



MEMO

To : National and International commissaire / Provincial staff

From : Mathieu Boucher, Director, Development

Date : February 13, 2013

Object : National assignment calendar explanation

Dear commissaire,

As for previous years, the National assignment calendar will be a public document available on Cycling Canada web site at the following link: <http://www.cyclingcanada.ca/coaches-officials/commissaires-resources/> , and will be used as the official reference for commissaire who wish to know their assignments. You will all be invited to frequently look at the calendar, which will be updated regularly.

*Would you please review the 2013 National assignment calendar and get back to me by **February 27th IF ANY CHANGES ARE REQUIRED.*** Mathieu.boucher@cyclingcanada.ca

How it work's...

The National assignment calendar is simple, efficient and easy to use. You will find the date of the events, the organizer contact information and the panel of commissaire required for the race.

Assignment Start and Assignment End

On the « Start » column mark the date the commissaire started working. The commissaire must be operational on that date, **no matter the duration of the travel required to reach destination.** Only the period included between assignment Start and assignment End is allowed for respective allowances (per diem).

For accommodation and transportation, each commissaire must contact the organizer to make arrangements.

We wish to remind our commissaires of the importance of staying active as provincial commissaires. Sharing your expertise and your experience is a major asset in the development of new commissaires.

For more info please contact us,

Thank you,