



ITU TECHNICAL OFFICIALS' CERTIFICATION PROGRAM

PROCEDURES FOR THE NATIONAL FEDERATIONS' ACCREDITED TECHNICAL OFFICIALS' EDUCATION PROGRAMME (ATOEP)

1. General Principles:

- 1.1 The NF must be a full member of ITU and comply with the ITU Constitution.
- 1.2 To become an accredited National Federation (NF), the NF's technical officials' levels at one point must be consistent with the ITU Level 1 (NTO).
- 1.3 As a minimum, the NF Technical Officials' Education Programme must include all the items listed in 2.1 below.
- 1.4 The NF's Competition Rules must match the areas of the ITU Competition Rules as listed in 2.2 below.
- 1.5 The phases of the accreditation process are:
 - a) Letter requesting accreditation and dossier submission;
 - b) Dossier evaluation;
 - c) Accreditation;
 - d) Control;
 - e) Revision.

2. Accreditation Requirements:

- 2.1 The Technical Officials' level to be matched with the ITU Level 1 (NTO) must be the result of an education path which includes as minimum:
 - a) 2 years of officiating experience;
 - b) A Community level course (5 hours), which provides a general overview;
 - c) A Medium level course (12 hours), which includes the competition rules, and the procedures associated with each officiating position;
 - d) Officiating experience in two different multisports;
 - e) A minimum of one (1) officiating experience in each of the following positions:

• Registration	• Bike
• Start	• Run
• Swim	• Finish
• Transition	• Technology or results
 - f) A NTO level course (15 hours) which includes the ITU competition rules, the procedures associated with the higher level officials' positions (TD, RR, CRO and Competition Jury), general vision on ITU competitions, and general procedures on ITU events. There must also be an open book exam and 1 practical at an ITU event.

2.2 The contents of the NF Competition Rules must match with the following of the ITU Competition Rules:

- | | | |
|--------------|---------------|--|
| a) Chapter 2 | g) Chapter 8 | m) Chapter 19 |
| b) Chapter 3 | h) Chapter 11 | n) Appendix G (in case Paratriathlon exists within the NF) |
| c) Chapter 4 | i) Chapter 12 | o) Appendix K |
| d) Chapter 5 | j) Chapter 15 | |
| e) Chapter 6 | k) Chapter 16 | |
| f) Chapter 7 | l) Chapter 17 | |

3. Accreditation Process:

3.1 Letter of Request and Dossier Submission: NFs may request ITU Accreditation by submitting a dossier in English which shall include:

- a) Competition Rules: If the NF Competition Rules are different from those of ITU, a copy of the rules with a list of the differences must be included.
- b) The NF Technical Officials' Education and Certification programme from an entry level to the level to be linked with ITU Level 1 (NTO). This must include the:
 - assessment requirements of each level;
 - conditions to be met prior to moving to the next level;
 - requirements of becoming a course conductor or facilitator for courses at each level.
- c) The NF organisation structure which shows the inclusion of where Technical Education and Technical Officials.

3.2 Dossier evaluation: The ITU Sport Department will study the dossier and will produce a report on the 3 items listed above.

- a) If the NF Competition Rules deviate from those of ITU, a list of differences will be produced qualifying each as "acceptable for accreditation" or "unacceptable for accreditation". If there are no deviations from the ITU Competition Rules, "acceptable for accreditation" will be given.
- b) If the Technical Officials' Education and Certification programme doesn't include one or more of the requirements above, a list of items not covered will be produced. The programme will be qualified as "acceptable for accreditation" or "unacceptable for accreditation".
- c) The NF's organisation structure will be reviewed for consistency with the ITU Constitution.
- d) If the report has "acceptable for accreditation" notes for all items a recommendation for accreditation will be forwarded to the ITU Technical Committee.
- e) If the report contains one or more "unacceptable for accreditation" note the dossier will be returned to the NF with recommendations for solving the issues and the possibility of resubmitting the dossier for accreditation in the future.
- f) A NF may submit a modified dossier which includes how the modifications occurred. A new report will be produced by the ITU Sport Department. This process can be repeated a number of times until a successful solution is achieved.

3.3 Accreditation:

- a) The ITU Technical Committee will study the report presented by the ITU Sport Department and will approve or decline the accreditation.
- b) This accreditation status is valid until it is withdrawn by ITU.

3.4 Control:

- a) ITU has to be informed in advance about any accredited ITU Level 1 course(s) to be held by the accredited NFs with the following details: place; date; program; name of the facilitator(s). All courses will be added to the ITU Technical Education calendar and ITU reserves the right to send observers. A report from the accredited NFs should follow with the details of the course including attendants, facilitators and the results of the exams.
- b) Accredited NFs must submit the list of proposed National Technical Officials (Level 1) to ITU between December 1st and 15th of each calendar year. These technical officials should have officiated at an ITU event during the time they are being considered as an ITU Level 1 technical official. The ITU Technical Committee will approve this list of technical officials between January 1st and 15th of each calendar year.

3.5 Revision:

- a) If the ITU Competition Rules change, the accredited NFs must send a report to ITU stating how the federation's Competition Rules will be updated. These updates must be included within 12 months of the time that ITU published the new version of the ITU Competition Rules.
- b) If there are changes to the accredited NFs' rules or education programme, these changes must be reported to ITU immediately.
- c) If necessary, the ITU Sport Department will produce a one page report to ITU Technical Committee recommending either continued accreditation or removal of the status.

APPENDIX 1: ITU Technical Officials' Certification Program

Certification Level	Responsibility for Event			Pre requirements to access the level course	Evaluation	Area of Training	Courses conducted by	ITU Sport Department's Involvement	Validation
	as Technical Delegate	as Referee or Chief Technical Official (e.g. Chief Swim, etc)	as Assistant Technical Official						
Level 3 (ITO)	All events	All events	All events	1. Two (2) years minimum as CTO level, 2. Minimum four (4) ITU Events within four (4) previous years as Technical Delegate,	1. Attend the Level 3 Course successfully 2. Pass the exam	- World Cups & World Championship Series Technical Requirements - Multisport World Championships Technical Requirements - Case studies from previous World Championships, World Cups & Major Multisport Events - Olympic Games – Paralympic Games Policies & Procedures - Case studies from previous Olympic Games - Sustainable and Eco - friendly events	Level 3 Technical Official certified as Facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU	Every 4 years must attend a seminar of the appropriate level. Otherwise the TO may either remain active* by dropping one level, or remain inactive with an honorary status. Returning to the active status will need to comply with the evaluation conditions.
Level 2 (CTO)	Multisport Continental Championships, Continental Cup, Multisport Series Events	World Championship Series, Multisport Championships, World Cup, Triathlon Continental Championships	All events	1. Two (2) years as NTO 2. Minimum four (4) ITU Events within 4 previous years,	1. Attend the Level 2 Course successfully 2. Pass the exam	- Technical Official Guide, - Event Organizer Manual - Training on all technical documentation - Case studies from previous Multisport Continental Championships, Continental Cups and Minor Multisport Games - Paratriathlon •Workshop	Level 3 Technical Official certified as Facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU or Continental Confederation	Every 4 years must attend a seminar of the appropriate level. Otherwise the TO may either remain active* by dropping one level, or remain inactive. Returning to the active status will need to comply with the evaluation conditions.
Level 1 (NTO)	National Events	Multisport Continental Championships, Continental Cup, Multisport Series Events	World Championship Series, Multisport Championships, World Cup, Triathlon Continental Championships	1. National Federations' Criteria will apply. As an alternative an access exam can be conducted.	1. Attend the Level 1 Course successfully 2. Pass the open book exam 3. Practice on an ITU event within 6 months from the course's date	- ITU Competition Rules •Case studies	Level 2 or 3 Technical Official certified as Facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU, Confederations or NF.	Every 4 years must attend a seminar of the appropriate level. Otherwise the TO may either remain active* by dropping out of the system, or remain inactive. Returning to the active status will need to comply with the evaluation conditions.

* Remaining active means to officiate at least on one ITU Event per calendar year.