

# TRIATHLON WA

## TECHNICAL SERVICES POLICY

<b>Version:</b>	8.0
<b>Date Adopted by Triathlon Western Australia Board:</b>	29 October 2025
<b>Effective Date:</b>	1 November 2025
<b>Review Frequency:</b>	Annually
Executive Director is responsible for this document	

This Policy applies to all open, sanctioned events in Western Australia (WA) that are not designated as Events of National Significance (EONS). EONS status is determined by AusTriathlon.

Triathlon WA (TWA) is committed to following a fair and cost-effective selection process for our technical officials (TOs) which provides them with opportunities to develop their technical skills at sanctioned events, whilst offering value-for-money technical service to event organisers.

## **SELECTION**

### ***Eligibility***

In accordance with the AusTriathlon Technical Development Pathway, a TO must meet the following requirements to be eligible for selection:

- Currently accredited as a TO;
- Hold a current Working with Children Check;
- Has nominated for the event, either via the registration portal, or directly with the TWA Technical Coordinator; and
- Has done required on-line training as requested by AusTriathlon.

The act of nominating for an event **does not** guarantee automatic selection to that event's technical team.

### ***Selection Process***

To minimise costs to the event organiser and TWA, an optimum team size for each event shall be determined by the TWA Technical Coordinator in line with AusTriathlon policy. Typically, the technical teams for events are notified between four to eight weeks prior to each event.

Guidelines for selection onto the technical team are as follows:

- **Technical Competence:** The make-up of the technical team, particularly the Senior Technical Team (STT), shall be sufficiently competent to satisfy the requirements of the event, considering that event's status.
- **Travel Distance:** Where possible, the technical team will be selected so that travel distance is minimised.
- **Development Opportunities:** Junior officials may be provided with the opportunity to fill an STT position if there is sufficient technical support within the technical team (not only a mentor relationship with a senior official).

### ***Notification Process***

Technical teams will be notified by the TWA Technical Coordinator, ideally 4-8 weeks prior to the event. Technical Delegates will be provided access to each event in the Online Sanctioning Portal as soon as practicable after the technical team has been selected.

To ensure the continued growth of the technical program and the number of TOs within WA, TWA guarantees that TOs are provided with support both through advocacy, personal and professional development opportunities, and out of pocket reimbursements.

## TECHNICAL REIMBURSEMENT

The technical program is supported through the technical services fees collected from event organisers at sanctioned races within WA. In addition, the TWA Board allocate funds from the TWA budget to supplement the objectives of the Technical Program.

Technical Program funds contribute towards the following:

### 1. Field of Play Payments:

All TOs attending a sanctioned race in the role of technical official will be paid a volunteer honorarium for their time and services at the event, referred to as a Field of Play (FOP) Payment.

#### Roles:

FOP payments vary, depending on the role undertaken.

- Technical Delegate (TD)
- Race Referee (RR)
- Chief Race Official (CRO)
- Technical Official (includes Chief Roles) (TO)

#### Events:

FOP payments are also dependent on the type and length of the event, with different reimbursements for Bike Racking:

- E1 – Events less than 6 hours in duration
- E2 – Long Course and events longer than 6 hours in duration (eg; 70.3/100)
- E3 – IRONMAN Distance and Ultra Distance events
- Bike Racking (if required day before race)

FOP Payments	TD	RR	CRO	TO
E1	\$100.00	\$80.00	\$80.00	\$60.00
E2	\$150.00	\$100.00	\$100.00	\$80.00
E3	\$150.00	\$150.00	\$150.00	\$100.00
<i>Bike Racking</i>	\$40.00	\$40.00	\$40.00	\$40.00

#### Please note:

- TOs undertaking their practicum hours are **not** paid FOP fees. Hours at practicum events also do not count towards one of the three qualifying events for membership
- Bike racking does not count as a FOP for membership purposes
- Only days spent officiating on the FOP are claimable. RD/ED meetings and site inspections are not claimable
- If you are attending bike racking and an event on the same day – then please choose this as an Event E1, E2 or E3 depending on the type of event. eg. Bike racking and kids race would be considered E1 if less than 6 hours. Should this result in the Event Type being different each day, you may use the “Secondary Role” section for one of the days

## 2. Fuel & Travel Reimbursement:

TOs may be eligible to claim travel allowances to attend events. These reimbursements are only applicable when discussed and approved prior to the event by the TWA Technical Coordinator. Travel allowances can be paid on any **combination** of the Fuel Allowance and Air Travel allowance up to a **maximum** payable amount of \$180.

### Fuel Allowance

- Claimable if the distance required to travel is **more than** 100km per return trip from the officials' place of residence via the most direct route
- Is calculated at a rate of \$0.40 per kilometre, up to a maximum of \$180 (500km) per event

This policy does not cover the following travel situations:

- There is an option to travel on a shuttle bus supplied by race organisers.
- Travel in a non-private vehicle i.e. commercial, business or rental vehicle.
- Travel expenses incurred by another individual, other than the TO, attending the event.
- Travel to an event when that travel is done in association with other activities, such as business, vacation, competing or accompanying another competitor
- Travel in a vehicle belonging to race director, sponsor or any individual that has a commercial interest in the event.
- Club races.
- Multiple claims by two (2) or more TOs travelling in the same vehicle.

### Air Travel

If air travel is required to attend an event in WA, claims may be made for air travel up to a total of \$180. Receipts must be provided when claiming this allowance.

### Accommodation

Any event in WA that requires TOs to stay overnight will be covered in full by the race organiser or TWA. Therefore, accommodation allowances are not applicable.

It is not compulsory for TOs to make a reimbursement claim for any event. In addition, any claims received more than four weeks after the event **may not** be processed.

### 3. Complimentary membership:

In recognition of their contribution to the sport, TWA acknowledges those officials who have volunteered in the previous season by offering them complimentary AusTriathlon / TWA membership for the coming season:

- For accredited TOs that actively participate in triathlon events and have volunteered their time to officiate on **three or more** occasions in the prior season, an AusTriathlon/ TWA Standard Membership will be provided.
- For accredited TOs who do not compete, an AusTriathlon/ TWA Social Membership will be provided free of charge, regardless of the number of races they officiated at in the prior season.

This support is coordinated centrally through AusTriathlon and is a consistent policy across the country.

#### Please note:

- TOs will be responsible for paying any applicable Club Membership Fee, should they wish to be a member of a club.
- The bike racking role the day before an event does **not** count as an officiating role for the purposes of receiving free membership.
- A two or more-day event run by the same event company does **not** count as officiating at two separate events for the purposes of receiving free membership.

### 4. Other reimbursements

- TWA will reimburse Presenters at Local Technical Official (LTO) Courses and Regional Technical Official (RTO) Courses at a rate of \$85/course
- Any other small consumables purchased for the Technical Program as approved in advance by the TWA Technical Coordinator and upon provision of receipts

## **SUPPORT SERVICES & ONGOING DEVELOPMENT:**

TWA will also support TOs through the following initiatives:

### **1. Professional Development Scholarships:**

The TWA Travel Support Scholarships are designed to foster the growth and development of our local technical team by providing financial support for travel to interstate and international events. These scholarships offer successful applicants the invaluable opportunity to officiate at national and international triathlon competitions, enhancing their skills and experience in a global context.

To apply, interested TOs must submit their nominations via email to the Executive Director of TWA. Successful applicants will be notified of their selection and provided with further details regarding their scholarship and upcoming events.

#### **Selection Criteria for Development Opportunities:**

To be eligible to receive funding support through TWA the Technical Reference Panel will review all applicants under the following selection criteria and provide recommendation to the TWA Board:

- Applicants must be current member of AusTriathlon/TWA
- Applicants must be at a minimum Level LTO and have completed all LTO Accreditation Requirements
- Applicants must have at least two (2) years continuous experience within the Technical Program
- Applicants must have a current Working with Children (WWC) Card
- Applicants must show commitment through gaining a variety of FOP experiences by officiating at various levels of events
- Applicants must demonstrate commitment to the Technical Program through further related knowledge development including Department of Creative Industries, Tourism and Sport (CITS) and other approved courses
- Applicants must have submitted their signed Code of Conduct form
- Applicants must submit the required application for funding as required by TWA
- Applicants have not been a recipient of a TWA Travel Scholarship in the previous 2 financial years

AusTriathlon also provides development opportunities for TOs through the provision of development flights for officials to attend interstate events. In order to provide as many WA-based Officials with development opportunities as possible, unless approved otherwise by the TWA Board, WA officials in receipt of an AusTriathlon Development Flight will not be eligible for a TWA Travel Scholarship for that same event.

## 2. Support Services:

- **Uniforms** will be provided to TOs upon their accreditation, including those of short or long sleeve polo shirt and a choice of a wide brimmed hat or cap. Technical vests will be provided for use at events, although TOs may also elect to purchase their own, along with additional polo shirts and/hats. TO uniforms should only be worn when actively officiating at events.
- **Equipment** – Motor bike helmets, radios, yellow/red penalty books will be provided at each event. From time to time, TWA may offer subsidies to those TOs wishing to purchase their own motorbike helmets.
- **Catering** - There is a reasonable expectation that event organisers will provide sustenance for TOs at most events. A light lunch should be provided to TOs for events lasting longer than 6 hours. A light breakfast should be provided to officials where remote location FOP attendance is required by 4.30am in remote locations when accommodated by event organiser.
- **Accommodation** - Event organisers will offer accommodation to TOs travelling overnight to events within regional WA.
  - Minimum standards for accommodation for TOs are;
    - same sex rooms with effort to maintain same sex accommodation completely where possible
    - no less than one (1) bathroom for three (3) TOs and no more than six (6) TOs within one standard unit

## 3. Training Opportunities:

TWA is committed to ensure the growth of the technical pool of officials and will host a minimum of the following complementary officiating courses annually:

- One (1) RTO level course
- Minimum of one (1) in person LTO course, dependant on demand per season
- LTO Course online can also be completed throughout the year, with final certification to be arranged directly with the Technical Coordinator

Those interested in completing either LTO or RTO courses are encouraged to get in contact with the TWA Technical Coordinator to register interest or seek further information.

## 4. Awards and Recognition

Long standing officials who have contributed significantly towards the technical program over many years are eligible for recognition in the following ways.

1. **Steve Barrie Technical Official of the Year Award**
2. **Technical Official Years of Service Recognition**

The criteria, nomination and selection processes are addressed in the TWA Awards and Recognition Framework.

## Document Control:

Version	Date	Revised by	Comments
1.0	November 2010	H. Lethlean	New Policy adopted November 2010
2.0	January 2015	P. Minchin	Updates to travel mileage reimbursement
3.0	June 2015	P. Minchin	Update to complimentary membership process.
4.0	February 2017	P. Minchin	Update to eligibility for Travel Support Scholarship
5.0	September 2018	P. Minchin	Replace Level 1, Level 2 with LTO, RTO.
6.0	Aug 2020	A.Apps	Inclusion of selection process Updated Travel and Reimbursement mileage amounts and claimable distance. Updated Support Services and Ongoing development criteria for Grants Updated Acknowledgement and Awards – wording around SportWest Official award
7.0	December 2024	M. Farley	Renamed policy from TO Selection and Support Policy to Technical Services Policy Update on Steve Barrie Award & Field of Play requirements Inclusion of updated reimbursement scheme Addition of SportWest Official of the Year Award
8.0	October 2025	M. Farley	Addition of air travel and accommodation reimbursements Rewording to improve clarity Acknowledgements and Awards detail removed to be incorporated into the Triathlon WA Awards and Recognition Framework