



National Commissaire Course Requirements

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1. Goal

- 1.1 To describe how Cycling Canada Officials Committee qualifies commissaires for National Commissaire Status.

2. Principles

- 2.1 All persons interested in becoming a National Commissaire for any of the cycling disciplines should be aware of the process for qualifying as a national level commissaire. The method of qualification shall not differ from discipline to discipline, or from one region to another.

The policy shall address both the theoretical and practical nature of commissairing.

3. Field of Application

- 3.1 This policy applies to all persons within Canada wishing to qualify as a National Commissaire in any of Cycling Canada recognized disciplines of cycling.

This policy does not describe the process of advancing through the provincial levels of commissairing.

4. Definitions

- 4.1 **Applicant:** Person applying to be a Candidate.
- 4.2 **Candidate:** Person applying to become a National Commissaire, or participating in a program leading to National Commissaire status.
- 4.3 **CAS:** Court of Arbitration for Sport
- 4.4 **CC:** Cycling Canada
- 4.5 **CCOC:** Cycling Canada Officials Committee

- 4.6 **CCOAP:** Cycling Canada Officials Appeal Panel. This committee shall be made up of the members of the CCOC, excluding the examiner against whom the appeal is lodged, and a designated CC staff member.
- 4.7 **PSO:** Provincial Sports Organization. This shall be the CC recognized body for administering the sport of cycling in a province or territory
- 4.8 **UCI:** Union Cycliste Internationale/International Cycling Union

5. Policy Statement

- 5.1 The CCOC is committed to a standard and fair means of qualifying excellent commissaires who are capable of properly exercising the role of a national commissaire.

6. Provisions

6.1 Disciplines

- 6.1.1 The CCOC recognizes **seven** distinct areas of commissairing. These are: Road; Track; Cyclocross; Mountain Bike; BMX; **Para Road; Para Track**. Each of these areas, while having common components is unique. Qualifying in one area does not qualify someone in another area.

6.2 Application

- 6.2.1 In order to be considered a candidate for National Commissaire, the person must be a minimum of 18 years of age at time of application. The person must also have held the status of Provincial A Level Commissaire in the applied for discipline for a minimum of 2 years. The person shall also have received a favourable review from the Provincial Chief Commissaire, or other provincially recognized competent authority for commissairing matters, in the province/territory in which they reside. **In addition, in order to be considered a candidate for National Para Cycling Commissaire Road or Track, the candidate must first also be a National Road or Track commissaire respectively.**
- 6.2.2 The person shall make an application to become a candidate to the CC who shall pass this application on the CCOC who will review this application at the next scheduled CCOC meeting. This application shall be supported by a letter of support from the Provincial Chief Commissaire or other provincially recognized competent authority for commissairing matters in the province/territory in which they reside. They shall also provide a letter of support from their licensing PSO.

- 6.2.3 The applicant shall provide a brief resume of their qualifications and cycling commissairing experience in the discipline for which they are applying to be a candidate.
- 6.2.4 The CCOC shall make a determination at their meeting whether or not to admit an applicant as a candidate. This decision shall in part be based on the eligibility criteria. However, the final decision shall always be at the discretion of the CCOC. If necessary, such matters may be decided by a vote of the CCOC.

6.3 Theoretical Component

- 6.3.1 The CCOC shall decide the dates and locations for the theoretical, practical and oral course components. The need to hold a course, the region in which the course is held, the time and date for the course will be based solely on an assessment by the CCOC of the needs and feasibility for a course at the current time.
- 6.3.2 The theoretical course shall consist of a classroom portion and a written exam. The classroom portion will consist of two to four days of training per discipline. Candidates are required to attend the entire course. The duration and content of the course may be modified from time to time by the CCOC. The course shall be presented by a UCI approved instructor who has been designated by the CCOC to present a particular course at a specific time and place.
- 6.3.3 The theoretical classroom portion of the course will be followed by a written exam. The exam shall cover any range of material within the discipline that is being presented. There is no requirement that any question cover only material specifically presented in the course. The exam may be modified from time to time by the CCOC. The duration of the exam shall be one to three hours per discipline, and the pass mark of the exam shall be 75%. The exam shall be marked by the presenter within 2 weeks of it being written, and the results of the exam shall be communicated to the CCOC and the CC staff member responsible for commissairing issues.
- 6.3.4 The CC staff member responsible for commissairing issues shall communicate the pass or fail decision to the individual candidates. The examiner shall courier the marked exam papers, at cost to the CC, to the CC within 30 days of the completion of the exam. All exam papers shall be kept by the CC for a period of three years, and may not be released.
- 6.3.5 Candidates who do not pass the written exam may retake the exam at a time and place decided by the CCOC. The candidate shall be given at least one month's notice of the exam. The candidate shall be required to pay a fee. The exam shall be administered by a UCI approved instructor who has been designated to present the exam by the CCOC. The exam may be changed

from time to time by the CCOC. The candidate is required to rewrite the exam within one year of writing the original exam. Should the candidate fail this second written exam, or fail to take the rewritten exam within the one year time period, he shall no longer be considered a candidate and shall be required to apply to attend the national commissaires course. The decision to readmit this applicant as a candidate shall be at the sole discretion of the CCOC, and there shall be no appeals of this decision except to the CAS. No one decision shall be considered precedent setting on another decision.

6.4 Oral Component

6.4.1 Once a candidate has successfully passed the written exam, they shall be required to take an oral exam. Such exam may take place immediately following the written exam, or may take place at any time within a 2 year period of completing the written exam. However, the candidate shall be required to take the oral exam prior to completing the practical exam. The oral exam may be modified from time to time by the CCOC, and shall be administered by a UCI approved instructor designated by the CCOC at a time and place designated by the CCOC. The candidate shall be given at least one week notice of the oral exam. The oral exam shall consist of between 3 and 5 questions for each discipline being examined. The pass mark for the oral exam shall be 75%. The results of the exam shall be communicated to the CCOC and the CC staff member responsible for commissairing issues. The CC staff member responsible for commissairing issues shall communicate the pass or fail decision to the individual candidates.

6.4.2 Candidates who do not pass the oral exam may retake the exam at a time and place decided by the CCOC. The candidate shall be given at least one week notice of the exam. The candidate shall be required to pay a fee. The exam shall be administered by a UCI approved instructor who has been designated to present the exam by the CCOC. The exam may be changed from time to time by the CCOC. The candidate is required to retake the oral exam within one year of doing the original oral exam. Should the candidate fail this second oral exam, or fail to take the second oral exam within the one year time period, he shall no longer be considered a candidate and shall be required to apply to attend the national commissaires course. The decision to readmit this applicant as a candidate shall be at the sole discretion of the CCOC, and there shall be no appeals of this decision except to the CAS. No one decision shall be considered precedent setting on another decision.

6.5 Practical Component

6.5.1 Once a candidate has successfully passed the written and oral exams, they shall be required to take a practical exam within 2 years of the theoretical course. The candidate shall be given at least one month's notice of the exam unless a shorter time is mutually agreed upon. The candidate shall not be

required to pay a fee for this exam. The exam shall take place at an event nominated by the CCOC and administered by a UCI approved instructor who has been designated to present the exam by the CCOC. The examiner shall provide a written evaluation on the appropriate form indicating their decision within 30 days of the practical exam. The results of the exam shall be communicated to the CCOC and the CC staff member responsible for commissaire issues. The CC staff member responsible for commissaire issues shall communicate the pass or fail decision to the individual candidates.

- 6.5.2** Candidates who do not pass the practical exam may retake the exam at an event decided by the CCOC. The candidate shall be given at least one month's notice of the exam, unless a shorter time has been mutually agreed upon. The exam shall be administered by a UCI approved instructor who has been designated to present the exam by the CCOC. The candidate is required to retake the practical exam within one year of doing the original practical exam. Should the candidate fail this second practical exam, or fail to take the second practical exam within the one year time period, he shall no longer be considered a candidate and shall be required to apply to attend the national commissaires course. The decision to readmit this applicant as a candidate shall be at the sole discretion of the CCOC, and there shall be no appeals of this decision except to the CAS. No one decision shall be considered precedent setting on another decision.

6.6 Status Award

- 6.6.1** Once a candidate has passed all components of the National Commissaires Exam, the CCOC shall review candidates application together with their results, and shall make a final determination as to whether or not a candidate shall be awarded the status of National Commissaire in the specific discipline applied for. The decision to award this status is at the final discretion of the CCOC, who may, if required, make this decision by vote. The CC staff member responsible for commissaire issues shall communicate the pass or fail decision to the individual candidates. There shall be no appeals of this decision except to the CAS. No one decision shall be considered precedent setting on another decision.
- 6.6.2** Awarding the status of National Commissaire shall not guarantee a person the right to commissaire at any events.

6.7 General

- 6.7.1** The examiner shall use any and all approved tools as laid down by the CCOC for the various exams. These tools may be modified from time to time by the CCOC.

- 6.7.2** A candidate may make a request for a summary of their performance in any of the phases of the process. The decision to provide this summary shall be at the sole discretion of the CCOC in consultation with the appropriate UCI approved examiner. This summary may require the paying of a fee, which may be set from time to time by the CCOC.
- 6.7.3** The CCOC may disqualify a candidate at any stage in the process if the candidate does not abide by the CC Commissaires Code of Conduct. There shall be no appeals of this decision except to the CAS. No one decision shall be considered precedent setting on another decision. The CCOC shall not be required to readmit a candidate who has been disqualified except if determined by the CAS.
- 6.7.4** A candidate may appeal the result of an exam to the CCOC. The appeal shall be made in writing, laying out the reasons for the appeal, and shall be accompanied by a non-refundable fee of \$200. The CCOAP will review the appeal submitted by the candidate. A decision of the appeal shall be made by a majority vote. The decision of the CCOAP shall be communicated to the candidate. The decision of the CCOAP shall be final.

6.8 Exceptions

- 6.8.1** Persons qualified as UCI International Commissaires shall be accorded the status of National Commissaire in the discipline for which they hold the UCI International Commissaire status.
- 6.8.2** Persons holding a status issued by another national cycling federation recognized by the UCI, but not qualified as a UCI International Commissaire, shall have their case reviewed on an individual basis by the CCOC who may require all, part, or none of the requirements laid down under the procedures above be met. No one case shall be considered precedent setting for another case. The decision of the CCOC in this matter shall not be open to appeal except to the CAS.
- 6.8.3** A person qualified as a National Commissaire or UCI International Commissaire in one discipline may be considered as a candidate in another discipline without meeting the 2-year requirement for A level status. This shall be decided on, on a case-by-case basis by the CCOC. No one case shall be considered precedent setting for another case. The decision of the CCOC in this matter shall not be open to appeal except to the CAS.

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 the CC.
- 7.3 This policy was approved by Cycling Canada Commissaires Committee on the 06 Dec 2005
- 7.4 Date of last review: **29 Jan 2011**
- 7.5 Original policy development lead: Wayne Pomario