



ITU TECHNICAL OFFICIALS' CERTIFICATION PROGRAM

1. Introduction

- a. The ITU Technical Officials' Certification Program is based over previous education programs and was reestablished in 2009 to develop technical officials and defines the needed requirements to officiate on different level of ITU events.

2. Purpose

- a. The purpose of this document is:
 - a. To identify and make transparent the criteria needed to be gained by technical officials
 - b. Establish the level of certification required to manage ITU events
 - c. Identify the role & responsibilities of every one include in the process.
 - d. Establish the criteria to accredit National Federations to certificate ITU Level 1 officials (NTO)

SECTION 1: PROCEDURES AND REGULATIONS ON TECHNICAL OFFICIALS CERTIFICATION

3. Certification of technical officials

- a. The ITU through the Sport Department is responsible to maintain the ITU Technical Officials Database, which will includes all the relevant data of each ITU technical official, such as certification level, events in which took part and position, seminars attended, etc. The responsibility of assessing whether a technical official has met the requirements for certification at a particular level is set as per Table 1.

Certification Level	Assessing Body
Level 1 (NTO)	ITU or Accredited National Federation
Level 2 (CTO)	ITU
Level 3 (ITO)	ITU

Table 1: Responsibility of Assessment

- b. The criteria, the training requirements and the validation requirements are set in Appendix 1.
- c. ITU Technical Committee will approve the new ITOs, and the change of level of the existing ITOs once per year, based on the ITU Sport Department report.

4. Delivery of certification courses (Level 1, 2, 3)

- a. The ITU level 1 (NTO) certification course will be conducted by an ITU Level 2 or 3 technical official (ITO) certified as facilitator. ITU, through the Sport Department will ensure the consistency appointing this course facilitator. Attendants will be selected by their own NF among all of those who comply with the pre-requirements listed in Appendix 1. Attendants to validate the level will be admitted upon request. NFs can apply to host a course before December 1st of the previous calendar year. ITU Sport Department will publish the calendar of Level 1 courses before January 31st of the actual calendar year.
- b. The ITU Level 1 (NTO) certification course may be integrated in the education program of accredited National Federations. In this case the National Federation requirements will apply.
- c. The ITU Level 2 (CTO) certification course will be conducted by an ITU Level 3 technical official (ITO) certified as facilitator. ITU, through the Sport Department will ensure the consistency appointing this course facilitator. Attendants will be nominated by the Continental Confederations among all of those who comply with the pre-requirements listed in Appendix 1. Attendants to validate the level will be admitted upon request. Continental Confederations can apply to host a course before December 1st of the previous calendar year. ITU can decide as well to organize courses for this level at it's discretion. ITU Sport Department will publish the calendar of courses before January 31st of the actual calendar year.
- d. The ITU Level 3 (ITO) certification course will be conducted by a ITU Level 3 technical official (ITO) certified as facilitator. ITU, through the Sport Department will ensure the consistency appointing this course facilitator. Attendants will be selected by ITU among all of those who comply with the prerequisites listed in Appendix 1. Attendants to validate the level will be admitted upon request. ITU will decide to organize courses for this level. ITU Sport Department will publish the calendar of courses before January 31st of the actual calendar year.

5. Notice of certification to officials

- a. All the ITU officials (ITO, CTO and NTO) will be certified by the ITU Technical Committee based on the reports of the ITU Sport Department.
 - i. Level 1 (NTO)
 - There will be an open book exam and a practice on an ITU event, within 6 months after the course. The course facilitator will send ITU Sport Department a list with all the attendants to the course with the qualification of the exam. Qualifications may be "Ready to reach the ITU NTO level" or "Not prepared to reach ITU NTO level" This remark will be added to the Technical Officials Database and once the practice will be done in a satisfactory way based on TD report of the event, the technical official will be proposed to obtain the ITU NTO

level. ITU Sport Department will submit a list of proposed ITU NTOs once a year to ITU Technical Committee for approval and certification.

- The ITU Level 1 (NTO) certification course may be integrated in the education program of accredited National Federations. In this case the National Federation will inform ITU Sport Department about the attendants to the NTO courses and those proposed for accreditation. The certification process is the same outlined in the precedent paragraph.

ii. Level 2 (CTO) & Level 3 (ITO)

- There will be an exam, to be filled and submitted to the ITU Sport Department for evaluation. Qualification to this exam may be “Ready to reach the ITU CTO/ITO level” or “Not prepared to reach ITU CTO/ITO level”. For no clear cases, additional exams may be conducted. The attendance to the courses with the qualification to the exams will be added to the Technical Officials Database. The technical officials who passed the exam will be proposed to obtain the ITU CTO/ITO level. ITU Sport Department will submit a list of the proposed ITU CTOs/ITOs, which includes all the officials who cleared the exam, to the ITU Technical Committee for approval and certification.

6. Validation, suspension and downgrading.

- a. The NTO/CTO/ITO levels have to be validated by attending a course of the referred level, according with the timelines included in Appendix 1.
- b. The officials will be downgraded by 1 level if the terms indicated in Appendix 1 were reached without attending a validation course. A list of the proposed officials to downgrade will be submitted by the ITU Sport Department to the ITU Technical Committee for approval once a year.
- c. The respective NF has the right to suspend the status of a technical official in case the individual is not in good standing with the NF. The reason of suspension needs detailed rationale as an attachment to be sent to the ITU Sport Department for submission to the ITU Technical Committee for approval.

SECTION 2: PROCEDURES AND REGULATIONS ON NATIONAL FEDERATIONS ACCREDITATION TO CERTIFY ITU LEVEL 1 TECHNICAL OFFICIALS (NTO)

7. General principles

- a. To become an accredited NF, its technical official's levels have to match at one point with the ITU Level 1 (NTO).



- b. The Technical Official education program has to include, at least all the items listed below in 8.a
- c. The Competition Rules of the NF has to match with the ITU ones, as listed below in 8.b
- d. The NF structure has to comply with ITU Constitution.
- e. The accreditation process will be articulated in several phases.
 - i. Request and dossier submission
 - ii. Dossier evaluation
 - iii. Accreditation
 - iv. Control
 - v. Revision

8. Requirements for Accreditation

- a. The Technical Official level to be matched with ITU level 1 (NTO) has to be the result of an education path which will include as minimum:
 - i. 2 years of officiating experience
 - ii. Community level course (5 hours) which include the general picture
 - iii. Medium level course (12 hours) which includes the competition rules, and the procedures on every official position.
 - iv. Officiating experience in two different multisports
 - v. Officiating experience in all of these positions (minimum once in every position):
 - Registration
 - Start
 - Swim
 - Transition
 - Bike
 - Run
 - Finish
 - Technology or results
 - vi. NTO level course (15 hours) which includes the ITU competition rules, the procedures on the high level official positions (TD, RR, CRO and Competition Jury), general vision on ITU competitions, and general procedures on ITU events, with an open book exam and 1 practice on an ITU event
- b. The National Competition Rules have to match with ITU Competition Rules at least in:
 - i. Chapter 2
 - ii. Chapter 3
 - iii. Chapter 4
 - iv. Chapter 5
 - v. Chapter 6
 - vi. Chapter 7
 - vii. Chapter 8
 - viii. Chapter 10
 - ix. Chapter 11

- x. Chapter 12
- xi. Chapter 14
- xii. Chapter 15
- xiii. Chapter 16
- xiv. Chapter 17
- xv. Chapter 18
- xvi. Appendix E
- xvii. Appendix F
- xviii. Appendix G (in case Paratriathlon exists within the NF)
- xix. Appendix I

9. Accreditation process

- a. Request and dossier submission: NFs can request the ITU accreditation by submitting one dossier in English language which shall include:
 - i. The NF Competition Rules. In case these are different than the ITU ones, with a list of the differences between both.
 - ii. The Technical Officials education and certification programs from the lowest level to the level which will be linked with ITU Level 1 (NTO), including requirements to access to each of the levels, the conditions to be filled to go to the next one, and the requirements to be teacher or facilitator of each of the levels of the courses.
 - iii. NF structure showing where the Technical Education is included and where the Technical Officials are included in.

- b. Dossier evaluation: ITU Sport Department will study the dossier, and will produce a report on the 3 items listed before.
 - i. If the NF Competition Rules has deviations from the ITU ones a list will be produced qualifying the differences as “acceptable for accreditation” or “non acceptable for accreditation”. If there are not deviations the Competition Rules will be qualified as “acceptable for accreditation”
 - ii. If the Technical Official Education and Certification program doesn’t include one or more of the requirements requested on 8.a, a list of these non covered items will be produced. This program will be qualified as “acceptable for accreditation” or “non acceptable for accreditation”.
 - iii. The NF structure will be checked and considered if it is in line with ITU Constitution or not.
 - iv. If the report has only “acceptable for accreditation” notes will be forward to the ITU Technical Committee with a recommendation for accreditation. Otherwise will be returned to the NF with the number of items to be solved, in order to be accredited in the future.
 - v. NF can submit the dossier modified, indicating how the process of adaptation was, and a new report will be produced. This process can be repeated the number of times necessary till a satisfactory solution.

- c. Accreditation:
 - i. The ITU Technical Committee will study the report presented and will approve or decline the accreditation

- d. Control:
 - i. Accredited NF has to inform ITU about the courses it is holding, with the place, date, program, facilitator(s) and teacher(s)
 - ii. ITU can send observers to the courses
- e. Revision:
 - i. After every Competition Rules change, NFs will send ITU one report informing about the updates
 - ii. After every Technical Officials Education Program change, NFs will send ITU one report informing about the updates
 - iii. ITU Sport Department will produce one report to ITU Technical Committee recommending the confirmation or removal of the status.

SECTION 3: TRANSITORY PROCEDURES TO UPDATE THE TECHNICAL OFFICIALS DATABASE.

10. General principles

- a. To produce an accurate technical Official's database and their levels within ITU as per the criteria outlined in the Appendix 1.

11. Process

- a. To inform NFs about the current situation of the officials in ITU database.
- b. Ask the NFs for differences between the National and ITU databases.
- c. Valuate the differences submitted by the NFs
- d. Produce the list of the acting technical officials within the affiliated National Federation (NF) and their levels within ITU as per the criteria outlined in the Appendix 1.
- e. Submit the list to the ITU Technical Committee for approval and production of the certificates.

12. Timelines

WHEN	WHO	WHAT
December 1 – 15	Accredited National Federations	Submit to the ITU Sport Department a list with the proposed National Technical Officials (Level 1).
December 16 – 31	Sport Department	Submit a list of proposed TOs to ITU Technical Committee for approval and certification.
January 1 – 15	Technical Committee	Approve the list of certified technical officials.
Before December 1	National Federations	Apply to host a Level 1 course
Before December 1	Continental Confederations	Apply to host a Level 2 course
Before January 31	Sport Department	Publish the calendar of courses

APPENDIX 1:

ITU Technical Officials' Certification Program									
Certification Level	Code	Type of Event that Can Manage			Criteria	Area of Training	Courses conducted by	ITU Events Department's Involvement	Validation
		As Technical Delegate	As Referee or Chief Technical Official (e.g. Chief Swim, etc)	As Assistant Technical Official					
Level 3 (ITO)	ITU-ITO - (year) - (four digit number) e.g.: ITU-ITO-2009-0001	Olympic Games, Major Multisport Games World Championship Series, Multisport Championships, World Cup, Triathlon Continental Championships	Olympic Games, Major Multisport Games	Olympic Games, Major Multisport Games	Pre-requirements: 1. Two (2) years minimum as CTO level, 2. Minimum four (4) ITU Events within four (4) previous years as Technical Delegate, 3. Attend the Level 3 Course successfully and pass the exam	<ul style="list-style-type: none"> •World Cups & World Championship Series Technical Requirements •Multisport World Championships Technical Requirements •Case studies from previous World Championships, World Cups & Major Multisport Events •Olympic Games Policies & Procedures •Case studies from previous Olympic Games •Sustainable and Eco - friendly events 	Level 3 official certified as facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU	Every 4 years must attend a level's seminar and pass the exam. Otherwise the TO will drop one level
Level 2 (CTO)	ITU-CTO- (year)- (four digit number) e.g.: ITU-CTO-2009-0001	Multisport Continental Championships, Continental Cup, Multisport Series Events	World Championship Series, Multisport Championships, World Cup, Triathlon Continental Championships	Olympic Games, Major Multisport Games	Pre-requirements: 1. Two (2) years as NTO 2. Minimum four (4) ITU Events within 4 previous years, 3. Attend the Level 2 Course successfully and pass the exam	<ul style="list-style-type: none"> •Technical Official Guide, •Event Organizer Manual •Training on all technical documentation •Case studies from previous multisport continental championships, continental cups and minor multisport games •Paratriathlon •Workshop 	Level 3 official certified as facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU or Continental Confederation	Every 4 years must attend a level's seminar and pass the exam. Otherwise the TO will drop one level
Level 1 (NTO)	ITU-NTO- (year)- (four digit number) e.g.: ITU-NTO-2009-0001	National Events	Multisport Continental Championships, Continental Cup, Multisport Series Events	World Championship Series, Multisport Championships, World Cup, Triathlon Continental Championships	Pre-requirements: 1. National Federations' Criteria will apply or access exam. 2. Attend the Level 2 Course successfully and pass the open book exam 3. Practise on an ITU event	<ul style="list-style-type: none"> •ITU Competition Rules •Case studies 	Level 2 or 3 official certified as facilitator	ITU will provide materials and assign the facilitator. Seminar hosted by ITU or NF.	Every 4 years must attend a level's seminar and pass the exam. Otherwise the TO will drop one level