

Cycling Canada Officials Committee (OC) Terms of Reference

Mandate

The Officials Committee (OC) advises and supports the Head of Development and Operations with the development and review of policy and regulations related to the development, evaluation and assignments of officials.

Responsibilities

1. Ratify the assignment process for national and international events in Canada
2. Plan for the ongoing recruitment and development of officials
3. Develop, review and implement officials certification programs
4. Oversee the evaluation of national level officials
5. Identify and develop professional development opportunities for commissaires
6. Recommend Canadian officials to UCI & ENC courses
7. Ensure the enforcement by officials in Canadian events of the CC/UCI rulebook
8. Review UCI rule changes and develop and implement appropriate National rule changes.
9. Receive and circulate provincial changes to National rules.
10. Develop effective tools for communicating with officials
11. Administer disciplinary matters related to Canadian officials

Authority

Ratify decisions in its area of responsibility and require additional rationale or review of the decision if it determines that policies or process were not followed in the decision making process.

- Develop program guidelines and procedures related to the development, assignment and evaluation of officials
- Form advisory sub-committees to work on specific aspects of its mandate.
- From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects
- Suspend officials for discipline relating to personal conduct

Accountability

- The OC is accountable to the Chief Development Officer (CDO) and the CEO for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies.

Officials Committee (OC) Skills Matrix and Selection Scoring

Area of expertise	
1	International Commissaires <ul style="list-style-type: none"> • Active as an international commissaires (Internationally) • Active as international commissaires (Nationally)
2	ENC & National commissaires <ul style="list-style-type: none"> • Active as an ENC commissaires (Internationally) • Active as an ENC commissaires (Nationally) • Active as a national commissaires
3	Sport Development <ul style="list-style-type: none"> • Understand the role of commissaires in athlete development • Understand the Canadian sport system • Understand the competition system in Cycling
4	Sport Administration <ul style="list-style-type: none"> • Budgeting • Policy development • Development of tools to support the committee mandate
5	Commissaire Education (International) <ul style="list-style-type: none"> • Active as an International Instructor /Evaluator • Active as a ENC Instructor / Evaluator • Ability to create commissaire training and development plans
6	Commissaire Education (National / Provincial) <ul style="list-style-type: none"> • Active as a National Instructor /Evaluator • Active as a Provincial / Evaluator • Ability to create commissaire training and development plans
7	Diversity <ul style="list-style-type: none"> • Men / Women • Diversity representation • Geographic representation
8	Sport Representation <ul style="list-style-type: none"> • BMX (Racing / Freestyle) • CX • Cycling For all • Esports • MTB (XCO / DH / Enduro) • Road (Para) • Track (Para)

Each committee member to be assessed against the categories above using the following scale:

Scoring:

0. No direct experience
1. Superficial experience / understanding
2. General experience / understanding
3. Extensive experience / understanding
4. Previous personal experience at a high level
5. Current personal experience at a high level

Cycling Canada Events Committee (EC) Terms of Reference

Mandate

The Events Committee (EC) assists with the development and review of policy related to the management of the national calendar. They advise the staff on the development and approval of the national calendar consistent with the vision of optimizing athlete's development and offering quality events to our members.

Responsibilities

The EC advises the (HDO) in the following areas:

1. Establish a bidding procedure for national championships, national series and other major UCI events in Canada.
2. Establish an annual national calendar that includes national championships, national series and other major UCI events in Canada.
3. Awards events according to organization policy, operating guidelines and bidding requirements.
4. Ensure CC and UCI sanctioned events meet UCI and/or CC standards.
5. Support the development of current and new event organizers.
6. Oversee the planning and the inclusion of new events and new disciplines
7. Provide guidelines for organizers of national championships, national series and other national calendar fixtures.
8. Provide guidance to PTSOs with regards to provincial championships and provincial events

Authority

The EC has the authority to:

- Ratify the national calendar as proposed by the staff, and require additional rationale or a review of the decision
- Develop program guidelines and procedures related to the bidding, awarding and evaluation of national calendar events
- Form advisory sub-committees to work on specific aspects of its mandate.
- From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Can schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects

Accountability

- Accountable to the Chief Development Officer (CDO) for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies.

Events Committee (EC) Skills Matrix and Selection Scoring

Area of expertise	
1	Organizing and Planning Events <ul style="list-style-type: none"> • Active organizer of cycling events • Active organizer of large scale events • Support the planning or execution of events • Support the development of bids for major cycling events
2	Event Promotion and Marketing <ul style="list-style-type: none"> • Active in sport promotion and marketing • Understand brand activation • Experience negotiating with partners / sponsors
3	Sport Development <ul style="list-style-type: none"> • Understand the role of events in athlete development • Understand the Canadian sport system • Understand the competition system in Cycling
4	Sport Administration <ul style="list-style-type: none"> • Budgeting • Policy development • Development of tools to support the committee mandate
5	Customer satisfaction / Memberships satisfaction <ul style="list-style-type: none"> • Experience in customer service
6	Compete / attendance at Cycling events <ul style="list-style-type: none"> • Compete at national / international Cycling events • Attend national / international Cycling events • Compete / attend other major sporting events
7	Diversity <ul style="list-style-type: none"> • Men / Women • Diversity representation • Geographic representation
8	Sport Representation <ul style="list-style-type: none"> • BMX (Racing / Freestyle) • CX • Cycling For all • Esports • MTB (XCO / DH / Enduro) • Road (Para) • Track (Para)

Each committee member to be assessed against the categories above using the following scale:

Scoring:

0. No direct experience
1. Superficial experience / understanding
2. General experience / understanding
3. Extensive experience / understanding
4. Previous personal experience at a high level
5. Current personal experience at a high level