

2021 ITU TECHNICAL OFFICIALS’ CERTIFICATION PROGRAM

PROCEDURES AND REGULATIONS OF TECHNICAL OFFICIALS’ CERTIFICATION

1. Certification of ITU Technical Officials (TOs)

- a. The ITU, through its Sport Department, is responsible to maintain the ITU Technical Officials Database, which includes all the relevant data of each ITU Technical Official, such as certification level, certification date and validation date, events in which he/she has officiated and his/her position at each event, seminars attended, etc. The responsibility of assessing whether a technical official has met the requirements for certification at a particular level is set as per Table 1.

Table 1: Responsibility of Assessment

Certification Level	Assessing Body
Level 1 (National Technical Official - NTO) <i>From National Federation with an ITU Accredited TO Education program (ITU ATOEP)</i>	ITU and National Federation (NF)
Level 1 (NTO) <i>From National Federation without an ITU Accredited TO Education program (ITU ATOEP)</i>	ITU
Level 2 (Continental Technical Official - CTO)	ITU
Level 3 (International Technical Official - ITO)	ITU

- b. The criteria, the training requirements and the validation requirements are set in Appendix 1.
- c. The ITU Technical Committee will approve the new ITU TOs certification lists annually at the beginning of each year (end of January), based on the report submitted from the ITU Sport Department. The ITU Technical Committee will consider all the recorded activities from the ITU TOs database which took place up until the 31st of December of the previous year.
- d. The ITU TOs certification lists can be found at http://www.triathlon.org/development/technical_officials/certification
- e. Each TO will be included in the ITU TOs Certification lists with the following data

TO ID	First name	Family name	TOs` level	Certification year	Valid to	Gender	National Federation	Region
1234 (a)	JOHN	DOE	2 (b)	2013 (c)	2017 (d)	M	GBR(e)	ETU

(a): Each TO will be assigned a unique identification number

(b): The current Certification Level of the TO

(c): Certification year means the year at the end of which the TO has fulfilled all the requirements for being certified at the specific level. This date is considered when determining approval to attend a certification seminar at a higher level.

Ex: John Doe has been certified as an ITU TO Level 2 at the **end of 2013**. He may be eligible (considering he fulfills the other prerequisites) to attend an ITU TO Level 3A seminar in 2016 (after officiating 2 years as a CTO – 2014 & 2015).

(d): The certification level will expire at the end of this year.

(e): National Federation is the ITU affiliated NF in which the TO has been registered. Each TO can only be registered in the ITU TOs database under one NF.

2. Delivery of Certification seminars (Level 1, 2, 3A, 3B)

- a. The ITU TO level 1 (NTO) certification seminar will be conducted by an ITU TO Level 2 or 3A/B certified ITU facilitator. ITU, through the Sport Department, will ensure the consistency by appointing this seminar facilitator. Attendees will be selected and registered by their own NF among all of those who comply with the prerequisites listed in Appendix 1. NFs can apply to host a seminar before December 1st of the previous calendar year to their respective Continental Confederation. The ITU Sport Department will publish the calendar of ITU TOs Level 1 seminars before January 31st of the actual calendar year. Attendees who need to revalidate their level can do so through the ITU development e-platform.
- b. A NF with an ITU ATOEP can organize an ITU TO Level 1 seminar by assigning their own national facilitators. In this case, the National Federation requirements will apply, and these seminars are not open to international participants/TOs. NFs have to apply to the ITU Sport Department to include their seminar on the ITU Education Calendar before December 1st of the previous calendar year. ITU Sport Department will publish the calendar of ITU TOs Level 1 seminars before January 31st of the actual calendar year. TOs who have to revalidate their status will need to comply with the National Federation requirements.
- c. The ITU TO Level 2 (CTO) certification seminar will be conducted by an ITU Level 3A/B technical official certified as an ITU facilitator. ITU, through the Sport Department, will ensure consistency by appointing this seminar facilitator. Attendees will be nominated by their NF to the Continental Confederations among all of those who comply with the prerequisites listed in Appendix 1. A list of eligible attendees will be published on the ITU website, immediately after the annual certification. The NFs can nominate attendees only from this list. Attendees who have not fulfilled all of the pre-seminar requirements (ex: number of events, years as ITU TO Level 1, online revalidation of ITU TO level 1) cannot

be accepted to attend the specific seminar. Continental Confederations can apply to host a seminar before December 1st of the previous calendar year. ITU can decide as well to organize seminars for this level at its discretion. The ITU Sport Department will publish the calendar of seminars before January 31st of the actual calendar year. Attendees who need to revalidate their level can do so through the ITU development e-platform.

- d. The ITU TO Level 3A (ITOA) certification seminar will be conducted by an ITU Level 3B technical official (ITO) certified ITU facilitator. ITU, through the Sport Department, will ensure consistency by appointing this seminar facilitator. Attendees will be selected by the ITU Sport Department and approved by the ITU Technical Committee among all of those who comply with the prerequisites listed in Appendix 1. Attendees who need to validate their level will be admitted upon request. All attendees should be supported by their NF. ITU will decide to organize seminars for this level at their discretion. The ITU Sport Department will publish the calendar of seminars before January 31st of the actual calendar year.
- e. The ITU TO Level 3B (ITOB) certification seminar will be conducted by an ITU Level 3B technical official (ITO) certified ITU facilitator. ITU, through the Sport Department, will ensure consistency by appointing this seminar facilitator. Attendees will be selected by the ITU Sport Department and approved by the ITU Technical Committee among all of those who comply with the prerequisites listed in Appendix 1. Attendees who need to validate their level will be admitted upon request. All attendees should be supported by their NF. ITU will decide to organize seminars for this level at their discretion. The ITU Sport Department will publish the calendar of seminars before January 31st of the actual calendar year.

3. Certification process of ITU Technical Officials

- a. All ITU technical officials (ITOA, ITOB, CTO and NTO) will be certified as following.
 - i. ITU TO Level 1 (NTO)
 - There will be an open book exam following the seminar and a practicum during an ITU event within 6 months of the seminar finishing (24 months of the seminar finishing for ATOEP NFs). The seminar facilitator will send the ITU Sport Department a list of all of the attendees to the seminar with the results of the exam. Results may be "Ready to reach the ITU NTO level" or "Not prepared to reach ITU NTO level". This remark will be added to the Technical Officials Database. And if the first remark is recorded and once the practicum has been done in a satisfactory way, based on the TD report of the event, the technical official will be proposed to obtain the ITU NTO level. The ITU Sport Department will submit a list of proposed ITU NTOs once a year to the ITU Technical Committee for approval and certification according to procedure detailed in 1.

- In the case of an ITU TO Level 1 seminar organized by a NF with an ITU ATOEP, the NF will send the list of participants and those succeeding based on the NF requirements to the ITU Sport Department. These successful participants should complete a practicum on an ITU event after the seminar. The certification process is the same as outlined in the preceding paragraph.
- ii. ITU TO Level 2 (CTO), Level 3A (ITOA) & Level 3B (ITOB)
- There will be an exam, to be filled and submitted to the ITU Sport Department for evaluation. Results of this exam may be “Ready to reach the ITU CTO/ITO level” or “Not prepared to reach ITU CTO/ITO level”. For unclear cases, additional exams may be conducted. The attendance in the seminars with the qualification to the exams will be added to the Technical Officials Database. The technical officials who pass the exam will be proposed to obtain the ITU CTO/ITOA/ITOB level. The ITU Sport Department will submit a list of the proposed ITU CTOs/ITOAs/ITOBs, which includes all of the officials who passed the exam, to the ITU Technical Committee for approval and certification.

4. **Validation and downgrading**

a. Validation

Each TO Level is granted for four years. Before the end of this period, the NTO/CTO/ITO levels have to be validated either through the ITU development e-learning platform or by attending a seminar, according to the timelines included in Appendix 1. There are no additional requirements of officiating at an ITU event

b. Downgrading

If a TO doesn't revalidate his/her status as described above, he/she will:

- Drop one level if he/she wishes to remain as `active` (to officiate at least one ITU event per four calendar years). In this case, the technical official will be certified as a TO with one level lower than before and with the current certification year. The specific official will be given the opportunity to get his/her previous certification level, through the e-learning platform during the first year following his/her downgrading. If they not do so, he/she will have to fulfill all of the prerequisites again before attending a seminar of a higher level.
- An official who is inactive more than 3 years will be removed from the ITU TO Certification lists.
- An official that wants to return to the official lists after being removed, he/she will be starting from the point considering the number of years that he/she was unsert from officiating.

A list of the proposed officials to be downgraded will be submitted by the ITU Sport Department to the ITU Technical Committee for approval during the annual TOs certification.

c. Honorary status for Level 3A & 3B TOs

To keep his/her status Level 3A or 3B as honorary TO if he/she wishes to remain `inactive` (not officiating at any ITU event). This request should be submitted to the ITU Sport Department before the 31st of December of a calendar year by the TOs` respective NF. Returning to the active status will require for he/she to comply with all of the conditions.

A list of the proposed officials to be receiving the honorary status will be submitted by the ITU Sport Department to the ITU Technical Committee for approval during the annual TOs certification.

5. Notice of certification to ITU Technical Officials

a. Certification process

The certification process is outlined as per section 1.

b. NFs communication

Following the approval of the ITU TOs certification list by the ITU Technical Committee, the ITU Sport Department will contact all the NFs with ITU certified TOs included on the list. The NFs will have a 2 week period to review the list and communicate to the ITU Sport Department the TOs who are not in good standing with the NF and the ones who are inactive.

c. Suspension process

The respective NF has the right to suspend the status of a Technical Official. The reason for suspension needs detailed rationale as an attachment to be sent to the ITU Sport Department for submission to the ITU Technical Committee for approval. In case of a suspension, the TO will be removed from the ITU TOs certification list but all his/her data will remain in the TOs database. If the NF wishes to reinstate the specific TO, his/her certification level will be based on the validation date at the time of his/her suspension.

d. Certification list announcement

After the final approval of the ITU Certification list, the ITU Sport Department will publish the list at

http://www.triathlon.org/development/technical_officials/certification and each Technical Official can download his/her certificate from the TOs page on the ITU website.



Appendix 1: ITU Technical Officials' Certification Program

[2021 ITU TO Certification system](#)

