



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

Table with 2 columns: Certification Level, Assessing Body. Rows include Level 1 (National Technical Official - NTO) with and without ITU Accredited TO Education program, Level 2 (Continental Technical Official - CTO), and Level 3 (International Technical Official - ITO).

- 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.
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

Table with 9 columns: TO ID, First name, Family name, TOs' level, Certification year, Valid to, Gender, National Federation, Region. Example row: 1234 (a), JOHN, DOE, 2 (b), 2013 (c), 2017 (d), M, USA (e), CAMTRI

- (a): Each TO will be assigned an 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 considering 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 pre-requirements) to attend an ITU TO Level 3 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, 3)

- a. The ITU TO level 1 (NTO) certification seminar will be conducted by an ITU TO Level 2 or 3 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 pre-requirements 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 re-validate 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 that have to re-validate 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 3 technical official certified as 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 pre-requirements 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) cannot be accepted to attend the specific seminar without approval from the ITU Technical Committee. 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 re-validate their level can do so through the ITU development e-platform.
- d. The ITU TO Level 3 (ITO) certification seminar will be conducted by an ITU Level 3 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 pre-requirements 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 (ITO, 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. 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. c
 - 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 outlined in the preceding paragraph.
 - ii. ITU TO Level 2 (CTO) & Level 3 (ITO)
 - 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 to 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/ITO level. The ITU Sport Department will submit a list of the proposed ITU CTOs/ITOs, 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 through the ITU development e-learning platform, 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 distributed 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 pre-course requirements again before attending a seminar of a higher level.
- Keep his/her status 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 downgraded 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 TOs included on the list. The NFs will have a 2 week period to review the list and communicate to 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

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Certification Level	Responsibility at Event			Pre requirements to access the level seminar	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, with at least one of these assignments, the year before the seminar.	1. Attend the Level 3 Seminar successfully 2. Pass the exam	<ul style="list-style-type: none"> - World Cups & World Triathlon Series Technical Requirements - Multisport World Championships Technical Requirements - Case studies from previous World Championships, World Cups & Major Multisport Events - Olympic Games – Paralympic Games – Youth Olympic Games Policies & Procedures - Case studies from previous Olympic Games - Sustainable and Eco - friendly events - Paratriathlon operations 	Level 3 Technical Official certified as Facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU every 4 years per continent.	Every 4 years must attend a seminar at 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 Championship, Continental Cup, Multisport Series Events	World Triathlon Series, Multisport Championships, World Cup, Triathlon Continental Championships	All events	1. Two (2) years as NTO 2. Minimum four (4) ITU Events within four (4) previous years,	1. Attend the Level 2 Seminar successfully 2. Pass the exam	<ul style="list-style-type: none"> - Event Organizer Manual - Training on all technical documentation - Case studies from previous Multisport Continental Championships, Continental Cups and Minor Multisport Games 	Level 3 Technical Official certified as Facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU or Continental Confederation on annually basis	Every 4 years must re-validate his status through the ITU development e-platform. Otherwise the TO may either remain active* by dropping out of the system, or remain inactive. Returning to the active status will require complying with the evaluation conditions.
Level 1 (NTO)	National Events	Multisport Continental Championships, Continental Cup, Multisport Series Events	World Triathlon Series, Multisport Championships, World Cup, Triathlon Continental Championships	1. National Federations' Criteria will apply confirming that the participant has an active participation nationally as official. Alternative, the participant should have attend an ITU Community level seminar or officiate in an ITU event in the last two (2) years.	1. Attend the Level 1 Seminar successfully 2. Pass the open book exam 3. Practice on an ITU event within 6 months from the seminar's date	<ul style="list-style-type: none"> - ITU Competition Rules - Case studies - Technical Official Guide 	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 re-validate his status through the ITU development e-platform. 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 four calendar years.

