

## Regional Officials Coordinator Role and Responsibilities

Volunteer job title	Regional Officials Coordinator
Definition of volunteer role	To act as Technical Officials Coordinator for the specified region
Main functions of role	<ul style="list-style-type: none"> <li>• The main point of contact in the region for Technical Officials and responding to queries</li> <li>• Managing allocation of Technical Officials to events within the region and review of post-event reports</li> <li>• Support and mentoring of trainee Technical Officials</li> <li>• Liaising with and supporting Event Organisers</li> <li>• Assisting Regional Programme Manager to determine need for and organise TO courses</li> </ul>
Responsible to	Regional committee, British Triathlon Technical Committee
Competencies/experience required	<p><u>Mandatory:</u> Must be well organised and reliable. To demonstrate good IT skills and respond to emails in a timely manner. Able to communicate well both verbally and non-verbally to a range of stakeholders.</p> <p><u>Preferred:</u> Wide range of experience as a Technical Official and comprehensive understanding of the Competition Rules. Holds RTO qualification or above.</p>
Commitment required	<p>Approximately one hour per week in the off-season; up to three hours per week during the peak season.</p> <p>Attendance at and reporting to regional committee meetings at identified times</p>
Support received from	Regional committee, Regional Programme Manager, British Triathlon staff, British Triathlon Technical Committee
Is this volunteer opportunity open to disabled persons?	Yes

## Guidelines for Allocation of Technical Officials

Technical Officials should be only appointed to events that have received, or are going through the process to receive, the appropriate Home Nation Association Event Permit.

Technical Officials can be provisionally appointed to events that have registered for an event permit, but may only attend events once the permit has been received.

The process for appointing Technical Officials to events should be transparent and fair, and be guided by the following principles:

- Identify where a specific Chief Technical Official has been identified by the Event Organiser
- Where a specific TO has not been identified by the event organiser, appointments are to be made based on TO registration of interest and subject to holding the appropriate qualification level. Regional Official Coordinators reserve the right to ensure all interested Technical Officials are given the opportunity to attend events, rather a small number of Technical Officials attending most events.
- Sufficient opportunity is given to those wishing gain further experience at a range of events, and to progress through the officiating programme.
- The number of TOs required to be determined following discussion between Event Organiser and Regional Coordinator, considering:
  - number and experience of competitors taking part at any one time
  - availability of Technical Officials
  - guidance from the Competition Rules

## British Triathlon Major Events

The process for appointing the Chief Technical Official to Major Events (ITU World Series/World Paratriathlon Events, British Championships, Home Nation Association Championships and GB Age-Group Qualifiers) is necessarily different, and can be found in the relevant guidance. The officiating team at these events should balance the need for enough appropriately qualified TOs to fulfil required roles, and to give opportunity to those TOs within the event region looking to progress through the officiating pathway. Regional Coordinators should liaise with the appointed Chief Technical Official in assigning additional local TOs for British Triathlon Major Events.