branding cost of 8,400€ is the amortization of the branding bought in 2011. A new system will cover the TD expenses through a process in which every cost is checked, approved and then paid in order to avoid mistakes. There is still a bad debt loss of 5,500€ due to pending payments from almost 5 years, for which solutions will be proposed in next year's accounts. Furthermore development costs will now be 60,000€.

RB concluded that the balance sheet in March 2012 was considerably healthier than in 2011 and has been in line with the budget proposed. Cash flow has been closely monitored.

#### **h. Executive Board Report**

The report was given by Eugene Kraus (EK), (LUX). The report had been circulated previously as an addendum to the Congress papers. EK pointed out that 2011 had been a difficult year but expressed hope for the new beginning, with a new vision, and committed the Board members to work very hard to live up to the expectations of ETU's members.

### **Part II: 16:15-17:35**

#### **i. Reports of the Standing Committees**

##### **1. Technical Committee (TC)**

This report had been circulated with the Congress papers and was taken as read. Paul Groves, chair of the Technical Committee, reminded Congress about the development of Technical Officials, following a structured programme delivered by ITU. He also noted that ITU had changed the way that a TO is allocated to an event by saying they have to apply through their National Federation, which places responsibility firmly onto the NF. PG commented that ETU and ITU had worked together to create the most efficient TO assignments, keeping in mind the costs and specific needs for the race. He also referred to the importance of the TO post-race report, which is made by the TO immediately after the race and contains information for the NF and the LOC in order to develop the event further. PG thanked the TC, especially Jorge Garcia, who was responsible for managing the pre-event reports and EK and KS from the EB. He opined that ETU has the strongest team of level III TOs in the World. He also asked ETU to commission a professional uniform for the TOs.

SMS asked how many TOs were at each level (level I, II and III) and from which country they came. PG noted that Spain and Great Britain had the most qualified TOs, whereas there was significant need for development in Turkey, Ukraine, Russia, Belarus and the Baltic states. He felt that all other countries had good representation.

Zara Hyde Peters (ZHP), from Great Britain, asked for clarification about an item from the Technical Committee report about the change of rules from ITU regarding the Youth category. She asked what was ETU going to do with the age limit of the Youth Category?

##### **2. Development Committee (DC)**

This report had been circulated with the Congress papers and was taken as read. Bernard Saint-Jean (BSJ) commented that ITU donates 80,000 USD (approximately 60,000€), which

can be spent on ETU development and is managed by the ITU European development coordinator Zeljko Bijuk (ZB). It is used for TO courses, coaches' courses and an athlete development camp in Alicante. 20,000€ has been allocated to ETU administration, 30,000€ to ZB (salary and travel), all courses and training camps, which accounts for all of the money. He noted that ITU has been working this way for 2 years in supporting development. The ETU Development Committee was still unsure about:

1. how to support Winter Triathlon, given spending of 8,000€ in 2011, and asked Congress whether investment in Winter Triathlon should continue, as the participation was low and the likelihood of Olympic Winter Games status was also probably low;
2. should TO courses be part of the sport development budget or not?

In conclusion, BSJ said that the Development Committee planned a review with ITU and ETU, in order to reorganize the direction and delivery of development in Europe.

SMS explained there would be an ITU Executive Board meeting in San Diego (May) where there would be opportunity to discuss development, as well as to meet again in Auckland.

There were no questions or comments.

### 3. Medical & Research Committee (MRC)

The report had been circulated with the Congress papers and was taken as read. Dr. Veronica Vleck (VV) focused on the work of the ETU Medical & Research Committee related to improvements in race medical support, in reviewing the current guidelines according to the latest research. She mentioned and thanked co-workers: Dr Sergio Migliorini, Chair of the ITU Medical Committee and member of the ETU MRC, Professor Douglas Hiller, Professor Gregoire Millet. She pointed out the importance of the peer review process for international academic journals with impact factor as a criterion for increased quality. In addition, groundwork for setting up an international data base of data related to race related injury was underway with consensus statement on a definition recording of injury and related publications for academic funding. VV talked about a 10km marathon FINA swim competition where an American swimmer died of heat exertion. FINA had rules regarding (too) cold water, but not for (too) warm water and decided that rules needed to be reviewed. This emphasises the importance of the current research into the risk factors for triathlon injury. In light of the increasing participation in triathlon events from all backgrounds, more of these athletes may require urgent medical care. Further understanding of the causes and settings of sudden deaths in such competitions would assist in the medical team preparedness. The Committee's focus is translating research into improvement and practice to achieve outcomes that will help the Technical Committee in their job. VV concluded by reminding delegates about the World Science Triathlon Congress in Switzerland (Magglingen) in winter 2013.

#### **j. Proposals of resolution to Congress**

There was just one resolution from the German Triathlon Federation, which was withdrawn.

#### **k. Elections**

##### Audit Committee

The Audit Committee consists of 3 members, who are elected annually.

The nominees were: Maria Teresa Alvarez Rodriguez (POR), Herwig Grabner (AUT), Halil Kilicoglu (TUR), Christopher Kitchen (GBR), Stefano Mondello (ITA) & Werner Taveirne (BEL).

Stefano Mondello's nomination was withdrawn due to his conflict of interest as ETU's accountant. Maria Teresa Alvarez Rodriguez's nomination was also withdrawn. Herwig Grabner and Werner Taveirne were elected after the first round, with Christopher Kitchen and Halil Kilicoglu tied. Halil Kilicoglu was elected after a second round of voting and the 2012 Audit Committee consists of Herwig Grabner, Halil Kilicoglu and Werner Taveirne.

### **I. Dates and venues of European Championships 2013-2014-2015**

A collaboration was initiated in 2012 with the 'Challenge' organisation to deliver the European Championships for long distance triathlon. KS invited Felix Walchshöfer, CEO of Challenge (FW) and Bjorn Steinmetz, member of the Challenge Executive Board and race organiser of the Kraichgau event, to speak to the Congress. They thanked the Spanish President Jose Hidalgo, Alicia Garcia, Denis Jaeger and Eugene Kraus for all the work they did in bringing Challenge and ETU together. FW showed a presentation of both the European half distance triathlon in Kraichgau and the full distance in Roth. Roth was first organized in 1984 and was both the German Championships and European Championships (1987) and an Ironman race. The Challenge company was started 10 years ago, after the Roth event stepped out of the Ironman franchise. Challenge now has 11 races all over Europe, all of which work closely together with the host country's NF. Some key figures for both races: in Roth there are more than 5,000 participants, 180,000 spectators and 5,400 volunteers. In Kraichgau there are 3,800 participants, 57,000 spectators and 2,000 volunteers. 44 international TV stations will cover the Roth race, it will be on German National TV for 4 hours and there will be online live coverage of both races covered in English and German. A combined logo was designed, incorporating the Challenge and ETU logos for all communication, medals, finish t-shirts etc.. Challenge expressed their thanks for the collaboration and their interest in continuing to work together in the future.

Christopher Kitchen (CK) asked about reserving slots for national team entries for the Long distance races, as Great Britain always sent a lot of Age Group athletes to the European Championships. FW acknowledged the difficulty in 2012, since both races were already full when the collaboration was signed in February, and pointed out that they had tried to find a solution which fitted everyone. All athletes who applied for a spot after the announcement of the European Championships were entered in the race. Challenge will block a certain number of spots for next year in order to make sure all athletes, who want to compete at the European Championships, can do so.

The 2013 Triathlon European Championships will be held in Alanya, Turkey from the 14<sup>th</sup>-16<sup>th</sup> June. The LOC showed a short video presentation on behalf of their event and invited everyone to come to their country. Michael Ziv (MZ) wished the Turkish Federation good luck on behalf of the Israeli Federation and offered to help with their experience of this year's organization.

The Executive Board received 2 bids for the organization of the 2013 U23 and Youth European Championships; Holten (NED) and Nyon (SWI). After carefully examining both bids, the EB decided to award this Championship to Holten.

The 2013 European Cross Triathlon Championships was already allocated to Austria. Further information about the date and location will follow later in the year.



A very good bid was received for the organisation of the 2014 EC Triathlon Olympic Distance from Kitzbühel (AUT), which has been part of the World Triathlon Series. Herwig Grabner, Secretary General of the Austrian Triathlon Federation, noted that Kitzbühel has partnered ITU for a long time and would like to take a step forward by organising the EC, where they would expect to welcome many international Age Group triathletes. Kitzbühel is a well-known sport city with an ATP tennis tournament and the Hahnenkamm ski race. The race should be organized around mid-June, starting with the ETU Congress on Thursday, the junior races on Friday, the elite events on Saturday, the team races on Sunday and the Age Group races on Saturday and Sunday. 2013 will be the 30th EC, and it will be a 25 year anniversary for Austria, after organizing the first Austrian EC in Linz.

We also have the pleasure to announce the venue of the 2015 European Championships as we received a very good bid from Triathlon Switzerland and the LOC from Geneva. Geneva will host a European Cup race this year as well in 2013 and 2014.

MMK commented that it might be too early to announce the location of the 2015 EC, however, SMS commented that Geneva has already a long tradition of hosting International triathlon races and we can be confident the race will be well organised. She continued by saying ITU has decided to keep a space open in their World Triathlon Series (WTS) calendar at the end of June, in order to give ETU an opportunity to organize their EC at the same time every year.

RB invited any NF to put themselves forward to organise the duathlon Standard distance EC in this year.

#### **m. Date and Venue of the 2013 ETU Annual Congress**

RB announced next year's Congress will be in Alanya on the 13<sup>th</sup> or the 14<sup>th</sup> of June 2013. The exact date and venue will be confirmed later.

#### **n. Any Other Business**

SMS reminded Congress that ETU has the opportunity to designate a representative to the ITU Executive Board. Normally, it is the President of the Confederation. But in order to make the process democratic, we need to decide by vote. RB was elected unanimously as the representative of ETU to the ITU EB.

David Vaz, Secretary General from Portugal, thanked Congress for the numerous condolences the Portuguese Federation had received after the sudden death of António Miguel Jourdan, ITU coach and mentor. António was one of ITU Development's lead coaching facilitators and was tireless in his efforts to advance the level of coaching expertise globally along with the ITU Development Department.

With no other business, the President closed the 2012 ETU Annual Congress, thanking all Federations for the trust they gave to the new Board, for their patience and for their participation in this Congress. He wished everybody a good day and a successful competition weekend.

Minutes made by Kathleen Smet, ETU Secretary General and edited by Sarah Springman, Vice President.