**COMMUNIQUES HOW-TO v.2024.03.21**

**Why and How**

Commissaires use ***communiques*** to notify riders and managers of changes to previously published technical guides and communicate important safety and event. These documents also include penalties awarded to racers and team staff that infringe upon the rules of a competition rules.

A mass email sent by the organizer, although helpful to communicate changes, DOES NOT replace the communique posted by race commissaires.

**Format**

Communiques use a simple format, as per below

**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 of posting
4. Subject line

**Main Body**

The main body contains the information the PCP 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 apply – the rule number must be included as well as the wording of the rule itself (copied from the rulebook).

When issuing/addressing penalties, the rider’s name 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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Communiqué from the Commissaires Panel**

Name of the race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Format: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_ : \_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:

**The President of the Commissaires Panel :**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Communiqué from the Commissaires Panel**

Name of the race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Format: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_ : \_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:

**The President of the Commissaires Panel :**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Communiqué from the Commissaires Panel**

Name of the race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Format: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_ : \_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject:

**The President of the Commissaires Panel :**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_