

Scope of the Policy

This policy applies to all Commissaires working at events sanctioned by Cycling BC, or to Commissaires assigned by Cycling BC to domestic national or international events. Otherwise, the policies and regulations of the CCA and UCI apply.

Communication with Commissaires

Cycling BC communicates with its Commissaires only via electronic means, namely its web site and e-mail. In some circumstances, Cycling BC may also elect to contact individual Commissaires via telephone. As a result, all active Commissaires must register an e-mail address and telephone number with Cycling BC.

Only in the case of matters concerning a possible disciplinary action against a Commissaire, may communication be carried out in writing, via post.

Commissaire Licensing and Minimum Activity Levels

In principle, Cycling BC believes that a Commissaire must remain active and occasionally participate in professional development activities in order to remain competent. Cycling BC also believes that a person should not be eligible to hold a Commissaire's license unless they have current knowledge of the regulations and standard officiating procedures for each particular discipline (or commit to specific actions intended to regain currency), and intend to officiate within the current season.

All Commissaires active in BC, whether they or BC residents or not, must possess an international license valid for the current year, regardless of discipline or level of qualification; otherwise, their services shall not be used until such time that a valid license is obtained.

Commissaires are no longer considered "active" in any particular discipline if they go for more than 1 season without accepting at least 1 event, at a minimum of a provincial level, in that discipline.

Commissaires who are newly considered inactive will instead have "trained" status. "Trained" Commissaires maintain this status for at most 2 seasons from the start of the season beginning when they were first considered inactive.

Commissaires with "trained" status may return to "active" status upon the occasion of applying for a Commissaires license within the discipline(s) in which they are inactive. If such Commissaires are in their second season of inactivity in one or more disciplines, they must agree to undertake a professional development activity, one of either working with a mentor for their first assignment in each such discipline, or participate in a Cycling BC Commissaire conference relevant to that discipline.

Commissaires inactive long enough to no longer be considered "trained" shall be removed from the "trained" list, and must re-take a Commissaire course in each discipline in which they were formerly

certified, prior to re-licensing and becoming active in each such discipline. In such a case, the Commissaire shall be permitted to re-license with the highest level of certification that they achieved prior to becoming inactive. At their option, such former officials can also opt to write a challenge examination in order to be recertified at their former level in the discipline; the examination will be based upon the current UCI regulations, Cycling BC policy, and proficiency with the officiating techniques considered to be necessary for Commissaires certified at the officials' former level. The passing grade for the challenge examination is 75%.

In any case, Cycling BC shall not issue a Commissaire license to any Commissaire inactive in the discipline in question for more than 1 season, without the person first satisfying the conditions noted above.

Code of Conduct

All Commissaires who are licensed as such by Cycling BC must sign the Code of Conduct for Commissaires each year on the occasion of applying for their license. Cycling BC also requires Commissaires to be familiar with and adhere to the responsibilities specified in the "Code of Commissaire Rights and Responsibilities".

Should it be found that a Commissaire is in material violation of the Code of Conduct, or Code of Rights and Responsibilities, the Cycling BC Officials' Committee may issue a reprimand, require additional training or specific actions to correct the situation, decide not to use that Commissaire's services in any manner that it may determine, or issue a suspension up to and including final exclusion. All such decisions by the Committee will be administered according to the terms of the Cycling BC Appeals Policy.

Commissaire Training, Professional Development, and Upgrades

Cycling BC believes that through their work, the Commissaires strive to provide the best possible sporting conditions for the riders at the races in which they officiate. To that end, Cycling BC values experience, effort, and a willingness to learn over length of tenure when considering officials for upgrade or promotion.

In order to advance to a higher level of certification at the provincial level, a combination of training and practical experience is required, according to the following table. In order to make recruitment as an official more attractive and less time consuming, the first level of each discipline is available as a self study course; in these cases, after following the self study course, candidates must pass an examination prior to being licensed and able to practice as a Commissaire.

The minimum standards to qualify as a Commissaire in any discipline are specified in the table below.

Mountain Bike		Judge	Provincial 'B'	Provincial 'A'	Recommend to National Course
		Online study, pass "Judge" examination.	Pass the "B" Commissaire course. Course is open to judges with experience at a minimum of 6 downhill events and 6 cross country events. Any Cycling BC sanctioned event qualifies.	Has worked at an additional 8 provincial events (minimum) and has passed the "Chief" Commissaire course and a practical evaluation.	Without respect to any CCA policies that may apply, Provincial A, and Chief at a Provincial Race at least once, or national status in another discipline and a good amount of provincial
BMX		Provincial 'C'	Provincial 'B'	Provincial 'A'	experience and minimum "B" qualification in the discipline.
		Online study, pass "C" examination.	Pass the "B" Commissaire course. Course is open to "C" Commissaires with experience at 12 races. Any Cycling BC sanctioned event qualifies.	Has worked at an additional 8 provincial events (minimum) and has passed the "Chief" Commissaire course and a practical evaluation.	
Road	Timekeeper	Judge	Provincial 'B'	Provincial 'A'	
	Online study, pass "Time-Keeper" examination.	Online study, pass "Judge" examination. Admittance to Judge examination is open to Timekeepers with experience at a minimum of 6 races. Any Cycling BC sanctioned event qualifies.	Pass the "B" Commissaire course. Course is open to judges with experience at a minimum of 6 races. Any Cycling BC sanctioned event qualifies.	Has worked at an additional 8 provincial events (minimum) and has passed the "Chief" Commissaire course and a practical evaluation.	
Track			Pass the "B" Commissaire course. Course is open to judges with experience at a minimum of 6 races. Any Cycling BC sanctioned event qualifies.	Has worked at an additional 8 events at any level of sanction (minimum) and has passed the "Chief" Commissaire course and a practical evaluation.	

Cyclo-cross			<i>Provincial 'B'</i>	<i>Provincial 'A'</i>	
			<i>Pass the "B" Commissaire course. Course is open to judges with experience at a minimum of 6 races. Any Cycling BC sanctioned event qualifies.</i>	<i>Has worked at an additional 4 provincial events (minimum) and has passed the "Chief" Commissaire course and a practical evaluation.</i>	

The Cycling BC Officials' Committee is the final authority concerning all provincial Commissaire upgrades. Commissaires are upgraded at the point in time that they complete the necessary requirements. It is important to note that the CCA Officials' Committee is the final authority concerning all upgrades to national status, and all applications for consideration to attend an International Commissaire course.

Commissaire Assignments

Commissaires are assigned to provincial races for each discipline according to the sanction level of the event. The following table defines the minimum number of officials and minimum acceptable qualifications. In cases where there is a difference between the preferred number of officials and the minimum number, the preferred number is listed in parenthesis. At its option, Cycling BC may require that the preferred number of officials is used for any particular race.

Commissaires assigned by Cycling BC must be paid the current honorarium and per diem and have their travel expenses reimbursed to the level described by this policy.

For races where the Commissaires are provided by the host club, the club is still obligated to pay the Commissaires the honorarium and expense rates defined by this policy. However, the Commissaires have the right to waive all of their fees and expenses, or a portion of them, should they wish. In no circumstance may any race organization compel a Commissaire to waive their honorarium or expenses.

All organizers of races sanctioned by Cycling BC must comply with this Commissaire Assignment policy and must accept and fully pay any officials assigned by Cycling BC.

	<i>Club Race</i>	<i>Provincial Race</i>	<i>BC Cup</i>
<i>Road RR*</i>	<i>1 (3), provided by host club, any level</i>	<i>5 (7), appointed by Cycling BC</i>	<i>5 (7), appointed by Cycling BC</i>
<i>Road TT</i>	<i>1, provided by host club, any level</i>	<i>3 (5), appointed by Cycling BC</i>	<i>3 (5), appointed by Cycling BC</i>
<i>Road Crit*</i>	<i>1, provided by host club, any level</i>	<i>5 (7), appointed by Cycling BC</i>	<i>5 (7), appointed by Cycling BC</i>

<i>Road SR*</i>	<i>3, provided by host club, any level</i>	<i>5 (7), appointed by Cycling BC</i>	<i>5 (7), appointed by Cycling BC</i>
<i>MTB – XCO*</i>	<i>1, provided by host club, any level</i>	<i>3 (4), appointed by Cycling BC</i>	<i>3 (4), appointed by Cycling BC</i>
<i>MTB – DHI/DHM*</i>	<i>1, provided by host club, any level</i>	<i>3 (4), appointed by Cycling BC</i>	<i>3 (4), appointed by Cycling BC</i>
<i>MTB – XCM</i>	<i>1, provided by host club, any level</i>	<i>3 (4), appointed by Cycling BC</i>	<i>3 (4), appointed by Cycling BC</i>
<i>BMX</i>	<i>1 (3), provided by host club, any level</i>	<i>3 (5), appointed by Cycling BC</i>	<i>3 (5), appointed by Cycling BC</i>
<i>Track</i>	<i>1 (3), provided by host club, any level</i>	<i>5 (7), appointed by Cycling BC</i>	<i>5 (7), appointed by Cycling BC</i>
<i>Cyclo-cross</i>	<i>1, provided by host club, any level</i>	<i>3 (5), appointed by Cycling BC</i>	<i>3 (5), appointed by Cycling BC</i>

** The number of Commissaires assigned may depend upon the event schedule, particularly in the case of Road events where one or more caravans may use the course at the same time, or MTB events which incorporate multiple disciplines. In these cases, more Commissaires are usually required.*

Assignments to races listed on the provincial calendar are proposed by Cycling BC staff and with oversight by the Cycling BC Officials' Committee; the committee may veto or alter assignments with a majority vote.

Once appointed, a notice of assignment will be sent to each Commissaire; each appointee will have 1 week in which to accept or refuse the assignment. Failure to respond will indicate a refusal.

Notices of assignment will be sent by e-mail to the Commissaire's registered e-mail address, only.

Cycling BC will attempt to assign Commissaires according to their availability and frequency of assignment preferences, to races at which they are qualified to officiate. However, no guarantee is made that any individual Commissaire will receive a minimum number of assignments, or preferred assignments.

Finally, upon request, Cycling BC will attempt to assign up to half of the Commissaires' Panel from the pool of officials (if any) who are members of the host club or team.

Commissaire Uniforms

Except as described by the UCI and CCA policy and regulations, Commissaires who officiate at events sanctioned by Cycling BC will wear the official uniform provided by Cycling BC.

The uniform is not to be worn except when working at a race.

Whenever Cycling BC creates a new version of its Commissaire uniform, the first item of clothing will be given to active Commissaries free of charge; additional items may be purchased at cost.

Commissaires new to BC and those who undergo provincial training for the first time will also receive a uniform item at no cost.

Commissaire Expenses and Honoraria

Commissaires assigned by Cycling BC must be compensated by the race organizer as follows:

- The full amount of all honoraria is paid for each day or portion of a day that the presence of the Commissaire is required, including official practice days
- Timekeepers, Judges, and Provincial 'C' commissaries are paid a daily honorarium of \$60.
- All other Commissaires are paid a daily honorarium of \$110, except for the Chief Commissaire at the event, who is paid \$135 as this position involves greater responsibility and attention to certain administrative requirements
- Commissaires may not charge an honorarium for travel days
- The full amount of the honorarium and expenses must be paid to the Commissaires no later than the end of the last race of the event in question

Meals

No per diem is payable; Commissaires are expected to recover the cost of food and minor expenses from their daily honorarium. However, where the event schedule does not allow time for the Commissaires to leave the race site at normal meal times, the race organization must supply the Commissaires with any meal that is missed. In such circumstances, the amount of the honorarium may not be reduced.

Travel Expense Reimbursement

Organizers must reimburse reasonable travel expenses of assigned Commissaires as follows:

- In every discipline, Commissaires must be reimbursed for their travel expenses. The only exception is when one or more dependent family members or spouse of the Commissaire participate in the race in question; in this case, the Commissaire would have travelled to the event anyway, as such, no travel expense is payable in this case
- Round trips under 100 km: a flat fee of \$15 is charged, or \$25 for the driver if 2 or more Commissaires travel to the race in the same vehicle
- Round trips of 100 km or more: mileage is paid at a rate of \$0.37 / km
- In the event that a race spans multiple days and the combined distances of all round trips exceeds 100 km, then the Commissaire may charge \$0.37 for the full multi-day distance travelled

- Regardless of the full distances travelled, any ferry fares or road tolls are must be reimbursed in full
- In the case of particularly long distance travel, a Commissaire must determine the cost of a flight to and from the race site (including airport parking or taxi fare to and from the airport, whichever is less). If a flight is taken, the race organization is responsible to transport the Commissaire to and from the destination airport. Once estimated costs are determined, the Commissaire must compare the cost of travel by air with the estimated round trip mileage cost (as determined by Google maps), and regardless of the travel method chosen, may only charge the race organization for the amount of the lowest cost travel method.

Accommodation

Commissaires who travel more than 100 km (round trip) for an event such that the schedule spans 2 or more days, or who regardless of distance, must travel to or from Vancouver Island, must be offered lodging by the organizer. If the Commissaire chooses to use alternate lodging or decides to stay at home, they are paid mileage and / or ferry fare for only a single return trip. For single day events, if the Commissaire must travel more than a 200 km round trip, they organizer must offer them lodging for a single night (either pre or post event, at the Commissaire's discretion).

In any case, Cycling BC expects that Commissaires will choose the travel method that is least expensive for the organizer, unless it is extremely inconvenient (to be approved by Cycling BC in advance, on a case by case basis).

Provincial Chief Commissaires

Cycling BC recruits a Provincial Chief Commissaire for each of the following disciplines each year, no later than February 28 of that year, and no earlier than October 1 of the year end immediately prior. The disciplines in which a Provincial Chief Commissaire is elected are:

- Road (also representing Track and Cyclocross Commissaires)
- Mountain Bike
- BMX

In order to be eligible for election as a Provincial Chief Commissaire, all candidates must at minimum, be certified as Provincial "A" Commissaires for the discipline in question.

Selection Process

For each such position, calls for nominations for a single "Provincial Chief Commissaire" for that discipline will be sent to the pool of active (see above) Commissaires for that discipline. The call for nominations will be sent via e-mail to each Commissaire on the active list for the discipline in question.

The nomination period will close at midnight 7 days from the date that the call for nominations was sent. Nominations will only be accepted via e-mail.

Once nominations have been received, eligible candidates (potential candidates must also be on the list of active Commissaires for the discipline in question) will be sent an e-mail message asking if they accept the nomination; such nominees have 48 hours to respond.

In the event that only a single legitimate candidate is nominated within each discipline mentioned above, then that person will be acclaimed at the end of the nomination period. Should no eligible nominations be forthcoming, the Cycling BC Board of Directors will appoint officials as necessary to fill these roles.

In the event that 2 or more eligible nominations for a Provincial Chief Commissaire position are received, a vote will be held. Votes will be received by an internet survey which protects the anonymity of the voter. Ballots will be scrutinized by Cycling BC staff and destroyed following any election. Votes must be cast during a 7 day period following the election announcement, which will be sent by e-mail to the pool of active Commissaires for the discipline in question. In case of a tie, the Candidate with the highest level of certification in the discipline will be chosen, followed by tenure as a Cycling BC Commissaire, if necessary.

Cycling BC Officials' Advisory Committee

The Cycling BC Officials' Advisory Committee has the following purpose:

- To recommend policy relating to Commissaires to the board of directors
- To oversee the process by which Commissaires are trained, upgraded, disciplined, and appointed
- To oversee the work of the Director of Technical Programs as it relates to Commissaires
- To evaluate and revise the Commissaire Development Plan

The Committee Structure is as follows:

- Director of Technical Programs
- Provincial Chief Commissaire, Road / Track / Cyclo-cross
- Provincial Chief Commissaire, Mountain Bike
- Provincial Chief Commissaire, BMX