

National Technical Official Handbook

National & International Event Requirements & Remuneration Structure

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OVERVIEW

The purpose of this document is to consolidate program information for technical officials in one location and provide clarity on expectations across the full range of event types. It is highly recommended that all officials take the time to read this document in its entirety to understand how the overall program operates. A table of common acronyms is provided below.

Triathlon Canada sets program expectations for National Championship-level events and higher. For those connected to a continental (PATCO) or international (TRI) event, the program requirements are dictated by these external governing bodies.

ACRONYMS

ACRONYM	DESCRIPTION
Organizations	
LOC	Local Organizing Committee
NSO	National Sport Organization (Triathlon Canada)
PATCO	Pan American Triathlon Confederation
PSO	Provincial Sport Organization
TC	Triathlon Canada
TRI	World Triathlon
Levels of Officials	
CTO	Continental Technical Official
ITO	International Technical Official
NTO	National Technical Official
PTO	Provincial Technical Official (<i>may be designated as level 1 or 2</i>)
Officiating Roles	
aTD	Assistant Technical Delegate
HR	Head Referee
TD	Technical Delegate
Special Programs	
OOR	Out-of-Region
SFTO	Self-Funded Technical Official
Other	
EOI	Expression of Interest
TCTC	Triathlon Canada Technical Committee

PROGRAM CONSIDERATIONS

Team Size & Composition

Domestic travel in a country of Canada's size is expensive. This is a fact that complicates our domestic event hosting program significantly. We need to balance the need to keep costs to race organizers down with recognition of our technical teams and establishing opportunities for technical officials across the country.

- » Cross-over between regions helps us provide a consistent race experience across the country and ensures we're managing biases to keep competitions as fair as possible.
- » A reliance on local officials to round out the teams helps keep costs down.

The requirements provided below set a clear target for team sizes based on what is needed to operate a safe and fair event. These caps should not be exceeded without a clear rationale.

National events

National events are primarily officiated by Technical Officials from the host PSO. However, Triathlon Canada has established an "out of region" (OOR) program to provide some support for officials to officiate outside of their home region. A maximum of 15% of the required technical team (excluding leadership positions) may be allocated to OOR TOs. Only those accepted to the program are eligible for a travel stipend of up to \$150. Additional OOR TOs are still welcome to attend but do not qualify for remuneration. The decision for acceptance is based on balancing expertise, regional participation, gender, and development.

International Events in Canada

Technical officials must apply to the Triathlon Canada Technical Committee to work at PATCO/TRI international events hosted in Canada. To be eligible, TOs must normally be NTOs, CTOs, or ITOs and in good standing with their PSO and Triathlon Canada. Only those accepted based on the numbers required are eligible for remuneration. The decision on acceptance is based on balancing expertise, regional participation, gender, and development.

PTOs may be considered for supporting roles at these events as needed. If spots for PTOs are available, Triathlon Canada will send an invitation to the Provincial Sport Organizations (PSOs) to be forwarded to their PTOs. PTOs will have to send an expression of interest to: officials@triathloncanada.com.

There are a few exceptions to these regulations.

- » T100 and Arena Games fall under the World Triathlon umbrella.
- » International events not falling under the TRI or PATCO umbrella such as Ironman, Challenge, Xterra, and Super League are handled by the host PSO through the standard sanctioning processes.

International and continental events hosted in Canada may be included in TRI's Self-Funded Technical Official (SFTO) program. This means that international technical officials may apply to attend the event. These officials are responsible for covering their own costs and are not eligible for the remuneration outlined in the tables below. Events are typically expected to reserve a maximum of five positions for international SFTOs.

Standings

For officials to be eligible for any assignment they must be considered "in good standing" with their affiliated PSO as well as Triathlon Canada. This requires the following:

- » An annual Technical Official license obtained through the PSO
- » Completion of all required Safe Sport training and checks
- » Compliance with Codes of Conduct (PSO and NSO)

Officials who wish to be considered for international assignments must have their annual technical official licensing completed by December 1st the year prior to the desired assignment. Those interested in national assignments must be licensed by January 31st of the competition year.

PSOs are to send a list of all officials in good standing to Triathlon Canada by January 31st of the current year, including information on language skills.

PLEASE NOTE: Logs are no longer required to establish status as “in good standing”. Logs are only used during the selection process for Major Games.

APPLICATION PROCESSES BY EVENT TYPE - GENERAL

The Triathlon Canada Technical Committee (TCTC) is responsible for ensuring equity and fairness among assignments of leadership roles along with working to understand and support the opportunities needed from within the provincial programs. The Committee also keeps track of national and international assignments (including SFTO). Expressions of Interest (EOIs) should be submitted to officials@triathloncanada.com.

National Events

Step 1: TCTC assigns the TD and aTD

Step 2: Host PSO sends a list of eligible officials to the TCTC

Step 3: TCTC requests submissions for out-of-region (OOR) support from the TD*

Step 4: TD and TCTC select the Head Referee (HR)

Step 5: TD, and aTD select the technical team from the eligible list provided by the PSO

**Out of Region TOs must contact the TD for their desired event*

International Events in Canada

Step 1: PATCO/TRI assign the TD and aTD

- TCTC confirms TO eligibility for Canadian assignments

Step 2: TCTC sends out a call for TOs via the newsletter

Step 3: Interested TOs submit an EOI

Step 4: TCTC works with the assigned TD & aTD to build the team

Step 5: TCTC, TD, and aTD work with the host PSO to fill remaining positions

Triathlon Canada often pairs National Championship events with international events hosted in Canada. Officials assigned by PATCO or TRI may NOT also be assigned to National Championship leadership positions for the same event weekend. This ensures the National Championship events are well managed and prioritized appropriately.

International Events Outside Canada

Those certified as NTOs or higher are eligible to apply to officiate at international events as part of the SFTO program, which comes with its own regulations. Most international events reserve spots for international officials. See the “Self-Funded Technical Officials Program” document available on the Triathlon Canada website <https://www.triathloncanada.com/publications/#techoff2>

EXPRESSING INTEREST FOR LEADERSHIP ROLES

Assignments for TD and aTD positions at continental and international events is done by PATCO/TRI in consultation with the Triathlon Canada Technical Committee. To be considered for a leadership assignment, PATCO/TRI requires the following:

- » Certification as a CTO or ITO
- » “In good standing” status with the NSO (Triathlon Canada)

Triathlon Canada’s standard is to have a status of “in good standing” (see “standings” above) and preference will be given to TOs who have demonstrated strong leadership skills as a TD at a National Championship-level event.

CTO and ITO-level officials must submit an EOI to Triathlon Canada Technical Committee to confirm their interest in being assigned to an international leadership role with a high level of responsibility and significant time commitment. This will help PATCO/TRI make informed decisions based on information provided by the Technical Committee. This only needs to be done once. **Addition to this list does not guarantee an assignment.** The EOI form is available on the Triathlon Canada website here: <https://www.triathloncanada.com/publications/#techoff>

RETIREMENT

When an official (NTO+) makes the decision to retire from officiating, the official is removed from the TRI database and is no longer eligible to make assignment requests. Officials who opt to retire will not be reinstated until the annual submissions are made to TRI for the following season.

RESPONSIBILITIES BY ORGANIZATION

Responsibilities of TRI and PATCO

For international and continental events, TRI and PATCO are responsible for assigning and compensating the TD, aTD and Medical Delegate. The TD is required to be an international technical official. The aTD is typically a Canadian technical official.

Responsibilities of the NSO

The tables below outline the roles Triathlon Canada is responsible for selecting. Selections are made in February of each year after the annual re-certification process has been completed.

Triathlon Canada is responsible for ensuring NTOs and above are compensated for their work as outlined below. Payments are typically processed in the fall at the end of the event season as one e-transfer for all assignments throughout the season.

- » **Per Diems:** Per diems are only paid for meals that are not provided by the event. The base rate for Triathlon Canada is a maximum of \$50 per day, with \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Lunch is usually provided, so the typical per diem is \$35 per day. The PSOs set their own rates for per diems per their provincial programs which will be used where designated.

- » **Travel Stipends:** Travel stipends are only provided by Triathlon Canada for the roles designated, and only if the technical official has been required to travel. The amounts provided in the tables below are maximums. Proof of travel expenses is required to receive payment up to the cap provided.
- » **Grants:** Small grants are typically provided to TDs to recognize their contributions in both the lead up and during the delivery of the competition. The aTD position is generally considered a mentee position, with the TD taking on the mentorship role. This is why aTD positions are not provided with a grant for national events. Grants are also provided for TRI races as these require officials with the highest level of expertise.

Responsibilities of the Host PSO

For national events, the technical team (outside of leadership positions) will be compensated as per the host PSOs standard rate card provided in their event sanctioning packages. Most officials will be affiliated with the host PSO, so this maintains consistency both within the provincial program and for the host LOC from budgeting perspective. PTOs assigned to continental and international events will continue to fall under their PSO's jurisdiction for compensation. These roles are typically offered as developmental opportunities where possible.

Responsibility of the LOC

The technical program fee structure will be clearly described as part of the hosting bid process. Depending on the event level, program fees may be supported through the sanctioning process or Sport Canada funding applications. Appropriate accommodations for all non-local (more than 100km) technical officials (including the TD & aTD) must be provided. Accommodations must be approved by the host PSO and NSO. Homestays, where possible, are an accepted accommodation option for National and Continental events. Airport transfers for all travelling TOs must also be provided.

TECHNICAL PROGRAM REQUIREMENTS & REMUNERATION BY EVENT TYPE

The tables below provide an outline of the *ideal requirements* for technical teams. However, variations caused by course configuration, layered competitions, etc., must be accounted for on a case-by-case basis. Final requirements will be determined and agreed upon by the event rights holders (TC, PATCO, TRI), the host PSO, and the LOC.

Each level of event has a designated technical program size. These have been determined based on the required assignments to run a safe and fair event and **should not be exceeded**. The TD will be given a breakdown of the required roles for their event to complete their assignments. If these roles need to be adjusted based on factors outlined above; these changes should be made with the approval of the Triathlon Canada Technical Committee. If there are officials interested in participating beyond the required scope of the program, they may be invited to do so as self-funded officials with the permission of the Host PSO and LOC. These caps ensure we have appropriately sized teams, and allow for clear budgeting by the LOC, PSO and NSO.

Those roles designated as “regional” assignments below are subject to discretion by the TC Technical Committee based on the overall domestic hosting plan and an equitable distribution of opportunities to hold leadership positions.

National Events

National Championship events have been organized into several sub-categories to allow for more specificity in clarifying requirements and payment structures. These are:

- » Elite National Championships (*inclusive of Junior, U23, & Para*)
- » Combined Elite & Age Group National Championships
- » Large Age Group National Championships (*i.e. Standard or Sprint Triathlon*)
- » Small Age Group National Championships (*i.e. Cross Triathlon or Winter Triathlon*)

The leadership teams are selected and compensated by the NSO. The main technical team is put forward by the PSO along with applications from any OOR officials and then selected by the TD in collaboration with the TC Technical Committee. The PSO sets the program rates per their sanctioning process and is responsible for ensuring officials are compensated as designed. Out-of-regional travel support is available through the NSO based on 15% of the total technical team size by application to the TC Technical Committee.

ROLE	LEVEL	QTY	SELECTION	PER DIEM	GRANT	TRAVEL
Elite National Championship – 3 Leaders + Technical Team of 15 to 17						
Technical Delegate	NTO+	1	NSO	\$50/day	\$300	\$600
Asst Technical Delegate	NTO+	1	NSO	\$50/day	NA	Regional
Head Referee	NTO+	1	NSO	\$50/day	\$150	Regional
Sector Chiefs	PTO2+	10	PSO	PSO	NA	PSO
Sector Assistants	PTO+	7	PSO	PSO	NA	PSO
Combined Elite & Age Group National Championship – 4 Leaders + Technical Team of 15 to 17						
Technical Delegate – Elite	NTO+	1	NSO	\$50/day	\$300	\$600
Technical Delegate – Age Group	NTO+	1	NSO	\$50/day	\$150	\$300
Asst Technical Delegate – All	NTO+	1	NSO	\$50/day	NA	Regional
Head Referee	NTO+	1	NSO	\$50/day	\$150	Regional
Sector Chiefs	PTO2+	10	PSO	PSO	NA	PSO
Sector Assistants	PTO+	7	PSO	PSO	NA	PSO
Large Age Group National Championship – 3 Leaders + Technical Team of 10 to 12						
Technical Delegate	NTO+	1	NSO	\$50/day	\$150	\$300
Asst Technical Delegate	NTO+	1	NSO	\$50/day	NA	Regional
Head Referee	NTO+	1	NSO	\$50/day	\$100	Regional
Sector Chiefs	PTO2+	6	PSO	PSO	NA	PSO
Sector Assistants	PTO+	6	PSO	PSO	NA	PSO
Small Age Group National Championship – 2 Leaders + Technical Team of 4						
Technical Delegate	NTO+	1	NSO	\$50/day	\$150	\$300
Head Referee	NTO+	1	NSO	\$50/day	\$50	Regional
Sector Chiefs	PTO+	4	PSO	PSO	NA	PSO

Continental Events

Continental events are considered developmental races for officials to gain international event experience. This is considered when making assignments to this level of event hosted within Canada. A maximum of five positions are reserved for international SFTOs as per the TRI requirements.

The TD and aTD are selected and compensated by PATCO. The aTD is typically from the host country. The rest of the program will be selected by the NSO with support from the host PSO. Most positions will likely be filled by NTOs or above, but PTOs are eligible if space is available. For combined Continental Cup and Elite National Championship events, a separate TD must be assigned to the National Championship to ensure both events are looked after appropriately.

ROLE	LEVEL	QTY	SELECTION	PER DIEM	GRANT	TRAVEL
Continental Cup – 3 Leaders + Technical Team of maximum 17 and minimum 15						
Technical Delegate (TD)	CTO+	1	PATCO	PATCO	PATCO	PATCO
Asst Technical Delegate (aTD)	CTO+	1	PATCO	PATCO	PATCO	PATCO
Head Referee (HR)	NTO+	1	NSO	\$50/day	\$150	\$300
Sector Chiefs	NTO+	10	NSO	\$50/day	\$100	NA
Sector Assistants	PTO+	5	NSO	\$50/day	\$50	NA
Combined Continental Cup & Elite National Championship – 4 Leaders + Technical Team of 15 to 17						
Technical Delegate (TD)	CTO+	1	PATCO	PATCO	PATCO	PATCO
Asst Technical Delegate (aTD)	CTO+	1	PATCO	PATCO	PATCO	PATCO
Technical Delegate (TD)– Nationals	NTO+	1	NSO	\$50/day	\$150	\$300
Head Referee (HR)	NTO+	1	NSO	\$50/day	\$150	\$300
Sector Chiefs	NTO+	10	NSO	\$50/day	\$100	NA
Sector Assistants	PTO+	7	NSO	\$50/day	\$50	NA

International Events

International events fall under the full jurisdiction of World Triathlon. Assignments are typically restricted to those holding an NTO certification or higher. PTOs may be requested to fill support roles as needed. TOs are compensated based on their assigned role, and not their level of certification.

ROLE	LEVEL	QTY	SELECTION	PER DIEM	GRANT	TRAVEL
World Para Triathlon Cup – 3 Leaders + Technical Team of 22						
Technical Delegate (TD)	ITO	1	TRI	TRI	TRI	TRI
Asst Technical Delegate (aTD)	CTO+	1	TRI	TRI	TRI	TRI
Head Referee (HR)	CTO+	1	NSO	\$50/day	\$200	\$300
Sector Chiefs	NTO+	11	NSO	\$50/day	\$100	NA
Sector Assistants	NTO+	11	NSO	\$50/day	\$50	NA
World Para Triathlon Series – 4 Leaders + Technical Team of 24						
Technical Delegate (TD)	ITO	1	TRI	TRI	TRI	TRI
Asst Technical Delegate (aTD)	CTO+	1	TRI	TRI	TRI	TRI
Medical Delegate	NA	1	TRI	TRI	TRI	TRI
Head Referee (HR)	CTO+	1	NSO	\$50/day	\$250	\$300
Sector Chiefs	NTO+	13	NSO	\$50/day	\$100	NA
Sector Assistants	NTO+	11	NSO	\$50/day	\$50	NA
World Triathlon Cup – 3 Leaders + Technical Team of 16						
Technical Delegate (TD)	ITO	1	TRI	TRI	TRI	TRI
Asst Technical Delegate (aTD)	CTO+	1	TRI	TRI	TRI	TRI
Head Referee (HR)	CTO+	1	NSO	\$50/day	\$200	\$300
Sector Chiefs	NTO+	11	NSO	\$50/day	\$100	NA
Sector Assistants	NTO+	5	NSO	\$50/day	\$50	NA

World Triathlon Championship Series – 4 Leaders + Technical Team of 24						
Technical Delegate (TD)	ITO	1	TRI	TRI	TRI	TRI
Asst Technical Delegate (aTD)	CTO+	1	TRI	TRI	TRI	TRI
Medical Delegate	NA	1	TRI	TRI	TRI	TRI
Head Referee (HR)	CTO+	1	NSO	\$50/day	\$250	\$300
Sector Chiefs	NTO+	14	NSO	\$50/day	\$100	NA
Sector Assistants	NTO+	10	NSO	\$50/day	\$50	NA