**Communiques – The why and how to**

Communiques are the only official way commissaires have to notify riders and managers of changes to the information presented in the technical guide and communicate official information - such has announcing the number of laps or revised schedule, etc. It is also how penalties are communicated to riders and teams. A mass email sent by the organizer, although helpful to communicated changes, doesn’t replace the communique notification posted on the official posting board on site.

The format is simple – it includes a header, main body and footer. Templates are available for Cycling BC, Cycling Canada and UCI sanctioned events.

**Header**

The following information must be listed in the header section the communique

Communique from the **{highest governing body that sanction the event}** Commissaire Panel No. X

1. Name of the event
2. Class (provincial A-AAA, national, UCI 1-3) Format (XCO, DH, TT) Category
3. Location Date Time the communique gets posted
4. Subject line

**Main Body**

The main body contains the information the college wants to convey to the riders.

Example**:** the revised number of laps for the Junior Expert and Elite categories, or new start location for the DH due to weather conditions, etc.

Should a specific rule applies – the rule number must be included as does the wording of the rule itself (copied from the rulebook).

If you are addressing a penalty to a racer – the name of the riders and plate number must appear in the subject line.

The rule that has been broken must be listed in the body of the communique as does the resulting penalty.

Example: Rider #45 – Jane Doe – verbally abused the chairlift operator during the training session on {date and time} as witnessed by multiple riders and other mountain staff.

Rule: 4.15.001 – article 24 - Insult, threats, inappropriate behaviour.

Penalty: Fine amount (between 50-200 as determined by panel of commissaire)

**Footer**

The footer will include President of the Commissaire Panel information

1. Last Name, First Name
2. Signature