

NATIONAL ASSIGNMENTS: ROAD COMMISSAIRE

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1. GOAL

- 1.1 To provide guidelines and selection criteria for assigning national and international level commissaires to national and international road races.

2. PRINCIPLES

- 2.1 All persons wishing to be assigned by the CCOC to national and international level road events should be aware of the process for assignment. The CCOC will set guidelines for the assignment process and will re-examine these guidelines on a yearly basis and adjust the criteria if required.

3. FIELD OF APPLICATION

- 3.1 This policy applies to all Canadian qualified National Commissaires (Road) and Elite National Commissaires (Road) resident in Canada, as well as International Commissaires (Road), who are eligible to be assigned to national and international level road events by CC, through the CCOC.

This policy does not describe the process for the assigning of commissaires by the UCI or by a PSO.

4. DEFINITIONS

- 4.1 **CC:** Cycling Canada
- 4.2 **CCOC:** Cycling Canada Officials Committee
- 4.3 **PSO:** Provincial Sports Organization. This shall be the CC recognized body for administering the sport of cycling in a province or territory
- 4.4 **UCI:** Union Cycliste Internationale/International Cycling Union
- 4.5 **National Commissaire – Road:** A road commissaire who has followed an accredited National Commissaire course, and has met the requirements of becoming a National level Road Commissaire as defined by the CCOC and is on the current list of National Commissaires (Road).

- 4.6 Elite National Commissaire – Road:** A road commissaire who has been awarded the status of Elite National Commissaire on the Road by the UCI after completing an accredited Elite National Commissaire course and is on the current list of approved Elite National Commissaires.
- 4.7 International Commissaire – Road:** A road commissaire who has been awarded the status of International Commissaire (Road) by the UCI and is on the current roster of approved International Road Commissaires (Road).
- 4.8 National Race:** A road event whose bid has been accepted and placed on the CC National Calendar, for example, Canada Cup Series and National Championships.
- 4.9 International Race:** A road event whose bid has been accepted by the UCI and placed on the International Calendar.
- 4.10 Zone:** A region within Canada defined by the CCOC.

5. POLICY STATEMENT

- 5.1** The CCOC is committed to a standard and fair means of assigning road commissaires who are capable of properly exercising the role of a nationally assigned commissaire at a road race. 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.
- 5.2** The primary responsibility for making CC assignments rests with the CC staff member(s) responsible for commissaires. The CCOC retains final approval authority.

6. PROVISIONS

6.0 AVAILABILITY

- 6.0.1** The CCOC must indicate the allocations available to the commissaires according to 3.1.
- 6.0.2** Available assignments must be classified by zone.
- 6.0.3** Commissaires must indicate their availability for assignments to the CCOC based on the zone in which they reside and with the CCOC specifications. For development purposes, Commissaires may also indicate their willingness to attend events outside their zone.
- 6.0.4** Only Commissaires who have indicated their availability shall be considered for the assignments except when an assignment is made for developmental reasons.

6.1 ASSIGNMENT PROCESS NATIONAL EVENTS

- 6.1.1** For those events the President of the Commissaires Panel will be assigned by the CCOC.

- 6.1.2** It is possible that other positions could be assigned by the CCOC should a province not have enough experienced and qualified officials to fill in all required positions.
- 6.1.3** In assigning commissaires, when possible, effort will be made to assign commissaires reasonably close to the event in order to keep travel costs to a minimum.
- 6.1.4** Language abilities will be a consideration when assigning commissaires in Quebec as well as possibly regions in New Brunswick and Ontario.
- 6.1.5** The remaining members of the Commissaire Panel will be assigned by the host PSO. These commissaires will at minimum be National Commissaires (Road). The PSO will also assign two provincial level assistants.

6.2 ASSIGNMENT PROCESS INTERNATIONAL EVENTS

- 6.2.1** The Panel of Commissaires will be assigned by either the UCI or CCOC, according to the current UCI regulations.
- 6.2.2** The CCOC will, as a priority, assign International Commissaires (Road). If the positions cannot be filled with International Commissaires (Road), then Elite National Commissaires (Road) or National Commissaires (Road) may be assigned if allowed by the relevant UCI regulations, according to the UCI prioritization formula. In this case priority shall be given to Elite National Commissaires (Road). The same selection criteria as detailed in 6.2.3 shall be applied.
- 6.2.3** When assigning Commissaires to international events, who shall at minimum be National Commissaires (Road), the CCOC will take the following criteria into consideration:
- The Commissaire shall be currently licensed and in good standing. They shall have no pending disciplinary issues against them
 - Skill and merit
 - Development and upgrade requirements
 - Specific requirements for monitoring
 - Zones
 - Requirements as laid down by the UCI Regulations
 - Availability
- 6.2.4** If the position demands specific language requirements, this may be considered.
- 6.2.5** The host PSO shall be responsible for assigning a further 6 commissaires, two of which shall at minimum be National Commissaires (Road). This number may be increased if required by the UCI Regulations.

6.3 ASSIGNMENT PROCESS NATIONAL CHAMPIONSHIPS

- 6.3.1** The CCOC shall assign all five members of the Commissaire Panel.
- 6.3.2** At minimum, one member of the Commissaire Panel shall be assigned from outside of the host PSO.
- 6.3.3** When assigning the members of the Commissaire Panel, who shall at minimum be National Commissaires (Road), the CCOC will take the following criteria into consideration:
- The Commissaire shall be currently licensed and in good standing. They shall have no pending disciplinary issues against them
 - The President of the Commissaire Panel shall be a UCI International Commissaire (Road)
 - Skill and merit
 - Development and upgrade requirements
 - Specific requirements for monitoring
 - Zone
 - Availability
- 6.3.4** International Commissaires (Road) shall have priority over Elite National Commissaires (Road) who shall have priority over National Commissaires (Road).
- 6.3.5** Language abilities will be a consideration when assigning commissaires in Quebec as well as possibly regions in New Brunswick and Ontario.
- 6.3.6** The host PSO shall assign a further four commissaires who shall at minimum be Provincial Level Commissaires. This number may be increased at the request of the CCOC, CC, or the assigned President of the Commissaire Panel in consultation with the CCOC.

6.4 DISCIPLINARY CONSIDERATIONS

- 6.4.1** When assigning commissaires to events, the CCOC will take into account any existing or pending disciplinary actions against commissaires by PSOs, CC, the UCI, or any other body that the CCOC deems to have a legitimate effect on the sport or its image or conduct.
- 6.4.2** Commissaires who fail to provide the CCOC with the required race reports and/or race results, as applicable, within 30 days of the end of the event, may be removed from the list of commissaires eligible to be assigned to events.

6.4.3 Notwithstanding the above provisions, **conduct that violates this policy is subject to actions identified in other CC policies and procedures, including but not limited to the Complaints & Discipline Policy.**

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 the CCOC.

7.3 This policy was approved by the Cycling Canada Commissaires Committee on 08 Apr, 2005.

7.4 Date of last review: **February 15, 2021.**

7.5 Original policy development lead: Louise Lalonde.