



Commissaires Upgrade

(Road, Track, CX, MTB, BMX, Para)

Approved:	08 April 2005	Policy No:	CCOC 5
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1. Goal

- 1.1 To provide a framework for the development and advancement of commissaires within Cycling Canada.

2. Principles

- 2.1 Cycling Canada Officials Committee will set guidelines and standardize training.
- 2.2 The guidelines will be applicable for all Provinces and Territories.

3. Field of Application

- 3.1.1 This policy applies to all Canadian qualified commissaires in road, track, CX, MTB BMX and para who wish to upgrade through the various provincial levels to the national and international level.

This policy does not describe the basic qualities required to become a provincial commissaire but the different steps to be allowed to go to the next level once the commissaire has been evaluated by the Provincial Chief Commissaire or a qualified instructor at a national championship or designated national or international event.

4. Definitions

- 4.1 **CC:** Cycling Canada
- 4.2 **CCOC:** Canadian Cycling Officials Committee
- 4.3 **Provincial Chief Commissaire:** elected or appointed person in charge of commissaires in provinces and territories for each sector.
- 4.4 **UCI:** Union Cycliste Internationale/International Cycling Union
- 4.5 **Course Conductor:** A commissaire who is at least a National Commissaire that has attended and passed the course conductor course and is on the current list of CCOC approved instructors and is authorized to give the course, or any commissaires approved by the UCI as instructors. This is discipline specific.
- 4.5.1 **Provincial Instructor :** for Provincial Level Courses.

4.5.2 National Instructor: UCI instructors appointed as such

4.6 Provincial Course: For Provincial Level Commissaires. This course will cover Basic Knowledge rules, including general regulations, and working methods. It will also cover technical rules, role playing, problem solution, case studies and leadership. The course duration may be set from time to time by the CCOC, but shall not exceed three days per discipline.

4.7 National Level Course: For National Commissaires, reference policy CCOC 1 – National Commissaire Course Requirements.

5. Policy Statement

5.1 The CCOC is committed to a standard and fair means of upgrading commissaires who are capable of properly exercising the role of a commissaire. The CCOC is committed to rewarding excellence and promoting its best officials to ensure continued growth, as well as the highest level of officiating at all events.

6. Provisions

6.1 Upgrading Process

The following table provides a guideline for upgrading of provincial level commissaires. Provinces may institute their own upgrading process

Level	Minimum Requirements to Attain Level	Events you can work at this level	Minimum Requirements To Proceed to Upgrade	Minimum Time at level
Technical Assistant	Eager to learn and work long hours	Regional and provincial level races	Minimum of 2 races	

Commissaire C	<ul style="list-style-type: none"> - Follow Provincial course in specific sector - Pass a written exam 	Provincial level races	Minimum of 2 races	3 years
C to B	<ul style="list-style-type: none"> - Assist the college of commissaires at Provincial level races 	<ul style="list-style-type: none"> - College member at provincial races - Assistant to national level races 	Minimum of 3 races	
B to A	<ul style="list-style-type: none"> - Work as college member at a minimum of 2 races/year - Work as chief at a provincial level race - Recommendation of Provincial Chief Commissaire 	<ul style="list-style-type: none"> - Chief at provincial races - College member for national level races - Assistant to international races 	Minimum of 3 races	

In order to upgrade as a para commissaire, the commissaire must first hold the relevant discipline specific level.

The following table provides the upgrading process for National and International Level Commissaires

A to National	<ul style="list-style-type: none"> - Follow the national commissaire course - Pass a written, oral and practical exam - Chief commissaire at a minimum of 2 provincial races - College member at a minimum of 1 national event - Recommendation of Provincial Chief Commissaire 	<ul style="list-style-type: none"> - Work at provincial and national races as college member - College member at international races 	Minimum of 5 races	2 years
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National to UCI	<ul style="list-style-type: none"> - Must work all the positions on the College including 2 different positions on a national or international College - Apply to the CCOC to be considered for the UCI course - Be accepted by the UCI - Pass the written and oral UCI exam - Must be between 25 and 50 years of age 	<ul style="list-style-type: none"> - Work at all races in the specific specialty 	Minimum of 5 races	2 years
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In order to be considered for the international para cycling commissaire course, the commissaire must first be an international road and track commissaire..

6.2 Maintenance

6.2.1 To maintain a national or international certification the commissaire must work a minimum of 2 races annually. A commissaire with multiple certifications must work at **1 race**/year in each discipline certified.

6.2.2 A commissaire who has lost their certification may recertify by taking the relevant discipline's exam. The commissaire shall apply to the CC staff member responsible for commissaires in order to recertify, and this application need be approved by the CCOC. The timing and location of the exam shall be at the discretion of the CCOC. In the case of the commissaire failing the exam, the commissaire will be required to retake the course.

6.2.3 To maintain provincial/territory certifications, refer to the provincial/territory associations policies.

6.3 Specialties

6.3.1 For the road sector, National and International certification can be obtained in each of the following independent specialties: Road, track and cyclo-cross. There is only one certification in mountain bike and BMX.

7. Review and Approval

7.1 This policy shall be reviewed at least once every year.

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 Commissaires Committee on the 06 Dec 2005.

7.4 Date of last review: 22 Feb 2014

7.5 Original policy development lead: James Bratrud & Louise Lalonde