

Technical Committee

Terms of Reference

Introduction

The Technical Committee (the Committee) is a Committee of the British Triathlon Federation (BTF) Board.

The British Triathlon Technical Committee has been established as a technical advisory group to the British Triathlon Federation (BTF) Board, concerned with technical conduct of the sport, education and development of Technical Officials and appointment of Technical Officials to domestic Major Events.

British Triathlon Values

The Technical Committee shall at all times act in a manner of which encapsulates the British Triathlon values:

- **We are People Centred:** We openly support & challenge each other, We are customer focused, we nurture communities.
- **We Are Ambitious:** We are dynamic, we are innovative and creative, we are passionate about doing our best, we create positive impact.
- **We Are Inclusive:** We remove barriers to involvement, we connect people, we have fun, we work in partnership.
- **We do What's Right:** We are honest and respectful, we practice clean sport, we are accountable.

Strategic Alignment

This committee shall also align to the Strategic Goals of Safety & Fairness, More Participants, Outstanding Events and Excellent Organisation.

Scope & Resources

In scope: all matters under the jurisdiction of the Committee across all three Home Nation Associations and British Triathlon.

Resources: British Triathlon Staff Lead

Purpose

The purpose of the committee will be:

- To develop and ensure implementation of a clear pathway for the development of Technical Officials into national and international event delegate roles working in tandem with the Event Engagement Staff Team;
- To implement a process for the ongoing assessment and development of Technical Officials at Home Nation and British levels;
- To provide the training infrastructure for Technical Officials at all levels with a specific responsibility for the delivery of training for Officials to progress towards international qualifications;
- To ensure that there is a common understanding of the Competition Rules of triathlon as they apply to British and Home Nation events, and are aligned with the Competition Rules of World Triathlon, as required by the World Triathlon 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 committee's jurisdiction;
- 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 Event Staff Teams across triathlon.

Committee Membership

The Committee shall comprise of:

- Chair (voting)
- BTF Independent Non-Executive Director – Major & National Events (Deputy Chair) (voting)
- 3x Home Nation Representatives (voting)
 - Triathlon England
 - Triathlon Scotland
 - Welsh Triathlon
- 2x Specialist Knowledge Representatives (voting)
 - Motorcycle Officials
 - Paratriathlon & Disability
- Any British representative of the following World Triathlon/Europe Triathlon Committees (non-voting):
 - Technical
 - Multisport
 - Paratriathlon
 - Medical & Anti-Doping

- 3x Deputy Home Nation Representatives (non-voting)
 - Triathlon England
 - Triathlon Scotland
 - Welsh Triathlon
- British Triathlon Technical Manager (Lead Staff member, non-voting)

The number of voting members shall be no more than seven.

In the absence of the primary Home Nation Representative (from England, Scotland, Wales), or when one of them is deputising for the Chair, then the voting right moves to the Deputy Home Nation Representative from the same Home Nation.

At no time will 2 votes from the same Home Nation Representatives (Primary & Deputy) be allowed.

Only a single vote will count from each Home Nation, unless one of them is deputising for the Chair, who has a vote.

If the Motorcycle Officials Specialist Knowledge Representative or the Paratriathlon & Disability Specialist Knowledge Representative is unable to attend, then before the meeting they may nominate another non-voting member of the Committee to have their vote.

In the absence of the Chair, the Deputy Chair shall chair the meeting and in the absence of the Deputy Chair, the Committee may nominate another Non-Executive Board Member/Committee Member to deputise in their absence.

In the absence of the Lead Staff member, the Lead Staff member may nominate another Staff member to deputise in their absence.

The secretariat function will be provided by the Lead Staff member.

Committee Appointments

- Chair
 - The Independent Non-Executive Director – Major & National Events will lead on the appointment of the Chair of the Committee. Nominations will be received and shortlisted candidates will be invited to interview in front of a panel comprised of the Independent Non-Executive Director – Major & National Events (or alternate Board member) and an appointed member of British Triathlon staff, identified by the CEO.
 - The successful candidate will be invited to join the Committee by the Independent Non-Executive Director - Major & National Events on behalf of the Board.
- Home Nation Representatives, Deputy Home Nation Representatives
 - Each Home Nation is responsible for the appointment of their respective Home Nation and Deputy Home Nation Representatives. Home Nations must ensure that representatives are appointed in line with the Information Requirements as set out

below.

- Successful candidates will be invited to join the Committee by the respective Home Nation Board Chair, and the Chair of the Committee notified in writing.

- Specialist Knowledge Representatives
 - Shortlisted candidates will be invited to an interview in front of a panel comprised of a member of British Triathlon staff, a British Triathlon Board Member, and a current member of the Technical Committee (not to be from the same Home Nation of the candidate). Candidates will be assessed on their experience and suitability for the role.
 - Successful candidates will be invited to join the Committee by the Independent Non-Executive Director - Major & National Events on behalf of the Board.

Members of the Committee will be invited to serve for one term of four (4) years, followed by a maximum of one (1) further term of four (4) years, within the life of the Committee as established.

Reporting

Where reasonably possible (but not less than once a year), a report of each Committee Meeting will be tabled to the subsequent Board meeting and, where necessary, the Chair of the Committee will seek approval of any recommendations submitted by the Committee.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

Quorum

A minimum of **5** voting members of the Committee must be present for the meeting to be deemed quorate.

Resolutions and voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each eligible Committee Member shall have one vote.

Where a consensus cannot be agreed, the matter shall be recorded in the minutes and will be raised to the British Triathlon Board.

Meetings

The Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not voting members to withdraw to facilitate open and frank discussion of particular matters.

The BTF Board or the Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

This Committee shall meet in the following schedule/ schedule of meetings:

- A minimum of four meetings per year.

Meetings may be physically in person or using electronic means (such as teleconferencing or videoconferencing). The Committee may also, where necessary, deal with its business by email or other means of written electronic communication. This Committee shall communicate outside of the meetings via e.g. email list, Skype, Zoom etc. for example when rule exemption requests or clarifications are needed.

Notices of meetings shall contain information relating to venue, time, date and agenda.

Papers and the agenda for the meetings shall be circulated at least 14 days before the date of the meeting. Matters and resolutions that require action or discussion from the BTF board shall be tabled via the Board reporting template and will be submitted 1 week prior to the BTF board.

The Lead Staff member will circulate notes of the Committee meeting and ensure a copy of the minutes is retained online in the designated area for such purpose.

Goals, Responsibilities and Duties assigned to Technical Committee

The duties of the Technical Committee 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 World Triathlon as appropriate;
- Manage interface between British Triathlon and World Triathlon 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 Technical Officials in accordance with the advice and direction received from World Triathlon as appropriate;
- Manage the quality control of that training in accordance with the advice and direction received from World Triathlon as appropriate;
- Approve the tutor list for the training process;
- Make recommendations to British Triathlon about the development of the Technical Official programme;
- Promote the welfare and development of Technical Officials;
- Be proactive in communicating Technical Official development throughout the sport in Great Britain;
- Manage the implementation of ongoing assessment of the quality of Technical Officials as appropriate;
- Manage the implementation of continued professional development for Technical Officials as appropriate;
- Assess applications for advancement of LTO, RTO & NTO Officials to the next level;
- Assess all applications from British Technical Officials wishing to self-fund on Europe Triathlon/World Triathlon events and if agreed pass the details to the Event Engagement Staff Team for submission to World Triathlon. Provide all Officials who apply with a clear outline of the requirements of such appointments;
- Disseminate and assess the international opportunities for Technical Officials within the relevant Europe Triathlon and World Triathlon frameworks;
- Assist the development of appropriate candidates through exposure (via “shadowing” roles) and ultimately by appointments to officiating positions within Europe Triathlon and World Triathlon 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 via the Event Engagement Staff Team regarding the officiating requirements for these events.
- Design an open and equitable system for the appointment of Technical 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
 - All Home Nation Championships
 - 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 Chief Official from the nominated list as supplied by the appropriate British Triathlon Event Engagement Staff Team for the above Events and also approve a list of additional Officials for each Event;
 - Implement a specific quality assurance process for officiating at Major Events (including disciplinary procedures).

Annual General Meeting

The committee Chair shall attend the British Triathlon annual general meeting to respond to questions from stakeholders on the committee's activities. The primary or deputy Representatives of the Home Nations shall attend their Home Nation's Annual General Meeting.

Information Requirements

Members of the Technical Committee 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, aquabike, cross duathlon, cross triathlon and winter triathlon;
- Strategic responsibility for officiating and Technical 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 Technical Officials' development and Technical 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 Technical 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.
- Experience in the planning and/or delivery of triathlon or other sporting events.

Terms of reference and committee effectiveness

The Committee's terms of reference and effectiveness will be reviewed biennially by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board.

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