



# Honorariums and Expenses for Commissaires

Approved:	October 2006	Policy No:	CCOC 8
Current version approved:	29 Jan 2011		
Date of last review:	22 Feb 2014	Pages:	4

## 1. Goal

- 1.1 To detail the payment of Commissaire honorariums and expenses when the Commissaire is assigned to an event or activity by Cycling Canada.

## 2. Principles

- 2.1 Cycling Canada Officials Committee will set honorariums for Commissaires assigned by Cycling Canada, and will also set policies as regards the payment of expenses to Commissaires assigned by Cycling Canada.
- 2.2 This policy will be applicable for all events and activities within all provinces and territories of Canada.
- 2.3 All honorariums and expenses shall be paid and reimbursed promptly, and at the latest no later than at the conclusion of the event or activity.

## 3. Field of Application

- 3.1 This policy applies to all provinces and territories within Canada. It applies to Commissaires of all levels that are assigned by Cycling Canada to events or activities within Canada.
- 3.2 This policy does not apply Commissaires who are assigned by the International Cycling Union or by the provincial/territorial associations or by any other organization other than Cycling Canada, to events within or outside of Canada.

## 4. Definitions

- 4.1 **Activity:** Any cycling related occurrence of sometime duration that is not a domestic event or international event. An activity includes commissaire training.
- 4.2 **CC:** Cycling Canada
- 4.3 **CCOC:** Cycling Canada Officials Committee

- 4.4 Domestic events:** Any cycling event not on the international calendar, including national championships.
- 4.5 International events:** Any cycling event on the international calendar and sanctioned by the UCI.
- 4.6 PSO:** Provincial Sports Organization. This shall be the CC recognized body for administering the sport of cycling in a province or territory
- 4.7 UCI:** Union Cycliste Internationale/International Cycling Union

## **5. Policy Statement**

- 5.1** The CCOC is committed to ensuring a fair reward system for its Commissaires. The CCOC acknowledges that it cannot fully compensate Commissaires for their time and commitment, but will continue to work to ensuring that some level of financial recognition is accorded them. The CCOC will also work to ensure that all Commissaire expenses are fully and promptly repaid.

## **6. Provisions**

### **6.1 UCI Assigned Commissaires**

- 6.1.1** Commissaires assigned by the UCI shall be paid as outlined by the current UCI Financial Obligations. This document is available on the UCI web site at: [www.uci.ch](http://www.uci.ch)

### **6.2 CC Assigned Commissaires**

- 6.2.1** All payments of honorariums to CC Assigned Commissaires shall include payment for meals. Amounts for meals supplied may not be deducted from the honorarium payments.
- 6.2.2** A person assigned as the Chief Commissaire for an event shall receive a daily honorarium of \$130.00 for each day of the event s/he is present.
- 6.2.3** CC assigned Chief Commissaire is entitled to one payment of 50% of one day of the Chief Commissaire honorarium for preparation and administrative duties. This is a one-time fee per event.
- 6.2.4** CC Commissaires required to attend the meeting the day prior to the race shall be entitled to a payment of 50% of the one day rate of the relevant honorarium
- 6.2.4** A person assigned as a Member of the College for an event shall receive a daily honorarium of \$110.00 for each day of the event that s/he is present.

**6.2.5** The number of days of the event shall at least include the number of racing days. It may also include registration days, meeting days, and rest days. The Chief Commissaire shall decide which Commissaires shall be present for each of the non-racing days. The Commissaires assigned to and present on the non-racing days shall be entitled to honorariums as detailed in section 6.

**6.2.6 Deleted**

**6.2.7 Meals:** In the case that it is impossible for a Commissaire to access food due to the constraints of the event schedule, the organizer should be prepared to provide sustenance in addition to the daily honorarium. Organizers shall provide Commissaires with breakfast and lunch at normal meal times during multiple days of racing. If racing or race activities proceed past 18h00 then the organizer shall also provide dinner.

**6.2.8 Travel Expenses:** Commissaires are entitled to a reimbursement of all reasonable travel related expenses. These include, but are not limited to, economy class plane fares, car travel expenses, airport parking, airport departure taxes, ferry crossings, and tolls. Any unusual travel related expenses should first be approved by CC.

**6.2.9 Car Travel:** Commissaires assigned by CC are entitled to a travel reimbursement of \$0.38 per kilometer, or the CC mileage rate, whichever is greater, if they drive to an event. In this case the total travel cost must not exceed the most economical form of plane transportation. If two or more commissaires are sharing a car ride, only one person may claim for travel related expenses.

**6.2.10 Accommodation:** Event organizers are required to provide accommodation for Commissaires residing more than 50km from the event location or venue. Commissaires should be accommodated the evening before the commencement of the event, until, and including, the evening at the conclusion of the event, depending on travel feasibility. The minimum accommodation standard is a maximum of 2 commissaires sharing a room with 2 individual beds. It is understood that the 2 commissaires are of the same sex or are a couple.

Further, the Chief Commissaire shall determine whether or not s/he and/or any other commissaires are required to be present earlier than the evening before the event. If this is the case, then the organizer shall be responsible for an additional night's accommodation for them prior to the commencement of the event.

### **6.3 CC Activities**

**6.3.1** Commissaires assigned by CC to participate in CC activities shall be entitled to honorariums and expenses as detailed in section 6.2. The Commissaires so assigned shall receive the Chief Commissaire honorarium rate.

- 6.3.2 Commissaires assigned by CC to participate in CC activities may also receive further financial compensation as negotiated between the said Commissaires and CC.

#### **6.4 PSO Assigned Commissaires**

- 6.4.1 A Commissaire assigned by a PSO shall receive an honorarium at the rate determined by the assigning PSO. Expenses in this case shall be reimbursed according to PSO policies.

#### **6.5 General Provision**

- 6.5.1 All Commissaires are to be compensated exclusively on the basis of the provisions applicable to the assigning body: UCI; CC; PSO. The sanction of an event and/or position to which a Commissaire is assigned, shall take priority over the status of the Commissaire in terms of the level of compensation. For example, an International Commissaire shall be compensated in accordance with provincial/territorial provisions when assigned by the PSO.

### **7. Review and Approval**

- 7.1 This policy shall be reviewed at least once every two years.
- 7.2 Outside of the regular review cycle, a review can be requested by a member of the CCOC or the Board of Directors of CC.
- 7.3 This policy was approved by the Cycling Canada Officials Committee on the October 2006..
- 7.4 Date of last review: 22 Feb 2014
- 7.5 Original policy development lead: Wayne Pomario