



TRIATHLON

AUSTRALIA

Triathlon Australia, NOAS Level 1 Technical Official's Training Program



Australian Government

Australian Sports Commission

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Glossary:

Acronyms

The following acronyms are used throughout this document:

Australian Sports Commission	ASC
Chief Technical Official	CTO
Director of Officials	DoO
Equal Employment Opportunity	EEO
Field of Play	FOP
International Triathlon Union	ITU
National Officiating Accreditation Scheme	NOAS
National Coaching Accreditation Scheme	NCAS
Race Competition Rules	RCR
Race Referee	RR
Recognition of Current Competency	RCC
Recognition of Prior Learning	RPL
Senior Technical Team	STT
State/Territory Triathlon Association	STTA
Technical Delegate	TD
Technical Official	TO
Triathlon Australia Ltd	TA
Triathlon Australia Technical Committee	TATC

Section 1:

Training Program General Information & Administration

1.1 Program details

Name: Triathlon Australia, Technical Officials Program
Contact: Director of Officials
Postal Address: P.O Box 6039 Frenchs Forest, NSW
Street Address: Level 3, 20 Rodborough Road
Frenchs Forest NSW 2086

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Authorisation of the Organisation:

Chief Executive Officer
(Signature)

Print name

Director of Officials
(Signature)

Print name



1.2 Name of the training program

Triathlon Australia, Level 1 Technical Official training program

1.3 Integrated or separate Officiating General Principles component

The following elements of the Officiating General Principles training program have been integrated into this training program:

- Make Effective Decisions
- Plan and Organise
- Self Manage
- Apply Health & Safety Principles
- Apply Technical Knowledge

1.4 Training program fees

The Level 1 Technical Officials course is generally free to all participants based on agreement within the State/Territory Triathlon Association (STTA) hosting the course. If fees do exist these may vary between each STTA depending on local costs for training program venues and presenters and will include the compulsory texts, NOAS accreditation fee, and other training program costs such as facility hire and equipment. The fee range for this training program is \$0 - \$20.

The cost of attending/completing the Officiating General Principles training program shall also be based on agreement with the State/Territory Triathlon Association (STTA) and be available on-line via the ACS website.

State and Territory affiliates of Triathlon Australia Ltd are endorsed to deliver this training program on behalf of Triathlon Australia Ltd. No fees apply to this arrangement.

The Level 1 Technical Officials Training course can only be delivered by representatives of a State/Territory Triathlon Association (STTA) whom are active Officials holding a current TA membership (due July 1 each year) and hold the appropriate qualifications.

1.5 Presenter qualifications

Course presenters must be approved by the TATC representative from the STTA. Course presenters must have the appropriate training, skills and experience to deliver up to date, accurate and relevant information in a professional manner.

All presenters will be required to complete:

- presentation skills course, or similar (generic or TA) **and**
- hold a current NOAS accreditation as an official at the level they are presenting

Authorised Presenters shall ideally be at minimum an active Level 2 Technical Official whilst course assistants may have a Level 1 Technical Official accreditation.

Presenters may fulfil a variety of roles including key presenters, assistants, tutors or individual mentors for on the job training.

1.6 Presenter training

Presenters should have current, recognised qualifications in their field of presentation. Presenters should also aim to present course content in a practical, applied format and openly encourage interaction and feedback from level one candidates.

The STTA course convener will brief each presenter prior to the course on the content and delivery strategies demanded of this course and presenters will be evaluated based on their delivery. Course presenters are expected to submit their presentation materials including notes to the course convener prior to the course. Presenters may be nominated and invited to attend a Triathlon Australia Ltd presenter training course by the STTA course convener. Presenters should also maintain high professional standards in presenter training through the State Coaching and Officiating Centers or appropriate presenter training organisation.

1.7 Assessor qualifications

Assessment can be conducted by appropriately qualified persons from the following backgrounds:

- STTA approved assessor
- Official / teacher / appropriately qualified / experienced person including NOAS Officials from other relevant sports with current accreditation status

Assessors ideally shall possess:

- Assessors of Level 1 Technical Officials must have Triathlon Australia Level 2 Technical Official accreditation and be active in the program

Assessors are also encouraged to attend an assessor training program through the State Coaching and Officiating Centers or an appropriate presenter training organisation.

Note: Presenters may also assess candidates where they have appropriate qualifications.

In situations where no appropriately qualified / skilled person can be identified to conduct the assessment, e.g. regional Australia, candidates can apply to their STTA for special consideration for video based assessment / self reflection or other relevant and appropriate assessment avenues.

Triathlon Australia Ltd aims to make the assessment process fair and reasonable for all candidates and will work with candidates to ensure an equitable assessment environment.

1.8 Assessor training

Assessors are required to attend Assessor training provided by ASC, State Coaching and Officiating Centers and other relevant assessor training institutions, e.g. T.A.F.E. All assessors will be provided with a copy of the “Triathlon Australia Ltd Level 1 Officiating Course” to assist them in their role and will be fully briefed by the TATC representative of the STTA. Triathlon Australia will work with the ASC to develop the skills of the assessors, so that all assessors will have had some training over the next two years.

All assessors are required to undertake this training program or a similar program (e.g. a workplace assessor’s course) to ensure a consistent delivery across the entire program.

1.9 Entry pre-requisites for Level 1 Technical Officials course

Participants are not required to have completed any other training programs as a pre-requisite for the Level 1 training program and no practical experience is necessary.

This training program is designed to provide an understanding of Triathlon Australia race completion rules and officiating principles for any individual that has an interest in triathlon including parents, coaches, Club Race Directors, current and former triathletes.

Whilst there is potentially little to no fees applied to the course, candidates cannot gain their accreditation without being a current competing/non-competing member of Triathlon Australia.

1.10 Venue

Ideally, equipment and facility requirements to conduct the Level 1 training course include:

- Adequate room to be of class room/conference style with ventilation, lighting and seating appropriate for the number of participants
- Laptop/PC, projector & screen
- Level 1 Power Point Slide presentation package
- Whiteboard/Butcher Paper
- Registration/admin
- Catering
- Printed material may include: take home exam, code of behaviour, general philosophies, course outline
- Props: bike helmet, red/yellow card, measuring tape
- Practical (supervisor/assessment) shall be conducted at a sanctioned event

1.11 Insurance

Triathlon Australia Ltd holds four comprehensive insurance policies with Willis Insurance Brokers.

1. The Public and Products Liability policy covers public liability (\$20,000,000 aggregate limit)
2. The Group Personal Accident Policy covers death, injury or sickness outside Australia, Loss of income as a result of injury or sickness
3. Directors and Officers professional liability (\$5,000,000) for all Directors and staff of Triathlon Australia Ltd
4. Corporate Travel Cover for Professional license holders and TA Staff

Section 2:

Policies

2.1 Code of Practice for Training Program Deliverers

Triathlon Australia Ltd endorses and supports the ASC's Code of Practice for Training Program Deliverers (see Appendix 1). In addition to this Code, the following policy applies:

Refund of fees

The fee associated with completing the Level 1 Technical Officials course is dependent upon agreement with the STTA hosting the course. If applicable, fees for the course should be paid in full 14 days prior to the commencement of the course. Applicable fees paid by candidates may be refunded in the following circumstances and timeframes:

<i>Notification of withdrawal in writing 8 days or more prior to commencing training program</i>	<i>Full refund</i>
<i>Notification of withdrawal less than 7 days prior to commencing training program</i>	<i>No refund</i>

2.2 Officials Code of Behaviour

Triathlon Australia Ltd has developed an Officials Code of Behaviour Agreement that follows the ASC's guidelines and requires Officials to sign-on to and put it into practice. This Code outlines disciplinary action which will be applied if Officials are found to have breached the Code. For more information see the Officials Code of Behaviour Agreement (Appendix 2).

2.3 Complaints handling procedures

Candidates with grievances about the conduct of their training program or seeking appeals on their assessment process must submit them in writing to the TATC representative of the STTA within 30 days of the completion of the training program or on receiving notification of their assessment outcome.

All grievances and appeals which can not be resolved by the TATC representative may be referred to Triathlon Australia Director of Officials who will inform the candidate of the process they will use to consider the grievance and the outcome of the deliberations within 30 days of receiving the grievance/appeal.

Further grievances and appeals will be referred to the Triathlon Australia Board Liaison via the Director of Officials, with all relevant information, for consideration and decision.

2.4 Enrolment pre-requisites - age of entry into the program

Candidates must be at least 18 years of age to enrol in this training program.

2.5 Recognition of prior learning (RPL) and Recognition of Current Competency (RCC)

There will be no honorary accreditation. All Officials must satisfy the competencies of each particular level of accreditation. However, some practising Officials from other triathlon National Federations may be able to satisfy all or most of the competencies required for accreditation without having to attend a formal training program. Candidates may apply for exemptions from any or all sections of the training program. Such people will be required to document their prior learning and submit it in writing to the Triathlon Australia Director of Officials.

Athletes who have competed at a high level e.g. elite level ITU World Cup or World Triathlon Championships, Olympic Games or Commonwealth Games may apply for RCC on some components of the course but may still be required to complete all or some of the assessment tasks. Similarly, Race Directors who have staged events for National/International series competition or High Performance level coaching may equally apply. Such candidates must apply in writing to the Triathlon Australia Director of Officials and will be assessed on a case by case basis.

RPL / RCC assessment will be conducted using the Triathlon Australia Ltd RPL / RCC Assessment form (see Appendix 3). The candidate is required to demonstrate their current competence.

Recognition of officiating principles courses and of triathlon specific knowledge and expertise.

Candidates with evidence of having achieved the following may apply to gain credit:

- State Department/Sport Education Centre/Officiating Principles Agency Level 1 Officiating Principles course
- NOAS accreditations in swimming / cycling / athletics (distance running)
- Equivalent overseas general principles qualifications

In each case, applicants must supply the Director of Officials with such letters, transcripts, certificates and descriptions of training programs as is necessary to satisfy the various requirements of each level of accreditation. In order to gain recognition for triathlon specific elements (i.e. race competition rules), candidates may be required to demonstrate their competence in areas as prescribed for the particular level of accreditation.

Appendices 3 & 4 for further details on the process that Triathlon Australia Ltd uses for RPL / RCC.

2.6 Updating

To retain their Level 1 accreditation, Officials must:

- Ideally participate at a minimum of 3 sanctioned events over a given season

or

- Complete a Level 1 refresher training within 2 years if the Officials activity is deemed to be low

or

- be appropriately assessed for competency at a sanctioned event

For a detailed explanation of Triathlon Australia Officials Updating requirements, see Appendix 5.

Section 3:

Competency Statements and Assessment

Introduction

Technical Officials are charged with ensuring that the technical aspects of triathlon, duathlon and aquathlon (all sanctioned events) are of the highest quality, with particular emphasis on the safety of each competitor and the fairness of each event. Technical Officials are licensed to carry out technical duties only at events which are 'sanctioned' under associated Triathlon Australia Policy.

To become a Triathlon Australia technical official, one must participate in one of the many Level 1 officials' accreditation courses. Each State/Territory Triathlon Association (STTA) conducts these courses for participants, who must become members of their respective STTA. Some STTA's recognise non-competing technical officials, with reduced membership fees.

Level 1 Accreditation courses are conducted (periodically) leading up to or on the weekends of sanctioned events. Participation involves attending a working seminar that runs for approximately four (4) hours, completing a take-home exam covering the race competition rules and completing one practical session by officiating at a sanctioned event. The take-home exam must be completed prior to the practical component.

When officiating at an event sanctioned by the STTA, the participant will meet with the technical team for a pre-event briefing to discuss the technical plan and position(s) allocated on the field of play. The Technical Delegate (TD) will provide all information to the team before handing over authority to the Race Referee (RR). The Level 1 course trainer (if not in an official capacity) or another accredited official will act as a mentor/assessor to provide further instruction during the practical session. A technical uniform will be presented either prior to or on race day, to be worn only at times when on official duty.

Upon completion of this course, the graduating participant is classified as a Level 1 Technical Official and added to both the STTA Technical Register of Officials and the National Technical Register maintained by the Triathlon Australia Technical Committee (TATC). A Level 1 official over the course of the next twelve months will be required to officiate at a minimum of three sanctioned events which includes the practical. (1)

(1) TATC Policy Document.

3a. Competency statements

Competency statements are broad descriptions of the skill sets expected of officials who have a particular qualification. A competency statement defines what an official must be able to 'DO', and to what standard, in order to qualify as an accredited official. This training program is designed to ensure that officials achieve the required standards described in the competency statements for the respective level of accreditation.

This section provides a list of the broad competency statements that describe the standard required for the level outlined in this training program.

The ASC has developed generic competency standards for officials which set the 'minimum standards' of competency for the NOAS. They will provide a good 'launching point' for further development or refinement. The competency statements in this section of the training program state in general terms what is expected of the official. In the next section these competencies are translated into greater detail in the form of 'learning outcomes'.

3b. Assessment

In competency based education and training, assessment is carried out to see if officials have met the requirements of the training program. General notes on assessment will be provided.

The following information regarding assessment for the training program is required.

1. Overview of the range of assessment tasks, including how and when assessment will occur, conditions of assessment and evidence required to be assessed as competent.
2. Copies of assessment tools to be used for each assessment task must be attached, e.g. exam papers, assignment instructions, worksheets, checklists etc.
3. Outline which assessment tasks correlate with each of the competency statements.
4. Details of flexible assessment practices that will be provided for officials with special needs, disabilities or who are from rural/remote areas etc.

Section 3.1: Competency Statements

Level 1 Triathlon Australia Technical Officials will be able to:

Make Effective Decisions:

Syllabus Training Matrix reference	Competency
3	Apply the Triathlon Australia Race Competition Rules (RCR) to make accurate and consistent decisions related to sanctioned Triathlon/Multisport competitions
4	Utilise appropriate interpersonal and communication skills when officiating i.e. demonstrate the skills of organisation within the racing environment
5	Officiate effectively at club level and regional based competitions e.g. firmness and assertiveness at the appropriate level of competition for each discipline (swim, bike, run)

Plan and Organise:

Syllabus Training Matrix reference	Competency
10	Assist in planning and organising competition aspects of club level and local based events e.g. prepare appropriate resources for respective official roles at a sanctioned event (whistle, 2 x writing implements, red/yellow card etc)
11	Acknowledge the importance of each member of the 'Technical Team' in preparing for an event mentally, acceptance of dress code/uniform and being reliable
12	Participate in pre & post race briefings

Self Manage:

Syllabus Training Matrix reference	Competency
2	Identify and describe the roles which various officials have at club level and local based competitions e.g. Race Referee/Technical Delegate & Chief Technical Official
13	Prepare a written violation report of an incident via competition activities for a club level or regional based event
1	Understand values and ethical behaviour expected of club level and regional based officials e.g. officials must be impartial and acknowledge the Officials Code of Behaviour

Apply Health & Safety Principles:

Syllabus Training Matrix reference	Competency
8	Identify potential safety problems and implement procedures to alleviate these problems
6	Apply basic legal and risk management principles when officiating

Apply Technical Knowledge:

Syllabus Training Matrix reference	Competency
9	Resolve disputes of <u>limited</u> complexity between athletes, coaches and officials relating to rules and competition procedures
7	Identify yellow card infringements on the field of play

Section 3.2: Assessment

3.2.1 Overview of assessment tasks including how and when assessment will occur and conditions of assessment:

Exam – Written: The exam is aimed at assessing underpinning knowledge regarding the TA RCR, event safety and the role of the official. A short written exam, comprising 20 questions is given to candidates at the completion of the face-to-face training program. A 75% pass mark is required. Candidates are permitted to access course materials during the exam in their own time and submit the exam at an assigned date given by the Presenter. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

Short answer questions & worksheet: questions 13 & 17 of the exam are short answers which are specific to the level 1 course and are distributed as both a learning and assessment tool during particular units of the course. Question 20 is a worksheet aimed at assessing candidates comprehension of various procedural aspects associated with officiating. The worksheet can be completed during the course (although there is flexibility when time constraints prevent this). All questions must be answered satisfactorily to pass this aspect. Candidates are permitted to access all course materials, and may consult with others when completing the worksheets. Candidates may re-submit the worksheets as many times as necessary to meet the requirements of this assessment task.

Practical: The FOP assessment task (Appendix 11) is aimed at assessing the candidate's practical ability to officiate effectively. This assessment task is completed via attendance to a sanctioned event (not a Club based event). A practical demonstration of officiating skills is required at a sanctioned event of any distance/duration. Any level of athlete may be involved in the competition. An assessment checklist is used to outline the skills/competencies that the official must demonstrate. The candidate must be rated as competent on all aspects of the assessment checklist to pass. Candidates may re-take the practical assessment as many times as necessary to achieve competency. (The assessment form is at Appendix 11)

The candidate must pre-nominate the sanctioned event they wish to officiate within 3 months of completing the exam and presentation. Confirmation of the candidate's attendance will be made with the course instructor;

An assigned Race Referee (where no appointed CTO) to an event shall contact the candidate to confirm:

- event location, details (registration, Transition opening etc) and start time;
- Technical team start time and where to report (Transition Area / Technical Officials' Lounge etc.)

- The candidate will be advised whom the Assessor shall be prior to the event

3.2.2. Copies of assessment tools:

- I. Exam paper
- II. Qu. 20 – violation report
- III. Exam paper marking guide
- IV. The Level 1 FOP assessment task checklist used for the practical

The evidence required to be assessed as competent is indicated on each of these assessment tools.

3.2.3. Outline of assessment tasks with each of the competency statements.

Competency	Exam – Written	Worksheets	Practical
1- Understand values and ethical behaviour expected of club level and regional based officials e.g. officials must be impartial and acknowledge the Officials Code of Behaviour		✓	✓
2- Identify and describe the roles which various officials have at club level and local based competitions e.g. Race Referee/Technical Delegate & Chief Technical Official	✓		✓
3- Apply the Triathlon Australia Race Competition Rules (RCR) to make accurate and consistent decisions related to sanctioned Triathlon/Multisport competitions	✓		✓
4- Utilise appropriate interpersonal and communication skills when officiating			✓
5- Officiate effectively at club level and regional based competitions e.g. firmness and assertiveness at the appropriate level of competition			✓
6- Apply basic legal and risk management principles when officiating	✓	✓	✓
7- Identify yellow card infringements on the field of play	✓	✓	✓
8- Identify potential safety problems and implement procedures to alleviate these problems		✓	✓

9- Resolve disputes of <i>limited</i> complexity between athletes, coaches and officials relating to rules and competition procedures		✓	✓
10- Assist in planning and organising competition aspects of club level and local based events e.g. prepare appropriate resources for respective official roles at a sanctioned event (whistle, 2 x writing implements, red/yellow card etc)		✓	✓
11- Acknowledge the importance of each member of the 'Technical Team' in preparing for an event mentally, acceptance of dress code/uniform and being reliable	✓		✓
12- Participate in pre & post race briefings			✓
13- Prepare a written violation report of an incident via competition activities for a club level or regional based event	✓	✓	

3.2.4. Details of flexible assessment practices that will be provided for officials with special needs, disabilities or who are from rural/remote areas etc.

Triathlon Australia is committed to provide flexibility in the assessment methods used. This includes:

- using oral instead of written exams and worksheets where appropriate
- using video of the practical officiating event for assessment purposes where necessary (e.g. for a official in a remote area)
- considering any request from candidates for flexibility, within the framework of ensuring fairness for others, and integrity of the assessment process overall

Section 4:

Training Program Syllabus

4.1 Training Program Overview

Module / Unit Number	Unit	Approximate Duration	Unit Delivery
1	<i>Becoming a Technical Official</i>	<i>60 minutes</i>	<i>In course</i>
2	<i>Race competition Rules: introduction – general rules & conduct on the swim course</i>	<i>45 minutes</i>	<i>In course</i>
3	<i>Race competition Rules: Conduct on the cycle course, run course, transition. Protests & Appeals.</i>	<i>90 minutes</i>	<i>In course</i>
4	<i>Forms/Reports, Procedures & Briefings, Uniform, Official's Checklist. Scenarios.</i>	<i>45 minutes</i>	<i>In course</i>
Total		<i>4 hours</i>	<i>In course</i>
	<i>Open book exam</i>	<i>1 hour</i>	<i>Post training or in course</i>

Officiating Practice	<i>Attendance at sanctioned event, min 3 hours.</i>	<i>Post training at event</i>
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RECOMMENDED TOTAL: 8 hours (approx 4 hours coursework, 1 hour open book exam and minimum 3 hours officiating practice)

4.2 Unit outlines

Outlines for each of the units that make up the Level 1 Triathlon Technical Officials training program are provided within the Level 1 Officiating Matrix.

Where possible and for the purposes of this training program, the delivery of the Level 1 training program shall be via means of a projector, projector screen, personal computer or laptop computer to present the Level 1 Microsoft Power Point Presentation. Alternatively, notes are to be copied and issued to each candidate.

White board and markers should be available at every session and large sheets of paper (butcher paper / flip charts) should also be provided for each workgroup. Alternatively a white board and session notes should be provided to each candidate.

4.3 Flexible Delivery

Delivery of the integrated Triathlon Australia Ltd Level 1 triathlon official training program will be through face-to-face seminars however, in situations where Candidates live in remote locations all reasonable efforts will be made to facilitate the delivery of the course through other mechanisms.

4.4 Implementation strategy

Representatives from Triathlon Australia Officials Education and Review Committee will travel to each state and territory, where training programs are presented, to train presenters, assessors and mentors involved with the new Triathlon level one training program. This will occur once in each state and territory in the first year of the four year registration cycle of the training program. Quality monitoring procedures will identify further training needs during the following three years and state/territory or national training sessions will be conducted accordingly.

Triathlon Australia Ltd is in the process of revising the standardised Presenter's Kit (power point slide presentation) with presenter notes, worksheets, overhead transparencies and CDs to assist with the rollout of current training programs. The Presenter's kit will also include all practical assessment tasks required for candidates to demonstrate competence.

Triathlon Australia Ltd will provide assistance to states/territories with the process of RPL / RCC. States/territories should contact the Director of Officials for advice on requests for RPL / RCC.

Triathlon Australia Ltd will provide assistance to every state/territory to ensure that at least one Level 1 Technical Officials training program is delivered in each state/territory every two years.

Triathlon - Officials Matrix Training Program

Unit Name	Competencies	Assessment Tasks			Learning Outcomes	Content	Time / Duration	Delivery Strategy	Resource Requirements	Practice Requirements
		Task 1 Session Plan	Task 2 Worksheet	Task 3 Practical officiating						
1										
Becoming a Technical Official	(1) Understand values and ethical behaviour expected of club level and regional based officials e.g. officials must be impartial and acknowledge the Officials Code of Behaviour		✓	✓	Demonstrate and identify the role of the Official in the promotion and development of the Sport and its various components at local and Club based events	- Role of the Official: what is Officiating - Officiating Principles - Organisation outline of Triathlon Australia and race hierarchy - Officiating Behaviour	60 minutes	- Presentation - Group discussion - Question / Answer	- Triathlon Aust Official's Code of Behaviour - Triathlon Aust Policy Document - TATC Policy Document - White Board - Level 1 ppt presentation / or notes	- acknowledge the Race Official hierarchy during attendance at a Sanctioned Event
	(2) Demonstrated Understanding of the roles which various officials have at club level and local based competitions e.g. Race Referee, Technical Delegate & Chief Technical Official		✓	✓	Demonstrate knowledge of the Race Official hierarchy					

Unit Name	Competencies	Assessment Tasks			Learning Outcomes	Content	Time / Duration	Delivery Strategy	Resource Requirements	Practice Requirements
		Task 1 Session Plan	Task 2 Worksheet	Task 3 Practical officiating						
2										
Race Competition Rules: Introduction – general rules & conduct on the Swim Course	(3) Apply the Triathlon Australia Race Competition Rules (RCR) to make accurate and consistent decisions related to sanctioned Triathlon / Multisport competitions		✓	✓	Identify and demonstrate the principles of the Race Competition Rules (RCR)	<ul style="list-style-type: none"> - Officiating skills including communication and active listening - Illegal equipment - Racing environment safety - Rules and regulations 	45 minutes	<ul style="list-style-type: none"> - Presentation - Group discussion - Question / Answer 	<ul style="list-style-type: none"> - Triathlon Aust Policy Document - White Board - Level 1 ppt presentation / or notes - TA RCR - Penalty Box equipment - Red / Yellow card - Violation Report 	<ul style="list-style-type: none"> - Endorse the principle that triathlon is an individual sport. - Encourage individual performance and initiative - Discuss types of illegal equipment not permitted for use in triathlons / multisport competitions
	(4) Utilise appropriate interpersonal and communication skills when officiating i.e. demonstrate the skills of organisation within the racing environment		✓	✓	Demonstrate ingenuity and skill without unduly limiting the competitor's freedom of action					

Unit 2 Cond.	(5) Officiate effectively at club level and regional based competitions e.g. firmness and assertiveness at the appropriate level of competition for each discipline		✓	✓	Demonstrate an understanding of the officiating strategies for each discipline					
	(6) Apply basic legal and risk management principles when officiating	✓		✓	Identify potential safety incidents on the field of play					
	(7) Identify yellow card infringements on the field of play	✓	✓	✓	Demonstrate an understanding of the principles and communication protocol of drafting, blocking, illegal pass and illegal position infringements					

Unit Name	Competencies	Assessment Tasks			Learning Outcomes	Content	Time / Duration	Delivery Strategy	Resource Requirements	Practice Requirements
		Task 1 Session Plan	Task 2 Worksheet	Task 3 Practical officiating						
3										
Race Competition Rules: Conduct on the Cycle Course, Run Course & Transition Area. Protests & Appeals	(3) Apply the Triathlon Australia Race Competition Rules (RCR) to make accurate and consistent decisions related to sanctioned Triathlon / Multisport competitions	✓	✓	✓	Demonstrate an understanding of the principles of the role of the Official on the cycle course, including the penalty box Demonstrate an understanding of the principles of the role of the Official during the run and within the transition area	- RCR detail, the demands of the Officiating during the cycle leg, run leg & transition - Officiating skills: communication / active listening - Race environment safety - Officiating Behaviour - Illegal equipment - Protest and Appeals process	90 minutes	- Presentation - Group discussion - Question / Answer - simulation of communication protocol	- White Board - Level 1 ppt presentation / or notes - TA RCR - Visual prop to simulate drafting - Penalty Box register and equipment - Guidelines for correct wearing of helmets	- Discuss types of illegal equipment not permitted for use in triathlons / multisport competitions - Participate in a drafting simulation as an Official - Acknowledge the difference between a penalty box infringement and a stop/start penalty - Acknowledge when/how a protest/appeal can be accepted by a member of the Senior Technical Team
	(7) Identify yellow card infringements on the field of play	✓	✓	✓	Demonstrate an understanding of the principles and communication protocol of drafting, blocking, illegal pass and illegal position infringements					

Unit 3 Cond.	(8) Identify potential safety problems and implement procedures to alleviate an accident			✓	Develop an understanding of the minimum requirements for competitor safety					
	(9) Resolve disputes of <u>limited</u> complexity between athletes, coaches and officials relating to rules and competition procedures		✓	✓	Demonstrate an understanding of the officiating strategies for each discipline Demonstrate an understanding of the protest and appeal flow chart					
	(6) Apply basic legal and risk management principles when officiating	✓		✓	Identify potential safety incidents on the field of play					

Unit Name	Competencies	Assessment Tasks			Learning Outcomes	Content	Time / Duration	Delivery Strategy	Resource Requirements	Practice Requirements
		Task 1 Session Plan	Task 2 Worksheet	Task 3 Practical officiating						
4										
Forms / Reports Procedures & Briefings Uniform Official's Checklist Scenarios	(10) Assist in planning and organising competition aspects of club level and local based events		✓	✓	Prepare appropriate resources for respective official roles at a sanctioned event (whistle, 2 x writing implements, red/yellow card etc)	- Source and select a variety of equipment and tools for officiating at sanctioned events - Officiating skills: communication / active listening - How to complete a race violation report - Protest and Appeals process - Components of pre & post race briefings - Review, adapt and report on race issues relating to a technical nature based on athlete / competition factors	45 minutes	- Presentation - Group discussion - Question / Answer	- White Board - Level 1 ppt presentation / or notes - TA RCR & policy document - Guidelines for Officials - Technical Philosophies	- Complete a violation report - Complete and implement the official's pre-race checklist - Participate in a pre-race competitor inspection and understand its importance - Participate in a post race debrief
	(11) Acknowledge the importance of each member of the 'Technical Team' in preparing for an event mentally, acceptance of dress code/uniform and being reliable			✓	Demonstrate an understanding of the role of the Official when completing pre-race inspections & briefings Implement a race strategy appropriate to the level of competition					

Unit 4 Cond.	(12) Participate in pre & post race briefings			✓	Demonstrate method of reporting race outcomes and acknowledging assigned tasks					
	(13) Prepare a written violation report of an incident via competition activities for a club level or regional based event	✓	✓	✓	Demonstrate an understanding of the application of the documentation associated with protests and appeals					

Section 5:

Officiating Practice

5.1 Program details

To achieve a Level 1 Triathlon Australia Technical Official accreditation, one event of practical officiating must be completed post training program. The candidate would NORMALLY be assessed during their first event to determine their attainment of competency. The event may be of any multi-sport combination or distance however the event must be sanctioned in accordance to the National Sanctioning Guidelines as set by Triathlon Australia.

5.2 Supervision / mentoring of the officiating practice

An assigned Official (generally of higher accreditation) or approved assessor will supervise the practical officiating experience.

Supervision will involve:

- at least three hours contact with the trainee official, either observing them, or co-officiating with them or, in the case of Officials in remote locations, in telephone discussions prior to and as a follow-up to sanctioned events.
- setting tasks for the trainee official to undertake at the sanctioned events and report back on.
- If possible assisting the trainee official to analyse a video tape of their officiating.

Assigned assessors will meet with their respective candidate during or after the Level 1 training presentation. (Ideally this will be a face-to-face meeting but where this is not possible – for example, in the case of an official in a remote location – the meeting will take place over the phone). At this meeting the official and their supervisor should formulate a satisfactory arrangement to enable them to fulfill the officiating practice requirements. The officiating practice will be recorded on the respective FOP Assessment Task log (Appendix 11), for the level of accreditation, which outlines all requirements and provides examples. The FOP Assessment Task (for the level of accreditation) will be distributed to each training program participant. The FOP Assessment Task will enable the candidate to demonstrate the application of the principles presented during the training presentation. The STTA TATC representative and/or course presenter(s) shall assess the log and provide feedback to the official on their assessment.

5.3 Supervisor / mentor credit

Assessors and/or supervisors will receive updating credit for the number of hours spent on assessing and/or supervising Level 1 Officials.

Section 6:

Quality Control

6.1 Monitoring training program quality

The following procedures will be put in place to ensure quality control of the training program:

- Ongoing deliverer training as outlined in 1.5 – 1.8
- Evaluation of deliverers by training program participants through training program evaluation forms (see Appendix 10 Course Evaluation)
- Level 1 Technical Official course evaluations to be reviewed by the hosting STTA TATC representative with appropriate issues raised and discussed at TATC meetings
- Possible visits by the Triathlon Australia Director of Officials, TATC representative, or a member of the Triathlon Australia Officials Education Design and Review Committee to each state / territory to monitor and evaluate the training program

6.2 Training program evaluation and review processes

In addition to the evaluation pro-forma in Appendix 10, the following methods will be used to assess and review the training program:

- Brief and informal discussions with TATC representatives of the hosting STTA and/or training program deliverers will follow the training program. These discussions will focus on the organisation of the training program and the need for changes to the delivery method
- A file of a summary of feedback sheets will be maintained by TATC representatives
- Data on numbers of participants completing all elements of this training program and progressing to the Level 2 officiating training program will be analysed on a regular basis
- The training program will undergo a thorough review every four years. It shall be the responsibility of the Director of Officials to co-ordinate this review with the Triathlon Australia Officials Education Design and Review committee. Appropriate amendments will be made and the training program will be submitted to the ASC for renewed registration

6.3 Design and Review Committee

The design and training program review committee shall be a representation of the Triathlon Australia Technical Committee plus an Australian Sports Commission Coaching and Officiating Unit representative.

The Triathlon Australia Officials Education Design and Review Committee is comprised as follows:

Committee Position	Relevant Background / Position with Triathlon
Chair	Director of Officials
Members	Triathlon Australia Board, Technical Board Liaison
	Triathlon Australia Technical Committee Chairperson
	Triathlon Australia Technical Committee Secretary
ASC Representative	Senior Sports Consultant, ASC

Feedback and comments on the Level one course should be directed to the members of the review committee.

The review committee will aim to meet annually either in person or by teleconference.

Every two years the review committee will complete a comprehensive review of all elements of the course to assess its relevance and effectiveness.

Appendences

Appendix 1. Code of Practice for Training Program Deliverers

Appendix 2. Official's Code of Behaviour & Agreement Form

Appendix 3. Policy & Procedure for RPL & RCC

Appendix 4. RPL & RCC Panel Assessment Sheets

Appendix 5. Updating Policy

Appendix 6. Level 1 Examination Paper

Appendix 7. Examination Paper Marking Guide

Appendix 8. Accreditation Course Attendance List

Appendix 9. Mentoring

Appendix 10. Course Evaluation Sheet

Appendix 11. FOP Assessment Task

Appendix 12. Technical Activity Log