



Section 14: Technical Representative Job Description

The technical representative exists to assist the Host Society's sport organizing committee with the planning and staging of the Games and to represent the NSO to the sport organizing committee. She/he is a resource person to the local committee, and provides direction on:

- facility planning;
- event scheduling;
- results systems;
- competition protocols and procedures;
- officials' requirements and training;
- facility requirements;
- equipment needs.

Games' time duties include:

- final facility inspection;
- co-chair (with organizing committee chair and/or head referee) coach/manager meeting;
- rescheduling, if required;
- application of tie-breaking criteria (per technical package);
- protest committee (per sport's normal practices);
- sign-off of final provincial standings;
- trouble shooting and dispute resolution;
- doping control procedures (with CDCO);
- NSO spokesperson.

The extent to which the technical representative is used depends on the strengths and weaknesses of the local committee and the complexity of the sport. The more experience an organizing committee has or the simpler the event is to run, the less outside assistance they are likely to need.

Even with a strong committee, the technical representative is a valuable asset. She/he is the NSO's ex-officio representative on the organizing committee and often acts as a conduit for information to and from the NSO's national office.

The technical representative is **appointed by the NSO** three to three-and-a-half years in advance, often on the recommendation of the host province. As she/he must be able to provide an objective opinion and will sometimes be called on to arbitrate a dispute, it is sometimes better that the individual not have a direct, personal interest in club or facility that is hosting the event, though the representative may be a resident of the host province or community.

Many technical representatives have been NSO or PSO staff, but this is by no means a requirement or necessarily the right thing for every sport. It is important, however, that the NSO have confidence in the person's abilities to represent the NSO and confidence in the person's technical knowledge and communication skills. The person must also have technical knowledge

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and experience in the Canada Games or other high-level events, the time to do the job and a network of people to call upon when the representative does not have an answer to a question close at hand.

Access to email is essential. The technical representative must be both accessible to the Host Society and responsive.

The NSO is responsible for covering the travel costs for one of the technical representative's trips to the host community, with the Host Society is responsible for the remaining two or three (thus in part the desire to have someone from the host province or at least the region). Trips might be made about 2 1/2 years before the Games to inspect the facility and help with some of the long-range planning, about 6 to 12 months before to help with some of the detailed planning and assessment of progress (this second trip is often held in conjunction with a test event), and about 8 to 10 weeks immediately prior to the Games to help with the last-minute issues. The technical representative also attends the Games in order to provide advice and direction during the event or to perform some technical functions, such as chairing the protest committee. A specific responsibility during the Games is the verification of final provincial/territorial rankings.

In some sports, the officiating structure includes a position that is very similar to the technical representative's, and thus a duplicate position is not required. Where an official has similar duties to the technical representative, the roles must be clearly defined to ensure that there are no gaps or overlaps in responsibilities or authorities.

From time to time, the individual that acted as the technical representative prior to the Games may not carry out the functions during the Games, but a long-term commitment is desired.

In many cases the technical representative has the qualifications to conduct an officials' course and can help with the training of technical and/or technical support officials.