

TECHNICAL OFFICIAL ACCOMMODATION POLICY



This policy should be read in conjunction with Triathlon Australia's **Fatigue Policy** and Triathlon New South Wales' **Technical Official Reimbursement Policy**.

Background

Triathlon New South Wales (TNSW) has a duty of care not to expose technical officials (TOs) to situations where fatigue may affect their health and safety. One of the main causes of fatigue comes from driving long distances immediately prior to, or immediately after officiating. The intent of this policy is to set out initiatives that shall assist TOs to avoid fatigue caused by driving long distances and to provide guidelines for accommodation of officials near events.

Definitions

Nearby Technical Official – is an official who is able to drive for less than one hour in darkness either to the event or from the event, in order to meet the requirements of their roster.

Remote Technical Official – is an official who is required to drive for more than one hour in darkness either to the event, or from the event, in order to meet the requirements of their roster.

Guidelines

The following guidelines shall be followed:

- i. Education
 - This TO accommodation policy shall be circulated to all officials via newsletter at least annually
 - This TO accommodation policy shall be displayed on the TNSW web site
- ii. Risk Minimisation
 - TNSW will endeavour to conduct technical official training courses in regions that have low TO populations, considering the number of events in those regions, to increase the number of close technical officials.
 - Where the quality of service delivery is not compromised, nominations from *Nearby Technical Officials* will be considered before nominations from *Remote technical officials*.
 - TOs are discouraged from nominating for multiple events over the same weekend where there is significant travel between the events
 - TOs are encouraged to share driving duties, to avoid driving more than one hour in darkness, or otherwise take overnight accommodation
 - Technical Delegates will consider the amount of travel required from/to home when rostering officials to early or late shifts
 - An official shall not drive for more than one hour prior to sunrise to attend an event on that day. If the driving cannot be shared, and if a later shift cannot be allocated, then the TO must be accommodated close to the event, or withdraw from the technical team.

- Following completion of officiating duties, an official shall not drive for more than one hour after sunset. If the driving cannot be shared, and if an earlier shift cannot be allocated, then the TO must be accommodated, or withdraw from the technical team.

Eligibility for Accommodation

Only *Remote Technical Officials* are eligible to receive accommodation (see the definition above). When an event spans two days, accommodation preference will be given to those officials who nominate for both days.

Funding of Accommodation

Accommodation costs can be met by one of the following:

- Privately funded by the official**, either by choice or because the circumstances do not meet the reimbursement criteria (eg. it is part of a family holiday)
- Initially funded by the official**, then reimbursed by either TNSW or TA. Note that the official must obtain prior approval before arranging the accommodation (see Emergency Accommodation – below).
- Booked by TNSW or TA**, so that the official is advised of the accommodation arrangements prior to the event
- Booked by the Event Organiser**, so that the official is advised of the accommodation arrangements prior to the event (see Role of the Technical Delegate – below). Family members or partners are not permitted to receive accommodation provided by the Event Organiser unless prior arrangements have been made with the Manager Events/Technical.

Role of the Technical Delegate (TD)

The TD shall endeavour to structure the Technical Assignments so that there are no *Remote Technical Officials* on the roster. If this is unavoidable then the TD shall enquire with the Event Organiser regarding their ability to provide local accommodation for these officials. If the Event Organiser is unable to provide local accommodation then the TD shall refer the matter to the Manager Events/Technical for resolution. One outcome might be a reduction in the size of the Technical Team.

Emergency Accommodation

There may be occasions when an official who is driving alone, feels unable to safely continue without a sustained rest. In particular this may occur during a long drive home from an event. In this situation the official is encouraged to take overnight accommodation at the earliest opportunity. TNSW or TA will reimburse the actual accommodation cost, in accordance with the applicable reimbursement policy. There is no requirement to obtain prior approval for emergency accommodation.

Adam Wicks

Chief Executive Officer

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