



# **USA Triathlon Officials**

## **Program Manual**

**Knowledge | Integrity | Consistency | Judgement**

**Transparency**

### **Message from USA Triathlon**

USA Triathlon is grateful for your service to multisport as an official in our program and appreciate your willingness to contribute to the experience of our event directors, athletes, coaches, and fellow officials. Without you, we would not have a Program!

The Officials Program Manual is single source resource for your program and has been developed to provide all officials with the necessary information regarding requirements and policies that impact USAT officials regardless of their level or certifications. I hope that you will take the time to carefully read, study and thoroughly familiarize yourself with the philosophies, policies and procedures contained in this manual. Just like our Multisport Competition Rules this is a front facing document and accessible to all members of USA Triathlon to promote transparency around all aspects of officiating.

### **Message from the USA Triathlon Officials Program Leadership Team**

The Officials Program Manual and supporting documents are intended as the primary front-line source for information and guidance for all officials in the program, but not the sole source. These important documents are not a replacement for the support network of your leadership team and other fellow officials.

Collaboration, discussion, engagement, and questions are the keys to growing in your knowledge of the competition rules, our program's policies, and procedures, and learning and developing officiating judgment and best practices as a representative of the national governing body as a part of the USA Triathlon Officials Program.

Working with and for each of you, we are here to help all of us reach for and attain the highest levels of professionalism and skill. We welcome your questions and your input. We encourage you to contact the Officials Leadership Team for guidance and direction, and to give us feedback on how we can improve our official's program and help you become a better official.

Thank you for your commitment and dedication to our program and multisport, it is deeply appreciated.

## **Introduction**

The USA Triathlon National Officials Program is a source of pride for USA Triathlon and all the officials who give their time to serve our sport and the National Federation. The Program provides training and certification to members of USA Triathlon who wish to volunteer their time and abilities to enforce the Competition Rules at sanctioned events. The goal of the program is to provide the highest quality service with experienced and professional officials to officiate USA Triathlon sanctioned events including triathlon, duathlon, aquathlon and other multi-sport events. The minimum age to become a USA certified official is 18 years of age.

## **The Program Manual**

The Program Manual outlines procedures, policies, and standards of behavior for the USAT Officials Program. Officials are required to follow the pertinent instructions in the Manual for all aspects of the Program covered by the Manual. Following the guidelines of the Manual is essential for the Program to be consistent throughout the country. When occasions arise where the Manual is unclear or the issue is not covered, the official shall seek counsel from the Commissioner or a member of the Officials Program Leadership Team for guidance.

### **I. Program Organization**

#### **A. The Commissioner of Officials**

The Commissioner reports to the USAT Director of Events and leads the USA Triathlon National Officials Program. The Commissioner is responsible for the interpretation and enforcement of the USA Triathlon Multisport Competition Rules at sanctioned events. The Commissioner sets program policy and creates procedures for rules enforcement and reporting at sanctioned events. The Commissioner sets the standard of behavior for officials and enforces the standard with the assistance of the Deputy Commissioner of Officials and the Officials Program Leadership Team.

#### **B. The Deputy Commissioner of Officials**

The Deputy Commissioner of Officials reports to the Commissioner and is charged with providing support within the program as directed by the Commissioner.

#### **C. Officials Program Leadership Team**

The primary responsibility of the Leadership Team is to assist the Commissioner in the ongoing process of growing and leading the Program by knowing and caring for the officials in the Program and, to the degree that circumstances allow, develop professional relationships with officials throughout the program. All Program Leaders and members of the Leadership Team shall support, encourage, and engage in the ongoing process of developing the officials in our program to achieve the highest standards of knowledge and professionalism as officials.

#### **D. Draft Legal Coordinator**

Works closely with the Commissioner to assist in the administration and staffing of draft legal events.

#### **E. Assigners**

Assigners report to the Commissioner and Deputy Commissioner of Officials, the Deputy's Assistant, or other designated appointee. USAT officials report directly to their respective Coordinator and the Deputy Commissioner of Officials. Assigners work closely with the Program Leadership Team to provide support for the program and the Commissioner. Assigners work to increase engagement with Race Directors, Coaches, and Clubs to increase the National Governing Body's value for these constituents by highlighting the value of the front facing officials' program.

#### **F. Advanced Officials Development Coordinator**

The Advance Officials Development Coordinator will work closely with the Commissioner of Officials and Deputy Commissioner to ensure that the program continues to develop and expand the ranks of officials trained and qualified to work high-profile events.

#### **G. Program Education Facilitators**

Program Education Facilitators are trained to lead both online and in person training clinics and courses of education.

#### **H. Certification Mentoring Officials**

Certification Mentoring Officials are charged with assisting new official candidates in navigating and completing the certification process. They are trained, equipped, and supported to be a resource for new officials' candidates. They will work closely with the Deputy Commissioner of Officials and other Program Leaders to ensure a consistent experience during the certification process and the development of the official's skills and knowledge.

#### **I. National Technical Assessor**

The National Technical Assessor will be appointed by the Commissioner of Officials to assist on evaluation of Officials for advancement.

#### **J. Rules Working Group**

Selected individuals with specific experience, demonstrated strengths, and interests in reviewing input from constituents throughout the year and to provide feedback and recommendations for rule changes each year.

#### **K. Special Projects Teams**

Special Projects Teams are short term teams formed with selected individuals with specific experience, demonstrated strengths, and interests to work closely with the Commissioner of Officials and Deputy Commissioner on special short-term projects for the benefit of the program.

#### **L. USA Triathlon Technical Officials**

USAT Technical Officials are the foundation of the officials' program. From the Commissioner to the newest program candidate, we are all officials first. Therefore, we must all strive to be students of both the rules and our program. We must all work diligently to not only be trained in the enforcement of competition rules but to also hold ourselves and each other to the highest standards of accuracy and integrity in rules

enforcement and professional behavior. As officials in our program, we are the face of USA Triathlon to most of the constituents we serve. Event organizers and competitors fully expect officials to be competent to interpret and correctly apply the relevant competition rules and behave in a professional manner in the administration of those rules. As a result, how we as officials are perceived will often be how our federation is perceived.

## **II. Program Basics**

### **A. Competition Rules**

The USA Triathlon Multisport Competition Rules are the foundation of the sport. Most participants have some general knowledge of what the rules require. All USAT officials should have a specific awareness of all the rules respective to their officiating track and a detailed understanding of the most common rules. Officials assigned as Head Official for a USAT sanctioned race are expected to prepare to meet the expectations of professionalism and knowledge expected by the race director, assistant officials, and event participants. The Competition rules for any assigned competition should be read by all officials, in their entirety, the day before any assigned event.

### **B. Professional Behavior**

USA Triathlon officials represent the National Federation. Their behavior must be unimpeachable. A friendly, courteous, and respectful demeanor is essential for success. Arguments are not productive and may lead to additional problems. Regardless of how proactive or prepared you are, there are still going to be unexpected things that happen. Remember, officials are entrusted with the authority of enforcing rules, and persons with authority are judged by a higher standard than the general public.

### **C. Accountability**

The USAT Officials Program is a source of pride for USA Triathlon and all those who honorably serve as officials. Our officials work hundreds of events each year. Therefore, our expectations of competency and behavior are high. Officials often work solo, but we are all judged as a team. Every member of our team must be responsible to know the rules, follow procedure, and behave appropriately.

### **D. Privilege to Serve versus Right to Serve**

Working as an official at USA Triathlon sanctioned events is a privilege granted to those officials who have learned the respective rules and procedures required by the Program for the competition they are assigned to officiate. Peers, athletes, race directors, and the Program Leadership Team evaluate every official. The Commissioner and the Program Leadership Team are ultimately responsible to the National Federation for the quality of officiating at each event. An official may be disciplined or dismissed for behavior or actions that do not reflect the highest standards of conduct required of USAT officials. Membership in USA Triathlon confers no right to serve as an official in any capacity.

### **E. Draft Legal and Non-Draft Legal Officials and Race Assignments: General Principles**

A professional attitude and proper decorum before, during, and after the race is a requirement of the program. Behavior by officials that is egotistical, derogatory, demeaning or overly argumentative with

coaches, athletes, race management, volunteers, spectators, or fellow officials will not be tolerated and may be grounds for dismissal from the program. Both the Basic Customer Service training and the CARES customer service training are requirements of the program for assignment to events.

Officials who officiate at an event when they are not current in both Safesport and their background check may face suspension or dismissal from the program.

Officials in the program are encouraged to serve as ambassadors of the program and USA Triathlon by volunteering their time at various venues and meetings to provide rules education and officiating practices in our sport, especially at participatory or beginner events.

For Non-Competitive races and waves the priority is to educate newcomers about the rules, ensure they learn an important aspect of our sport, understand, and follow the rules as they progress from beginner to serious competitor.

Because of the educational nature of beginner and participatory events the exchange of information between participants and officials should be set up at the venue to be as supportive and relaxed as possible. Education is a fundamental area of emphasis for compliance and should begin from the very first introduction to multisport.

No point requirements are necessary for USAT Officials to be considered for assignment at USA Triathlon sanctioned draft-legal events, including National Championships, World Triathlon (TRI) qualifying events, or consideration for nomination for international events as representatives of USA Triathlon. An official's experience, availability and proximity to the event are the primary factors given the highest consideration for assignment. Assignment as a Lead Official to an event is based upon competency and demonstrated excellence in judgment, knowledge, and skill, not seniority or longevity in the Program.

The Commissioner of Officials and the DLC also coordinate with Americas Triathlon/TRI for international events, both inside the United States and abroad. The TRI classification system is explained in detail in the following section. Selections for a TRI assignment is based upon past performance in prior events, being in good standing with the Program, being in compliance with all pertinent policies and procedures within this Manual, as well as compliance with all TRI appointment policies. To be considered for selection and assignment to any international event, training or seminar both inside and outside of the United States, a USA NTO/CTO/ITO must be in "good standing" with USA Triathlon and be found eligible and qualified to represent the National Federation abroad.

To be found eligible and qualified, the official must have the highest degree of honesty and integrity in officiating and the conduct of affairs within the sport of triathlon, both domestically (e.g. USAT events and activities) and internationally (e.g. TRI events and activities) and have provided the DLC with all required post-event and year-end documentation when due, and/or upon request. Additionally, service to the program in working all levels of events will factor into the selection process.

All international level foreign and domestic race assignments must go through the DLC and the National Federation for approval, even if the official is self-funding to the event. Circumventing the established protocol for race assignments and/or any misrepresentation of a race assignment may subject the official to disciplinary action, up to and including removal from the Program.

### III. Program Advancement

Upon satisfactory completion of an Officials Certification Clinic (in-person or virtual curriculum and examination), the candidate is classified as a USAT Level I Local Technical Official (LTO) Provisional (P). Once the assigned race practicum (in person or virtual) is complete the candidate is classified as a Level I LTO.

Provisional officials are generally not entitled to mileage, lodging and stipend, and serve on a probationary basis until they complete their practicum.

Request for advancement from Level I to Level II, and Level II to Level III NTO should be sent to both the assigned Certification Mentoring Official and the National Technical Assessor.

#### **USA TRIATHLON TECHNICAL OFFICIALS TRAINING PROGRAM & DEVELOPMENT PATHWAY**

Categories and Minimum Advancement Standards

USAT Technical Officials Levels – Overview			
Official Level	Brief Overview of Min Requirements to Advance	Targeted Events	Training Emphasis
Local Technical Official (LTO) USAT Level 1	Training in the online USAT Level 1 Clinic	Local and Club Races Under Supervision State Level Assistants	Knowledge of the Competition Rules, Enforcement Procedures, and Customer Care Best Practices
State Technical Official (STO) USAT Level 2	2 Races as LTO	State Level Assistants	Development of qualification to assist at national level races Elite rules officiating training begins Optional DL specific training begins
National Technical Official (NTO) USAT Level 3	4 Races as a LTO + 1 Year LTO 1 Race as STO Minimum 2 Years in TO Program	Leadership at State Championship Level Events Leaders and Assistants at National Events and DL Events	Optional DL specific training begins National level head official qualification is emphasized
If accredited by TRI: TRI Level 1			
World Triathlon Technical Official	Follows TRI Pathway Requirements	Determined by USAT DLC and TRI	Elite Rules - Emphasis DL – Required World Triathlon Level 1

Level	Requirements	Required Competencies	Tasks	Assessments	Recertification
USAT Local Technical Official (USAT LTO and LTO(P)) (USAT Level 1)	<p>Participants are not required to have completed any other training programs as a pre-requisite to begin the LTO training program and no practical experience is necessary. Upon completion of the online training the official will be designated as an LTO Provisional (P)</p> <p>Before beginning the process, candidate must obtain a USA Triathlon Membership</p> <p>To be active and remain in good standing at <b>ANY</b> level of the USAT – TO Program you must maintain:</p> <ul style="list-style-type: none"> <li>✓ A USA Triathlon Membership</li> <li>✓ A Criminal Background Check from NCSI (every two-years)</li> <li>✓ Annual SafeSport Certification</li> <li>✓ Complete the seminar/online learning for a USAT Level 1 Technical Official Including the online Basic and Advanced (CARES) Customer Service training module</li> <li>✓ Complete 1 race as a USAT Local Technical Official</li> <li>✓ Maintain any other required professional development modules or compliance items as required by the USOPC criteria to be active in the USAT TO Program</li> </ul>	<ul style="list-style-type: none"> <li>✓ Understand values and ethical behavior expected of USAT officials</li> <li>✓ A customer service driven attitude</li> <li>✓ Apply the USAT Competition Rules to make accurate and consistent decisions related to sanctioned Triathlon/Multisport competitions</li> <li>✓ Utilize appropriate interpersonal and communication skills when officiating</li> <li>✓ Officiate effectively at local / club level and state-based competitions</li> <li>✓ Apply basic legal and risk management principles when officiating</li> <li>✓ Identify yellow card infringements on the field of play</li> <li>✓ Resolve disputes of limited complexity between athletes, coaches and officials relating to rules and competition procedures</li> <li>✓ Acknowledge the importance of each member of the 'Technical Team' in preparing for an event mentally, acceptance of dress code/uniform and being reliable</li> <li>✓ Participate in pre &amp; post-race briefings</li> <li>✓ Prepare a written violation report of an incident via competition activities for a local / club level and state-based competition</li> </ul>	<p>Seminar hosted in person or online based on USAT Competition Rules including the following:</p> <ol style="list-style-type: none"> <li>1. Confirm submission of signed Code of Conduct for Officials document</li> <li>2. USAT Level 1 Technical Officials Certification</li> <li>3. USAT Basic Customer Service Training</li> <li>4. Complete CARES Training</li> <li>5. Know the current USA Triathlon Multisport Competition Rules</li> <li>6. Emphasis on skills needed for Age Group competition</li> <li>7. Open book guided practical scenario-based discussion of rules enforcement procedures</li> <li>8. Open Book online exam</li> <li>9. Complete Post Exam Review</li> </ol> <p>Advancement to LTO:</p> <ol style="list-style-type: none"> <li>1. Complete in person or online certifying race practicum</li> <li>2. Recommendation of Advancement by Certification Mentoring Official (CMO) or National Technical Assessor (NTA)</li> <li>3. Post practicum oral assessment by a Certifying Official</li> </ol>	<p>Assessments for certification level will be conducted by a National Technical Assessor Team and supported by a Certification Mentoring Officials (CMO)..</p> <p>Assessments and Certification seminar conducted at the National level by a USAT National Technical Assessor.</p>	<p>Must complete online learning courses every year and officiate a minimum of 1 race in each 1-year period.</p>

Level	Requirements	Required Competencies	Tasks	Assessments	Recertification
<p>State Technical Official</p> <p>(USAT STO)</p> <p>(USAT Level 2)</p>	<p>State Technical Official, selection conducted by a National Technical Assessor and supported by a Certification Mentoring Official with the concurrence of the Commissioner of Officials and/or designee</p> <ul style="list-style-type: none"> <li>✓ Qualified as a Local Technical Official</li> <li>✓ Active as a Technical Official for at least 12 months</li> <li>✓ Practical experience and ability in all technical areas</li> <li>✓ Act as AG HR (optional but preferred draft legal training)</li> <li>✓ Complete a minimum of 2 events as an LTO</li> <li>✓ Participate in STO seminar</li> <li>✓ Maintain Required professional development modules and compliance items as required by the USOP criteria to be active in the USAT TO Program</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ability to Officiate effectively as an AG Head Referee or Chief at USAT sanctioned events at State level.</li> <li>✓ Demonstrate an advanced knowledge of the current USA Triathlon Multisport Competition Rules to make accurate and consistent decisions</li> <li>✓ Continually improve own officiating skills, including mental skill requirements</li> <li>✓ Carry out post-race administrative functions including reporting, protests, and appeals processes</li> <li>✓ Work effectively with a wide range of people (Event Staff, Officials, Athletes) to enhance on and off field relationships</li> <li>✓ Demonstrate understanding of customer service skills and ability to teach the same</li> <li>✓ Demonstrate leadership qualities via the utilization of management and negotiation skills</li> <li>✓ Assist in planning and organizing competition aspects of local based events</li> </ul>	<p>Seminar and field of play-based program: Online Advanced Officiating principles course</p> <ol style="list-style-type: none"> <li>1. Advanced Customer Service Training (Refresher)</li> <li>2. Active as a Technical Official for at least 12 months</li> <li>3. Practical experience in most technical areas, Practical session, and assessment at a sanctioned event.</li> <li>4. Participate in a STO seminar <ul style="list-style-type: none"> <li>- Skills needed for leadership at state national level competition</li> <li>- Optional but preferred training on Draft-Legal rules</li> <li>- Foundational training on Elite Draft-Illegal Race Officiating for US competition</li> <li>- Emphasis on leadership skills</li> </ul> </li> <li>5. Maintain all required items to be active in the USAT TO Program.</li> </ol> <p>All prospective STO Officials will be required to meet competency criteria outlined in the STO Training Program documents via the completion of assessment tasks.</p> <p><b>STO Course Frequency:</b></p> <ul style="list-style-type: none"> <li>- Theory based seminar hosted as needed</li> </ul>	<p>Assessments for certification level will be conducted by a National Technical Assessor Team and supported by a Certification Mentoring Officials (CMO)..</p> <p>Assessments and Certification seminar conducted at the National level by a National Technical Assessor.</p>	<p>Recertification every 2 years. Require minimum of 3 events per year. Must complete all additionally assigned online learning courses.</p>

Level	Requirements	Required Competencies	Tasks	Assessments	Recertification
<p>National Technical Official</p> <p>(USAT NTO)</p> <p>(USAT Level 3)</p>	<ul style="list-style-type: none"> <li>✓ Minimum 24-Months in the USAT Technical Officials Program</li> <li>✓ Officiate at the State and National level</li> <li>✓ Hold minimum of one duty as Draft Legal Lead Official or Head Referee, or National Level Non-Draft Legal Race Referee</li> <li>✓ Competition and/or experience deemed as equivalent by the Commissioner of Officials, the Draft Legal Coordinator, or designee</li> <li>✓ Completed a minimum of 6 events as an STO</li> <li>✓ Elevation of candidate supported by DLC</li> <li>✓ Mentoring and assessment conducted by a USAT National Technical Assessor under the supervision of the Commissioner of Officials, the DLC, or designee</li> <li>✓ Recommendation of the Commissioner of Officials or designee</li> <li>✓ Complete USAT Level 3 NTO Seminar</li> <li>✓ Maintain required items to be active in the USAT TO Program</li> <li>✓ Meeting all TRI requirements for maintaining TRI Level 1 certification</li> </ul>	<ul style="list-style-type: none"> <li>✓ Demonstrate a broader knowledge of the TRI Rules for elite level competition, including current trends, practices &amp; philosophies, particularly for draft legal events not limited to uniform rules, race check-in procedures, USADA/WADA protocols</li> <li>✓ Display an international level of officiating skills, including mental skill requirements, ability to lead, train, and inspire officials in both practical and theoretical situations</li> <li>✓ Identify and implement an advanced level of the event management process to mitigate for the risks associated with elite level competition</li> <li>✓ Carry out post-race administrative functions for elite level events including reporting, protests and appeals processes, timing results review &amp; approvals</li> <li>✓ Work effectively with a wide range people (Interstate based Event Management, Program Officials, Elite Athletes, international governing bodies) to enhance on and off field relationships</li> <li>✓ Demonstrate leadership qualities via the utilization of management and negotiation skills to suit international/elite competition</li> </ul>	<p>Officials certified as USAT National Technical Officials shall complete the USAT Level 3 seminar as well as practical evaluation on Field of Play at USAT National Level Events</p> <p>The USAT National Technical Officials accreditation is completed with a seminar linked with an elite level competition and includes mentoring from endorsed mentors.</p> <ol style="list-style-type: none"> <li>1. Qualified as State Technical Official including understanding and advising on national level sanction approvals.</li> <li>2. Participate as TO at USAT National level sanctioned event(s) to gain practical experience and ability in all technical areas</li> <li>3. Participate in a Level 3 National Technical Official seminar including completion of multiple choice &amp; short answer exam <ul style="list-style-type: none"> <li>- Skills needed for leadership at National level competition</li> <li>- More advanced approach to Draft-Legal rules</li> <li>- Advanced understanding of Elite Non-Draft Rules for US competition</li> <li>- Discussion of theory and practice of officiating, using examples from actual events.</li> </ul> </li> <li>4. Complete written and practical assessment tasks</li> <li>5. Attendance at elite level competition(s) to gain practical experience and ability in all technical areas</li> <li>6. Maintain all required items to be active in the USAT TO Program.</li> </ol> <p>USAT NTO Course Frequency:  - Theory based seminar hosted by USAT, as needed</p>	<p>Assessments for certification level will be conducted by a National Technical Assessor Team and supported by a Certification Mentoring Officials (CMO)..</p> <p>Assessments and Certification seminar conducted at the National level by a USAT National Technical Assessor.</p>	<p>Recertification every 4 years conducted at the national level by USAT Certification Mentoring Official or National Technical Assessor</p> <p>Complete USAT NTO online learning every 4 years.</p> <p>Maintain minimum of 3 events per year, with a minimum of 1 per certification cycle being a Draft Legal event, some discretion may apply based on role at events.</p> <p>(NTO Accreditation links to TRI Level 1)</p> <p>TRI will be responsible to maintain database and issue certification upon assessment and completion of seminar</p>
<p>CTO</p> <p>ITO-B</p> <p>ITO-A</p>	<p><b>FOLLOWS WORLD TRIATHLON PATHWAY</b></p> <p>Continental Technical Official (CTO)</p> <p>International Technical Official (Level B)</p> <p>International Technical Official (Level A)</p>				

## **IV. Advanced or Ironman Official Designations**

### **A. Elite Rules Certification and Elite Rules Qualified Designations.**

An additional level of knowledge, training, and experience is required for officials who work elite rules events. To gain certification in elite rules an official shall be knowledgeable in the elite rules, the procedures required to enforce competition rules at elite level races, as well as the conduct expected of officials working such high-profile events. Elite rules certification alone does not guarantee the official's ability to be assigned to any elite event with a professional field of athletes. Elite races just like any other race have varying sizes and needs. Elite Rules Certified Officials who attend at least one Advanced Officials Development Clinic may be eligible for assignment to larger elite rules events based on the recommendation of the Advanced Officials Development Coordinator or designee by earning the designation of Professional Field Qualified Official.

### **B. Draft Legal Certified Officials**

Officials certified for draft legal officiating including officials currently holding certification with World Triathlon (TRI) as National Technical Officials (NTOs) or above report to both the Commissioner of Officials and the Draft Legal Coordinator (DLC). The Commissioner of Officials and the USA Triathlon Officials Program Leadership Team work together to set policies and create procedures for rules enforcement and reporting at sanctioned events. Together they set the standard of behavior for officials and enforce the standard. This section of the Program Manual addresses those aspects of those officials who are certified to work draft legal events.

### **C. Domestic and International Categories of Officials**

All officials currently holding a TRI level I certification or higher are considered USAT Officials for domestic draft-legal events that are sanctioned by USAT. Additionally, regardless of an official's category within the TRI classification system, all are considered USAT Officials with the National Federation. No USAT Official is required to take part in international events or training. Further, officials certified as a TRI official are not automatically eligible to officiate at USAT draft-legal events.

To obtain and maintain draft legal certification in the USA Triathlon Officials Program an individual must be compliant within the USA Triathlon Officials Program and:

- Successfully complete the draft legal training required for the assigned event.
- Work a minimum of one (1) event within a one-year period following their certification.
- Accept and work at least one draft legal assignment in each calendar year, either domestic or international.

- Successfully pass a draft legal recertification examination every two years
- Provide the TOC a properly completed NTO Record by December 31 each year, or upon request.

#### **D. IRONMAN Events and Race Assignments**

USA Triathlon Officials are not assigned by USAT Assigners to IRONMAN Group multisport events, although they are permitted to officiate at these events if desired. Officials who work at events that use the IRONMAN amended rules may use these races as credit in the program. These events should be included in their USAT Official's Record.

### **V. General Official Information**

#### **A. Officials Uniforms**

All USA Triathlon officials are required to wear the designated uniform for their assigned event.

Officials uniforms are comprised of the approved shirt or vest, the credential with lanyard, and long khaki colored or black pants or motorcycle protective pants. When not on the motorcycle, solid black or khaki colored shorts, that cover mid-thigh or lower, are permitted. Officials who report to an event without the assigned uniform may be subject to dismissal by the lead official without compensation for the event.

#### **B. Motorcycle Helmets**

Although the laws on wearing motorcycle helmets vary state to state, as a USA Triathlon Official you are required to wear a helmet while working as an official. The driver of the motorcycle used to carry the official out on the course is also required to wear a helmet. If the driver does not wear a helmet, they cannot take the officials out on the course. USAT Officials who are assigned to ride on a motorcycle at a sanctioned event must wear a motorcycle helmet and full-length pants while on the motorcycle. USAT Officials are required to provide their own motorcycle helmet. For USAT Officials who may only occasionally be assigned to ride on a motorcycle the purchase of a helmet is recommended but is not required.

#### **C. Leave of Absence and Requests for Reinstatement**

Requests for a leave of absence should be sent to your Race Assignment Coordinator. A leave of absence may be requested and granted, with the opportunity for a partial or full reinstatement. Requests for reinstatement should be sent to the Deputy Commissioner of Officials. Reinstatement requests will be reviewed on a case-by-case basis by the Deputy Commissioner of Officials who will provide a recommendation to the Commissioner of Officials for approval.

#### **D. Stipends**

Sprint/Standard Distance: \$100.00 + \$75.00 For Head Official \*

Middle Distance and Longer: \$150.00 + \$75.00 for Head Official\*

Nationally Assigned events: \$150.00 + \$75.00 for Head Official\*\*

\$100.00 for each additional day of racing for all events.

\*For local grassroots races this cost is currently paid by the Race Director directly to the officials.

\*\* All Draft Legal races are nationally assigned events.

### **E. Reimbursements**

Reimbursement submitted through Expensify (copies of all original receipts required.) USAT Technical Officials assigned to National Events or draft legal events by USAT may receive the following reimbursements for event-related expenses:

- Current year's IRS mileage rate, round-trip for use of personal vehicle (from home to venue and back);
- Rental car (daily rate must be pre-approved by COO/DLC before booking);
- Gas for rental car transport of officials to and from the venue;
- Up to \$500 round-trip Economy airfare (must be pre-approved by COO/DLC before booking);
- Tolls and Economy parking at airport; and
- Lodging (based upon two officials per room) approved by the CCOO/DLC
- Taxi or Uber/Lyft including tip of no more than 15% of fare.

**Note:**

- No upgrades to Economy airfare, parking, or rental cars will be approved;
- In all cases, a taxi or Uber/Lyft shall be the first option explored before a booking of a rental car is approved and before a personal vehicle is used and parked at the airport;
- No additional/excess insurance or added features for rental cars will be reimbursed;
- Airfare shall be booked no later than 21 days prior to an event, unless approved by the COO/DLC.

USAT Officials are responsible to submit the appropriate Stipend and Reimbursement Form, and to enter expenses in Expensify when appropriate for nationally assigned events with all required supporting documents (e.g., copies of original receipts, maps to substantiate mileage, etc.) within 10 days of the event.

**Note:** No payments or reimbursements will be processed for approval after 30 days of an event.

The latest stipend and reimbursement forms for nationally assigned and locally assigned events can be found in the officials documents section of the officiating page on the USA Triathlon website @

<https://www.usatriathlon.org/our-community/officials>

## **VI. Assignment of Races**

Many sanctioned events choose not to request USAT officials and no officials are assigned to those events. However, an official may work at a sanctioned event as a Self Funded Technical Official (SFTO), if mutually

agreed upon by the official and the race director. Officials may opt to volunteer and/or work at events which are not sanctioned by USA Triathlon. This is at the discretion of the official; however, the official will not be covered by USA Triathlon insurance and the official will assume all risk when working at non-sanctioned events. USA Triathlon sanctioned events are to take priority for USA Triathlon Officials.

**A. Assigners and Assignment of Officials to Races**

- DO NOT assign officials just because they are veteran officials.
- Ability is more important than seniority.
- A safe and fair competition is always the priority, and the assigning of officials is more than just putting down names next to a race on a spreadsheet. Assigning is a task of variable prioritization:
- Newer officials need assignments to events that support their growth as an official.
- Experienced officials are needed on certain level races, but they can also provide valuable mentoring support when paired with newer officials.
- The pool of officials available for certain races will vary depending on many circumstances.
- Assigners must be fair and impartial to all. This requires balancing assignments, based on several considerations including experience, availability and expected level of the event.
- Always encourage officials to seek out training opportunities that can help them to improve their performance, earning them more and often better assignments.
- Work with USA Triathlon Sanctioning to provide head officials with the information necessary to properly complete their assignment.
- Get to know the officials in the program and know with whom you can pair them.
- Always respect the privacy and confidentiality of others as appropriate and/or requested.
- Develop a support network of people who can assist if you are not available.
- Be transparent in discussing how you were selected for this position.
- Assign qualified and available officials to races that are appropriate to their level of experience and needed growth.

While this manual provides recommended guidelines for the number of officials to be assigned to races, this is only a guideline. As Assigner you should work with the events race management team to best determine the needs of each race. It might be possible to limit the number of assigned officials to make having an officiating presence at the event affordable for the race director's budget. For example, a race with more than 1,000 athletes entered may still not have a budget that can absorb the cost of the guideline's recommend numbers for officials and motorcycles.

## **B. Keeping Costs Down for the Race Director**

The expense of providing certified and experienced USA Triathlon officials at their races is a cost that many race directors are willing to bear. They recognize that officials bring a great value to their event and are as important as police coverage, timing, food and water, etc. At the same time, it is certainly not unusual for some race directors to have concerns about the amount of money they will spend on USA Triathlon officials. To facilitate the race director's budgeting, it is important that as early as possible the head referee provide the race director with an accurate estimate of all costs.

Assigners are extremely important in helping to keep the costs down. When assigning the officiating team there are many factors to keep in mind, such as proximity of officials to the event, the number of people that will require hotel rooms, how many officials the race will support, can a clinic providing new candidates be held, experience of the head referee and experience of the officials.

Ensure that the appropriate team of officials are assigned to sanctioned events as soon as possible.

Keep the Commissioner of Officials informed of significant issues in the Assigner's area of responsibility.

There is no formula set in stone for when officials are ready or think they are ready for their first head referee assignment. Once an official agrees to take a head referee's assignment for the first time, if possible, assign a seasoned and experienced official with head referee experience as their assistant. If this is not possible, assure the new head referee that you will be available by phone on race day.

- It is always a good idea to make their first head referee assignment a small uncomplicated race.
- Make sure the new Head Official has all the necessary forms and documents.

## **C. Officials' Availability and Behavior Regarding Assignments**

Officials with greater availability usually work more races than those with restricted schedules. Assigning is a two-way street; officials need to understand that they must be accessible and responsive for the system to work. The optimal lead time for assignments will not always be the lead time individual officials would personally prefer.

If a race director requests a USAT official, the head official may deputize and train volunteers to serve as marshals for rules enforcement in transition or other areas. The race director should provide one motorcycle and one licensed motorcycle driver for each USAT Official assigned to the Event.

The guidelines below are provided as a general recommendation for the minimum number of officials to be assigned to an event. However, many factors should be taken into account, including proactive communication with race management, before assignments are determined.

<b><u>Event Size</u></b>	<b><u>Head</u></b>	<b><u>Assistants</u></b>
200 or less	1	0
201-400	1	1
401-600	1	2
601-800	1	3
800+	1	4+

## **E. Elite Rules Events**

An Elite Rules event must be staffed with officials who are not only Elite Rules Certified, but also qualified through experience and training to officiate the assigned event. Elite Rules events may require a larger number of officials than recommended in the Minimum Staffing Guidelines. Several of the duties and responsibilities associated with Elite Rule's events are different than those at an age group event. When significant prize money is on the line and media outlets are recording the event the eyes of the entire triathlon community will be on race officials. For these reasons, among others, race assignments for Elite events will be coordinated through the Commissioner's Office well in advance of the event.

In high profile professional events, the media are often a part of the event. They want to see the race up close. They may get in the way on the bike course and in the transition area. They understandably want pictures and stories about the top elite athletes. Head referees should communicate with and build a cooperative relationship with the media so both they and the officials can do their respective jobs during the event.

## **F. Paratriathlon and Adaptive Triathlon**

Paratriathlon is a sport defined by its rules, which cannot be altered without an official process of review, consultation and vote by the governing bodies of triathlon. USAT paratriathlon rules are clear about special equipment requirements and specific adaptations for each category of competitor in their classifications.

Not all athletes with ADA defined disabilities fit into a paratriathlon medical classification or are able or willing to follow the strict rules of paratriathlon. Accordingly, USA Triathlon offers a set of rules, guidelines and procedures for the conduct of Adaptive Triathlon races or waves.

## **G. Preparation for Officiating**

Preparation is essential to do a complete job at the event. All USAT officials, regardless of position or area of responsibility, are required to prepare properly for their assignment.

Essential skills for officials:

Fairness

Consistency

The ability to listen

The ability to make decisions

The ability to observe

Understanding of the Multisport Competition Rules

Ability to interpret the rules

Ability to communicate

## **H. NTO Assignment Criteria**

Below are the minimum criteria used by the DLC for consideration of an official's eligibility to be assigned to a USAT sanctioned draft-legal events as either a Lead Official (LO) or Assistant NTO.

## **USA Triathlon Sanctioned Draft-legal Multisport Events Introductory / Novice Events (e.g., AGDL and**

### **F1)**

LO - At a minimum, must be an NTO with experience in all key positions.

NTO - At a minimum, must be an USAT Level III NTO.

### **Developmental Events (e.g., NCAA, Collegiate \* and U25 EDR)**

LO - At a minimum, must be an NTO with experience in all key positions and has also served as LO in an Introductory / Novice event. \*Must also be trained in the supplemental Collegiate Competition Rules.

NTO - At a minimum, must be an USAT Level III NTO.

### **Elite Competition**

LO - At a minimum, must be an NTO with experience in all key positions and has also served as LO in a Developmental event.

NTO - At a minimum, must be an USAT Level III NTO.

## **VII. Duties of Head Referee**

### **A. Race Reports**

Post-race reporting is an important part of the communications process between the head referee, the Commissioner of Officials, and USA Triathlon. The Post-Race Evaluation Form is designed to be the head referee's firsthand observations of the event. In order to be considered in compliance, post-race reports must be submitted by the head referee to the Deputy Commissioner of Officials within five days following the event. Head referees should communicate with the Deputy Commissioner in advance if circumstances indicate that the report may be late.

### **B. Event Director**

The race director or event organizer of a sanctioned event is a USA Triathlon customer in much the same way as the athletes. Failure to establish a good working relationship with the race director will only make the official's job more difficult. Contact the race director as soon as the sanction information is received and then remain in contact through race day. Keep in mind that the responsibility for the interpretation and enforcement of the Multisport Competition Rules belongs solely to the official. The race belongs to the race director. Most race directors are trying to put on a safe and fair event. Be prepared to accept the race director's judgment in many areas.

### **C. Phone Call to Event Director**

The head official should send an email of introduction to the race director and request a phone call. The purpose of the call is to introduce you as the head official, establish a friendly dialogue, begin the process of getting to know the race and the racecourse as completely as possible, and to begin building a working relationship with the race director.

There are three extremely important aspects of the phone call and the follow-up letter.

1. Agree to the payment schedule for the officials. Be sure to give an estimate to the race director of the total expenses he may incur for all the officials who are assigned to the event. (The Head Official is responsible for reviewing the officiating team invoices for accuracy prior to sending to them to the Race Director).
2. Ask the race director to have a large supply of bar-end plugs. Failure to have bar-ends plugged results in having participants disqualified from the race.
3. Explain that you may need the timer to provide the fastest swim splits, bike splits, and run splits to you prior to awards.

All officials should draft a follow-up communication, immediately after the phone call, so that all items discussed during the call are fresh in your mind. That letter should address all your concerns and any verbal agreements between the two of you. Be sure to keep a copy of the follow-up email and take it with you to the race in case you need to verify your intentions or any agreements made with the race director.

#### **D. Officials Team Meeting**

If possible, the head official should meet with the entire officiating team prior to the event. At that time the official can make assignments, discuss any pertinent subjects, answer questions and set the tone for the style of officiating for the event. The meeting becomes more crucial at championship events and those events with large elite fields.

#### **E. Pre-race Rules Briefing for Participants**

Some races hold mass meetings on the night before the race to emphasize course changes, rules and regulations, award ceremony schedule, and so forth. Other events opt for multiple briefings at regular intervals during the pre-race registration to accomplish the same end. Most races have only a brief meeting at the swim start just before the race begins. It is imperative that the head official should take the opportunity to emphasize directly to the athletes the expectations of the officiating team. Be prepared to speak to the athletes with confidence and conviction. Be brief, to the point, and convey to the athletes your primary concern is fairness of competition. Education of participants is the official's most important task prior to the start of the race.

#### **F. Draft Legal Field of Play Assignments**

The Lead Official will assign each official assigned to the event by the DLC an area of the field-of-play (FOP) for that official to serve during competition. In general, the field-of-play is broken into the following five areas: Transition, Swim, Bike, Run, Penalty Box. Depending on the size of the event and the number of USAT Officials assigned, and the number of volunteers available, some areas of the field-of-play may be grouped for an official to work throughout the competition (e.g., moving from the swim over to the Penalty Box). Be flexible and communicative with the Lead Official if this is needed. Many times, this can be done efficiently and seamlessly, but in some circumstances it may not be practical.

#### **G. Measuring Water Temperature**

The Lead Official, or his/her designee (i.e., Chief Swim), will measure the temperature of the water at the swim venue the day before the event. The temperature should be measured as close to the actual next day start time of the event as logically possible. The final temperature will be measured on race morning one hour prior to the start of the swim. The water temperature may need to be taken throughout the day if

there are multiple events occurring. Each measurement will be posted at the packet pickup area, and will be announced in the Transition before it closes for each event.

A Fahrenheit or Centigrade thermometer, approved by the Lead Official or his/her agent, will be used to measure the water temperature. The recommended model is found at:

<http://www.grainger.com/product/EXTECH-Digital-Pocket-Thermometer-21EP01>

The Lead Official may decide to measure at or near the shoreline. Be aware that the coldest measurement will be in shallow water near dawn. If there is a boat dock or pier, the water may be measured using the thermometer directly in the water or by dipping out a bucket full and measuring in the bucket. The bucket method is particularly useful for ocean measurements.

Only the Lead Official is delegated the authority to modify the guidelines for measurement. There can be no modification of the temperature requirements for wetsuit usage. As the person responsible for the safe execution of the event, the Event Organizer may opt to shorten or cancel the swim portion of USAT sanctioned draft-legal events. The USAT Multisport Competition Rules provide important tools with regards to swim distance and air temperatures for the guidance of race management.

In the case of ocean swim courses, if NOAA buoys are available nearby, the temperature listed online for those buoys may be used instead. Check here: <http://www.ndbc.noaa.gov/>

#### **H. Draft Legal Swim Stage**

The Lead Official is responsible for the start of each race and should determine the proper protocol for lining up the starting field of athletes. The swim start should not have a turn buoy until at least 300-350 meters from the shoreline. In water starts are permissible, but onshore starts are preferred and should be the priority, if possible. During the initial call with the Event Organizer, the Lead Official should inquire as to whether athletes will be seeded on the starting line and plan accordingly to enforce the seeded order during the call-down to take their positions.

All swim course marshals (e.g., kayakers, lifeguards, boats, etc.) that are on the water should receive instruction from the Lead Official or the Chief Swim Official prior to the race start. Marshals should be positioned at each of the turn buoys to ensure all participants complete the entire prescribed course. The Lead Official or Chief Swim Official should watch the swim from start to finish to monitor for any course cutting. Observe any problems at the swim exit. If the competition is fierce in that area, especially if there is a prime/prize for the first swimmer out of the water, the possibility for blocking or obstructing exists, and would be a violation of the Rules. The Lead Official may delegate to the Chief Swim Official the responsibility to record all the aspects of the stage that will be documented in the Post-Race Evaluation, such as number of boats, lifeguards, and overall organization.

If swimmers, particularly in the first wave, miss a turn buoy, or cut the swim, those swimmers will need to be identified for penalty assessment – probably disqualification. When something goes wrong in the swim, it can escalate into a very large problem later in the day.

#### **I. Lap Out**

For draft legal races, the cycle portion of the race should be reviewed and driven, if possible, to determine if the lap-out rule will need to be in effect. If there are lap-outs, then an official will need to be on the bike course to administer the Rule.

## **J. Draft Legal Bike Stage**

The primary focus of activity during the bike portion of the race is to oversee the field-of-play to ensure that the leading athlete(s) on the course is not encumbered by slower athletes during this segment of the race. In most draft-legal events, the "lap-out" rule will be in effect. Only when safety concerns preclude this from happening will the "lap-out" rule be suspended. If this will be the case, the DLC must be notified at a minimum of 24 hours prior to the start of the race.

Officials working the bicycle stage are dependent upon being carried as passengers on someone else's motorcycle. That also requires the official to work cooperatively with the motorcycle driver, understand the responsibilities of riding as a passenger, be in good physical condition, and a willingness to be flexible about riding a large variety of motorcycles. If unable or unwilling to be a passenger on a motorcycle, each assigned official must inform the DLC and Lead Official upon assignment. That official may be reassigned to a different position at the event or dropped from the race assignment altogether at the discretion of the DLC.

## **K. Draft Legal and Non-Draft Legal Penalty Structure and Service**

Refer to the USA Triathlon Multisport Competition Rules for the appropriate penalty structure for the race event in question.

## **L. Legal Warnings: Draft Legal and Non-Draft**

The purpose of a warning is to alert a participant about a possible rule violation and to promote a "proactive" attitude on the part of officials. While officials should strive for consistency, this is one of those areas that might require an individual approach to each event, as well as each participant in an event.

## **M. Violation Report Standards: Draft Legal and Non-Draft**

The description for each violation should establish identity of the offending athlete with three identifiers (race number, helmet color/type, bike manufacturer, clothing, etc.) and provide a description of what happened, including time and space, if necessary.

**Note:** Gender should not be used as an identifier.

## **N. Volunteers**

Volunteers have offered their time to help, so tell them in clear terms what is expected of them. Make them feel like valued members of the officiating team, no matter how small their role.

## **O. Transition Area**

The USAT officials should be assigned specific areas in transition – usually by rack or race number of the participants. Check for racking violations, race numbers on the bike, illegal equipment, and bar-end violations.

**Note:** no recumbent bicycles are allowed in USAT events.

## **P. Measuring Water Temperature: Draft Legal and Non-Draft**

When possible, the head official, or their designee, should measure the temperature of the water at the swim venue the day before the event. The temperature should be measured as close to the actual next day

start time of the event as logically possible. The final temperature will be measured on race morning at least one hour prior to the start of the swim. The head official may decide to measure at or near the shoreline. The coldest measurement will be in shallow water near dawn. If there is a boat dock or pier, the water may be measured using the thermometer directly in the water or by dipping out a bucket full and measuring in the bucket. The bucket method is particularly useful for ocean measurements.

#### **Q. Swim Stage: Draft Legal and Non-Draft**

One official should watch the swim start and as much of that stage as possible. Check for any course cutting at the turn buoys. Observe any problems at the swim exit.

#### **R. Non-Draft Legal Bike Stage**

Position fouls are the primary focus of the official's activity during the bike portion of the race. In theory, the rule is applied to all triathletes equally. In practice, however, the official who attempts to administer the letter of the law on a narrow course with 1,500 athletes has forgotten one basic premise of the sport - most of the triathletes are in the race primarily for enjoyment and the fulfillment of personal goals. Good judgement must be applied in these situations.

Nevertheless, monitoring and enforcement of elite athletes and highly competitive athletes should be vigorous and in strict accordance with the Multisport Competition Rules. While the distinction may seem somewhat contradictory, the fairness of its application in practice will be determined by your judgment.

#### **S. Entire Course or Zone Coverage**

The method of coverage is dependent upon the number of motorcycles provided by race management, number of participants, and the physical limitations of the course itself.

Full course coverage has one marshal follow one "group" of cyclists over the entire course. The advantage is that the official maintains contact with the group over the course. A disadvantage is that only a few competitors are being covered so more marshals and motorcycles are needed to provide coverage.

Zone coverage has the officials working a particular area of the course. The course is broken into zones with one official covering a couple of miles. The advantage to that system is that one marshal can cover the whole field in his or her respective zone and fewer motorcycles are needed. Two disadvantages to zone coverage are that cyclists may be left unobserved for several miles and turning around the motorcycles may be difficult on narrow roads.

#### **T. Effective Bicycle Course Rules Enforcement: Non-Draft Legal**

In most cases, after watching the swim start, and possibly the first athletes coming out of the water, the head official should be the first official out on the course. While in some circumstances the head official may not directly officiate the bike course it is a good general practice so that the head official gets first-hand knowledge of what is going on in the bike portion of the race. It is also helpful for addressing concerns during discussions with athletes after the race based upon direct observations.

The greatest threat to fairness in non-draft legal multisport competition is the formation of packs on the bike course. Packs develop for a variety of reasons, including parity in ability, course design and layout, and weather conditions. Officials should take an active role in preventing their formation through proactively officiating early in the race and communication with the athletes. Effective marshaling is simple: the official

must take firm action against athletes riding in violation of the rules. Watch for clusters of cyclists and move in to ride next to them until they disperse. When you observe a pack of riders on the course, ask the driver to bring you to the front of the pack and work your way back.

Officials working the bicycle stage are dependent upon being carried as passengers on someone else's motorcycle. That requires the official to work cooperatively with the motorcycle driver, understand the responsibilities of riding as a passenger.

#### **U. Bike Course Open to Vehicle Traffic**

Official or unofficial vehicles on the course can complicate the drafting situation. The official must first determine the cause of the problem - whether an effort is being made to gain an unfair competitive advantage by intentionally drafting behind a vehicle, or if the vehicle is making it impossible for the rider(s) to proceed safely and fairly. The primary objective is to ensure fairness whenever possible.

The following guidelines provide some assistance for officials dealing with media and other vehicles on the bike and run courses:

- SAFETY: The priority always is the safety of the athletes and race personnel. Safety is primarily the responsibility of vehicle drivers.
- THE MEDIA: Race personnel must seek to provide every reasonable opportunity for the media to cover the event.
- TURNS: Vehicles shall avoid getting too close, in the front or the rear of cyclists entering a turn. Motorcycles should make every effort to avoid entering a U-turn with cyclists. Instead, motorcycles should drive through the U-turn and reset prior to reentering the bike course.

#### **V. Run Stage**

If staffing allows, an official should return from the bike course and monitor the run course on a bicycle (official must wear a bicycle helmet). Common violations on the run course include pacing, use of a personal audio device, race number, or entire course.

The head official must be accessible to all assistant officials, marshals, race management and athletes who have questions. That is the time to find out if there are going to be any issues that will need resolution.

#### **W. Head Officials: De-briefing and Violation Reports**

The head official should assemble the officiating team for debriefing at a pre-determined time and site away from the athletes – preferably in a private room or tent to reconcile penalties. Officials need to provide detailed written descriptions of any penalties that have been issued. That information helps substantiate the violation in the event of a dispute. It helps prove that marshals were really present, and that there is no case of mistaken identity. Officials should be prepared to defend their calls at the debriefing meeting with the head official. Especially in the cases of those athletes who were cited but failed to serve the penalty.

#### **X. Head Referee's Report: Non-Draft Legal**

After the conclusion of the event the Head Official shall text to the Race Director and any other designated parties the following:

Total number of penalties.

Total number of Blue Cards.

Total number of Yellow Cards.

Total number of Disqualifications (DSQ)

#### **Y. Awards Ceremony**

In most cases the head official should remain at the race site until after the awards ceremony. Be available to answer questions. Ask participants what they thought of the race. Always remain calm and professional. You will hear from polite athletes and from rude athletes. The hallmark of a great official is the possession of the quality of “equanimity”; the ability to remain calm under pressure. Remember that everyone is watching you. Remain courteous in your conversations and try to be empathetic with the athlete. Carefully explain the violation and the rules involved, but do not get into arguments.

The head official should attend the awards ceremony. Make sure the results do not conflict with any disqualifications that were given to the head timer. Before leaving the race site let the race director know you will be available by email to answer questions that athletes have about penalties.

#### **Z. Protests and Appeals**

An athlete may file a Protest or Appeal following the processes outlined in the USAT Multisport Competition Rules.

#### **AA. Media Relations**

The head official is the sole member of the officiating team authorized to speak with the media. Grievances with race management, misrepresentation of USAT’s role by the race director, natural disasters, accidents and accusations made by athletes or others should not prompt the official to make an unsolicited public comment, whether in support of, or rebuttal to, a specific point.

Circumstances will arise, however, where members of the media actively solicit a statement by a USA Triathlon official. The official must be accommodating, courteous, and considerate.

The head official should keep the following guidelines in mind when speaking to the media:

- Avoid any analysis of a contentious situation. Stick to the facts. Avoid speculation.
- Avoid confrontation. Be positive and friendly. The media should know above all else that the primary focus of USA Triathlon is to promote a safe and fair competition.
- Remember that everything said to a reporter is likely to be published. Choose your words carefully. If the reporter’s job is to create a controversy, your job is to minimize the incident.
- Inform the Commissioner’s Office if anything controversial happened. Summarize the incident in an email.

#### **AB. Critical Incident Reporting: Death or Severe Trauma**

When a participant suffers severe injury or perishes, the head official must call the Commissioner of Officials

as soon as possible and before leaving the race site.

#### **AC. Penalty Records and Violation Reports**

Records of penalties must be retained by the head official for one year.

### **VIII. Definitions and Acronyms**

**USAT**: USA Triathlon - National Federation of the sport of triathlon and multisport competition for the United States of America. Responsible for sanctioning both non-draft and draft-legal events in the USA and is headquartered in Colorado Springs, CO.

**USAT Technical Official**: An official who is a member in good standing with the USA Triathlon Officials Program.

**Americas Triathlon**: American Triathlon Confederation - Official Federation of TRI representing North America, Central America, South America, and all affiliated island Nations.

**TRI**: World Triathlon - The international governing body for the multi-sport disciplines of triathlon, duathlon, aquathlon, and other nonstandard variations. The ITU, which is headquartered in Lausanne, Switzerland, sanctions the ITU World Triathlon Series and the ITU Triathlon World Cup.

**USAT TECHNICAL OFFICIAL**: Official that is trained for the enforcement of the USA Triathlon Multisport Competition Rules.

**LTO**: Local Technical Official. See the Technical Officials Training Program and Development Pathway for more details.

**STO**: State Technical Official. See the Technical Officials Training Program and Development Pathway for more details.

**USAT Level III NTO**: United States National Technical Official – Officials trained through the TRI official’s certification, or a TRI approved equivalent and have achieved TRI Level I status. Successful completion of the USAT LIII course enables the volunteer to be eligible to officiate with limited roles and responsibilities at certain USA Triathlon sanctioned draft-legal events. USAT Officials may also be invited to serve in assisting roles at TRI sanctioned international events. See the Technical Officials Training Program and Development Pathway for more details.

**USA CTO**: United States Continental Technical Official – Officials trained through the TRI official’s certification and have achieved Level 2 status. CTOs are eligible to officiate in more senior roles and capacities at ITU sanctioned international events.

**USA ITO**: United States International Technical Official – Officials trained through the TRI official’s certification and have achieved Level 3 status. ITOs are eligible to officiate in any position at TRI sanctioned international events.

**DLC**: Draft Legal Coordinator – An appointed non-staff position with USA Triathlon’s Event Services Department who is responsible for managing and administering the assignment of officials for draft legal events for the National Federation.

**EO:** Event Organizer – The individual or company sanctioning the event with USAT and/or ITU who is responsible for organizing all details for competition and safety for the event and is the primary risk manager.

**LOC:** Local Organizing Committee – The team of local staff and/or volunteers that assist the EO to host the event.

**LO:** Lead Official – Designation for the official in charge of administering the competition rules at a USA Triathlon sanctioned draft-legal event within the United States.

**TD:** Technical Delegate – TRI/Americas Triathlon designation for the official in charge of the officiating team at international events. This official is responsible for all technical aspects of the ITU Competition Rules and Event Organizer’s Manual while working directly with the organizer to plan and execute the event(s).

**ATD:** Assistant Technical Delegate – TRI/Americas Triathlon Designation for the official who is being mentored by the TD, and is there to assist the TD as directed.

**RR:** Race Referee – TRI/Americas Triathlon Designation for the official tasked with interpreting and enforcing the Rules during competition. The RR is the only person with the authority to determine if a violation warrants a penalty.

**TRIS:** World Triathlon Series – An annual International race series occurring in different countries around the globe and leads up to a “Grand Final”, which serves as the World Championship event.

**MR:** Mixed Relay – Draft-legal event typically consisting of two males and two females that each completes a “mini”-triathlon before tagging the next member of the team. Total distance for the four legs of the relay can vary.

**DS:** Development Series – A national series of development events, selected by USAT National Events staff and High Performance staff for the purpose of preparing and selecting athletes for international draft-legal competition.

**NCAA:** National Collegiate Athletic Association - In January 2014, the NCAA approved triathlon as the next Emerging Sport for Women for NCAA Division I, Division II and Division III member institutions.

**U25 HPDR:** High Performance Development Race – A preparatory draft-legal event designated by USAT for athletes ages 16 – 25 years for the purpose of preparing participants for international and/or Elite Competition. Age ranges for U25 EDR events may vary (e.g., 16-20 for specific events).

**Elite Competition:** Draft-legal events with participants who are recognized by their National Federation as Elite athletes. Domestic competitions sanctioned by USAT and held within the United States include Youth Elite, Junior Elite, Elite draft-legal, MR and Super Sprint. International competitions include PATCO Continental Cups, TRI World Cups, TRI TRIS events, as well as U23 events, MR events, and Elite Super Sprint races.

**Multisport:** Multi-discipline sports, including: Triathlon, Duathlon, Aquabike, Aquathlon, Paratriathlon, Mixed Relay, Biathlon, Winter Triathlon, including both on-road and off-road variations of each.