

# Technical Committee

## Terms of Reference

### GENERAL

1. **Membership:** 1 Triathlon Canada Staff Member, 1 Technical Advisor (Chair)\*, 1 other, 4 technical officials
  - a. Definition of “other”: a technical official or age group athlete currently not active
  - b. Criteria regarding the four (4) technical officials:
    - i. Maximum of one (1) technical official per province
    - ii. Each technical official has to be in good standing with their province as well as Triathlon Canada
    - iii. Gender equity, when possible
    - iv. Provincial Technical Official Level 2 (PTO2) certification with two years of experience or higher
    - v. Minimum of one technical official representing a province from the east, and one technical official representing a province from the west
    - vi. Rotation among provinces

*\*NOTE: In the case of a tie in a vote, the chair breaks the tie. In the case of a conflict of interest on a particular item, the committee member will excuse her/himself.*

2. **Duration:** 4-year term applied to “other” and four technical officials\*
  - a. The term is renewable once.
  - b. For technical officials: the term is not renewable until a full rotation among provinces is complete.
  - c. If a technical official leaves the committee during a 4-year term, the technical official’s province can nominate another technical official for the remainder of the term.

*\*NOTE: For the first committee, two technical officials will serve a 2-year term and two technical officials will serve a 4-year term to establish continuity while rotating among provinces/regions.*

### 3. Responsibilities:

- a. Assign technical officials to National Championships & Canada Games.
- b. Assign Team Leader to international events in Canada.
- c. Facilitate nomination process for international Games.
- d. Facilitate rule changes and implementations.
- e. Oversee evaluation and education of technical officials, including assigning facilitators for the National Technical Official (NTO) course.
- f. Nominate technical official of the year.
- g. Provide recommendations on technical official gear and compensation.
- h. Oversee mentorship program for technical officials.
- i. Facilitate complaints and issues regarding technical officials.
- j. Suggest items for the technical official newsletter.

*NOTE: For special projects an expert may be hired, if needed, pending CEO approval. For discussions on items with wider implications, a board member may be invited.*

4. **Process:** The Committee reports to the Triathlon Canada CEO

## COMMITTEE FORMATION

The order in which provinces are to be represented through a technical official on the technical committee needs to be determined requiring careful consideration in a transparent and democratic process for all parties involved.

### 1. First Technical Committee:

- a. One technical official from the province with the largest membership appointed for a 2-year term.
- b. One technical official from the past Technical Advisory Group (TAG) where all provinces were represented with preference for a technical official who has Technical Delegate (TD) experience appointed for a 4-year term.
- c. A technical official using west/east balance and gender equity to be applied to the entire technical official group for a 2-year term.
- d. A technical official using west/east balance and gender equity to be applied to the entire technical official group for a 4-year term.

### 2. Second Technical Committee:

- a. Two replacements after two (2) years in line with the west/east balance and gender equity by the two remaining provinces/regions.
- b. Two replacements after four (4) years in line with the west/east balance following the rotation that has been established.

### 3. All following Committees:

- a. Follow the order that has been established.

A province or region whose turn it is will nominate a technical official of their choosing following the criteria outlined above. A province can pass on their turn to nominate a technical official and defer to the next nomination process. If they defer at the next nomination process, their turn will go back into regular rotation.

#### NOTE:

- *Western regions are British Columbia, Alberta, Saskatchewan/Manitoba*
- *Eastern regions are Ontario, Quebec, Atlantic Canada (NB, NS, PE, NL)*

## APPENDIX A: COMMITTEE MEMBERS

### Committee #1: January 2021 to December 2023

NAME	ROLE	GENDER	PROV	TERM END
Rachel Macatee	Triathlon Canada, Director of Sport Development	F	NA	NA
Ulf Schuetze	Triathlon Canada, Technical Advisor ( <i>Chair</i> )	M	NA	NA
Liz Cullen	Age Group athlete ( <i>other</i> )	F	NA	Dec 2025
Mike Chui	Technical Official	M	AB	Dec 2023
Caroline Gelinis	Technical Official	F	QC	Dec 2023
Greg Christensen	Technical Official	M	BC	Dec 2025
Janice Ryan	Technical Official	F	NL	Dec 2025

### Committee #2: January 2024 to December 2025

NAME	ROLE	GENDER	PROV	TERM END
Rachel Macatee	Triathlon Canada, Director of Sport Development	F	NA	NA
Ulf Schuetze	Triathlon Canada, Technical Advisor ( <i>Chair</i> )	M	NA	NA
Liz Cullen	Age Group athlete ( <i>other</i> )	F	NA	Dec 2025
Greg Christensen	Technical Official	M	BC	Dec 2025
Janice Ryan	Technical Official	F	NL	Dec 2025
TBD	Technical Official		West	Dec 2027
TBD	Technical Official		East	Dec 2027