



British Triathlon Technical Committee

Terms of Reference

Name

The British Triathlon Technical Committee has been established as a technical advisory group to the British Triathlon Federation (BTF) Board under Article 45 of the Articles of Association. The Committee will report formally to the Board via the Director - Major and National Events with the Director of Operations and Communications designated as the responsible staff lead.

Formation - Membership

The appointment of the Chair of the Committee is the responsibility of the British Triathlon Board. The Chair will not be in possession of the right to vote. The further duties of the Chair are described below:

- Nominations of representatives for the three Home Nations will be the responsibility of the Home Nations Boards of Directors, with the appointments ratified by the British Triathlon Board and invitations to join the Committee extended by the Director - Major and National Events on behalf of the Board. Each Home Nation will have one vote.
- Members of the Committee will be invited to serve for a maximum of three (3) terms of two (2) years, within the life of the Committee as established. Where a Home Nation appointment extends beyond this a further 2 years can be agreed.

Committee Make Up

- British Triathlon Federation (appointed)
- Triathlon England Representative (nominated)
- Triathlon Scotland Representative (nominated)
- Welsh Triathlon Representative (nominated)

Administration for the Technical Committee will be provided by British Triathlon staff as agreed with the Director of Operations and Communications.

Individuals attending British Triathlon Technical Committee meetings should have the following in part or in full:

- Knowledge of the appropriate athlete pathway for triathlon (grass roots to elite);

- Knowledge of the requirements of the different sports that are the responsibility of the National Governing Body namely triathlon and paratriathlon, duathlon and paraduathlon, aquathlon, cross triathlon and winter triathlon;
- Strategic responsibility for officiating and officials' recruitment , retention and development;
- Involvement in, and knowledge of, workforce planning and development at all levels of participation;
- Knowledge of the current organisational workforce involved/committed to officials' development and officials' education;
- Knowledge of the rules of triathlon as they apply to International, British and Home Nation recognised Events;
- Understanding of support currently available to officials working at international, national; regional and local levels through strategic plans and the programmes and initiatives designed to ensure delivery;
- The ability to make decisions and take responsibility for the delivery of agreed plans to British and Home Nation levels.

Additional members may be invited to join the group, as required, with approval from the British Triathlon Board, for an agreed time-limited period for specific tasks and functions. Such technical experts may be invited to advise/report to the group at any time, with no membership/voting rights granted. The British Triathlon representatives on the Technical Committees for both the ITU and ETU will have an advisory role to this Committee and will be invited to join the meeting and make presentations, at least annually, with a view to informing the strategic development of the infrastructure for officials, whereby officials include but are not limited to the following - Referees, Technical and Medical Officials.

The Home Nations can send substitute representatives for information, but these members will not have voting rights.

Meetings

In accordance with the British Triathlon Board and Committee practice, the Chair will set up a schedule of meetings of the Technical Committee by the AGM each year for the following 12 months. The meeting dates will be lodged with the Assistant to the Chief Executive and Board for incorporation in the British Triathlon Annual Programme and the Minutes will be prepared by the British Triathlon staff support and agreed by all the members within two weeks of the meeting.

The frequency of the meetings is anticipated to be no less than two and no more than four meetings a year, ideally with meetings hosted by rotation around the member Home Nation, (cycle of England, Wales, Scotland). Where it is not feasible to hold a meeting, this will be conducted virtually (via email, SKYPE or alternative conference call methods).

Attendance

Individuals attending will do so with a mandate to discharge the voting rights of the Home Nations, as appropriate, and take responsibility to ensure that the resulting actions are completed in line with agreed timescales.

Conduct

The Chair of the Technical Committee will deliver the duties in accordance with the:

- Values of British Triathlon and the Nolan Principles;
- British Triathlon Memorandum and Articles of Association.

The Technical Committee members will;

- Propose policy as determined in consultation with the Home Nation Technical Committees and the BTF as a whole and implement it in line with the delegated authority of the British Triathlon Board.
- Take responsibility collectively and individually to ensure that the Home Nations implement the agreed actions to ensure that the strategic requirements of the sort are met, and will report accordingly through the Home Nations Boards.

Objectives

- To develop and ensure implementation of a clear pathway for the development of officials into national and international event delegate roles working in tandem with the Events Staff Team
- To implement a process for the ongoing assessment and development of officials at Home Nation and British levels
- To provide the training infrastructure for officials at all levels with a specific responsibility for the delivery of training for officials to progress to National Technical Official (NTO), Continental Technical Official (CTO) and International Technical Official (ITO)
- To ensure that there is a common understanding of the Rules of Triathlon as they apply to British and Home Nation Events and are aligned with the Rules of the International Triathlon Union, as required by the ITU Constitution.
- To manage the development of and sharing of best/good practice across the Home Nations in relation to the areas that fall within the group's jurisdiction.
- To identify common work areas for co-operative and collaborative working including the sharing of ideas and workload.
- To establish shared principles and practices in relation to officiating.

- To establish a clear pathway for communication with British and international external organisations involved in the officiating of sport (and of triathlon in particular) working in tandem with the Events staff across triathlon.

Jurisdiction

The Technical Committee's duties are to:

Advise on Technical Conduct of sport:

- Develop and maintain a common set of British technical rules for triathlon and related multi-sports competition in accordance with the advice and direction received from the ITU as appropriate;
- Manage interface between British Triathlon and ITU rules;
- Disseminate these rules through the Home Nation Technical Committees;
- Review impact of proposed international changes on conduct of competition and recommend rule changes;
- Regularly advise the British Triathlon Board on technical matters and respond to requests from the British Triathlon Board to lead in the delivery of appropriate actions in line with the British Triathlon strategic plan.

Educate & Develop:

- Manage the design of the process for developing/training of all officials in accordance with the advice and direction received from the ITU as appropriate;
- Manage the quality control of that training in accordance with the advice and direction received from the ITU as appropriate;
- Approve the tutor list for the training process;
- Make recommendations to British Triathlon about the development of the Officials workforce
- Promote the welfare and development of Officials;
- Be proactive in communicating Officials development throughout the sport in the Great Britain;
- Manage the implementation of ongoing assessment of the quality of officials as appropriate;
- Manage the implementation of continued professional development for officials as appropriate;
- Assess applications for advancement of LTO, RTO & NTO officials to the next level;

- Assess all applications from British Officials wishing to self-fund on ETU/ITU Events and if agreed pass the details to the Events Team for submission to the ITU. Provide all Officials who apply with a clear outline of the requirements of such appointments;
- Disseminate and assess the international opportunities for officials within the relevant ETU and ITU frameworks;
- Assist the development of appropriate candidates through exposure (via “shadowing” roles) and ultimately by appointments to official positions within ETU and ITU events;
- Ensure officiating develops in conjunction with the equitable aims objectives and obligations of British Triathlon, in particular in promoting access to officiating pathways for those from less well represented communities, in accordance with British Triathlon’s policies on social inclusion;
- Ensure officiating develops in conjunction with the aims and obligations of the British Triathlon Child Protection Policy.

Appointments and Major Events:

- Liaise with race organisers of major events regarding the officiating requirements for these events.
- Design an open and equitable system for the appointment of officials at the following key events (for implementation by Events/appointments committees):
 - All British Championships
 - British (or equivalent) National Ranking Series
 - All Age-Group Team Qualifying Events
 - All British Elite Series events
 - Other events as specified by the British Triathlon Board and/or Board of the respective Home Nations including any future British Championships.
- The British Triathlon Technical Committee will make the appointment of the Senior Official from the nominated list as supplied by the appropriate British Triathlon staff members for the above Events and also approve a list of additional officials for each Event in conjunction with the Senior Official;
- Implement a specific quality assurance process for officiating at major events (including disciplinary procedures).

Howard Vine
Chair BTF Technical Committee
(January 2014)