



Commissaire Policy

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Scope of Policy

This policy applies to all Commissaires working at events sanctioned by the ABA, or to Commissaires assigned by the ABA to domestic national or international events. Otherwise, the policies and regulations of the CCA and UCI apply. This policy will be reviewed every two years.

Communication with Commissaires

The ABA communicates with its Commissaires only via electronic means, namely its web site and email. Main point of contact is the Road/Track/Cross Coordinator, (roadtrackcross@albertabicycle.ab.ca). In some circumstances, the ABA 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 the ABA.

In the case of matters concerning a possible disciplinary action against a Commissaire, communication may include the ABA Executive Director.

Commissaire Licensing and Minimum Activity Levels

In principle, the ABA believes that a Commissaire must remain active and occasionally participate in professional development activities in order to remain competent. The ABA 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 Alberta, whether they or Alberta 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. The ABA will bear the cost of Commissaire licenses in Alberta. Commissaires are no longer considered "active" in any particular discipline if they go for more than 2 consecutive seasons without accepting at least 1 event, at a minimum of a provincial level, in that discipline.

Commissaires inactive for more than 2 consecutive seasons will be removed from the Commissaire 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 any case, the ABA shall not issue a Commissaire license to any Commissaire inactive in the discipline in question for more than 2 consecutive seasons, without the person first satisfying the conditions noted above.

Code of Conduct

All Commissaires who are licensed as such by the ABA must sign the Code of Conduct for Commissaires each year on the occasion of applying for their license. The ABA 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 **Commissaire Code of Conduct, or the ABA Code of Conduct and Ethics**, the ABA 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 will be administered according to the terms of the ABA Discipline and Complaints, and the Appeals Policy.

Commissaire Training, Professional Development, and Upgrades

Prospective commissaires must first complete the provincial Commissaire ‘Level C’ Course for a chosen discipline, which will be made available for each cycling discipline from time to time. These courses will review the basics of each cycling discipline and will teach individuals how to prepare for races as a Commissaire, and the rules essential to officiating. This is the first level for Commissaires to get involved in officiating at races. The training is designed as the theoretical component for the Provincial C level.

Completion of this entry-level course grants you a ‘Technical Assistant (TA)’ level certification.

Commissaires will then be invited to complete 2 - 4 event assignments in their discipline of choice and will be expected to gain practical experience by shadowing an active Commissaire in an unpaid role.

Upon completion of the required TA assignments and positive evaluations, TA’s will then be upgraded to a provincial ‘Level C’ certification. From this point forward, all assignments will be paid roles.

All Commissaires are also must complete Safe Sport training through the Coaches Association of Canada (free of charge).

The following table provides a guideline for upgrading of provincial level Commissaires.

Level	Sanctioning Body	Requirements to be licensed at this level	Events that you can work at this level	Minimum requirements to proceed to upgrade	Minimum time at a level
Technical Assistant (TA)	ABA	<ul style="list-style-type: none">- Eager to learn and work long hours- Be 16 years of age or older- Attend Provincial Level C course in specific discipline – pass written exam where required- Gain basic awareness of the Commissaire roles under supervision at a number of events	Provincial, regional, and club level races	Minimum of 2 races as a Technical Assistant (TA) at the provincial level	1 year or less
Commissaire C	ABA	<ul style="list-style-type: none">- Completed the minimum requirements of a Technical Assistant (TA)- Gain working knowledge of Commissaire roles specific to the	Provincial, regional, and club level races	Minimum of 2 races as a Technical Assistant (TA) at the provincial level	2 years as Commissaire C before requesting upgrade to B

		<p>discipline under minimal supervision at a number of events.</p> <ul style="list-style-type: none"> - Recommendation of Provincial Chief Commissaire for upgrade - Recommendation approved by SCA Technical Committee - Certified as a Commissaire C in the discipline 			
C to B	ABA	<ul style="list-style-type: none"> - Certified as a Commissaire C in the discipline - Assist Commissaires at provincial level races - Gain proficiency and master the skills of Commissaire roles specific to the discipline without guidance at a number of events - Recommendation of Provincial Chief Commissaire for upgrade - Recommendation approved by SCA Technical Committee - Certified as a Commissaire B in the discipline 	<p>Provincial, regional, and club level races</p> <p>Assistant Commissaire (Member) at national level races</p>	Minimum of 5 races as a Commissaire C at the provincial level	1 - 2 years as Commissaire B before requesting upgrade to A
B to A	ABA	<ul style="list-style-type: none"> - Certified as a Commissaire B in the discipline - Job shadow Chief Commissaire at 2 provincial level races - Work as Chief Commissaire at 2 provincial level races - Pass a practical evaluation as Chief Commissaire at a provincial race - Gain mastery of Commissaire roles specific to the discipline at a number of events - Provide guidance to others with less experience - Demonstrate strong problem solving, communication and interpersonal skills - Recommendation of Provincial Chief Commissaire for upgrade - Recommendation approved by SCA Technical Committee - Pass the A-level exam specific to the discipline (as available) - Certified as a Commissaire A in the discipline 	<p>Provincial, regional, and club level races</p> <p>Chief Commissaire at provincial, regional, and club level races</p> <p>Commissaire (Member) at National level races</p> <p>Assistant Commissaire (Member) at international level races</p>	Minimum of 5 races as a Commissaire B at the provincial level	2 years as Commissaire A before attempting national level exam

Provincial 'A' Commissaire Exam

Cycling Canada has developed a standardized exam for Commissaires who want to achieve their Provincial A status in each discipline. Each exam contains thirty questions; Commissaires will have one hour to complete them. The exams are broken down into categories (e.g., general regulations, equipment and clothing, etc.), and questions are randomly selected from a pool of questions for each category.

These evaluations will be offered for a cost per participant. A login must be created by Cycling Canada for each individual taking the exam. Before the course, instructors will be given directions for administration.

If you are interested in using these exams for your Provincial A course, please contact learning@cyclingcanada.ca for details.

National / UCI Level Commissaires

The following table provides a guideline for upgrading of National / UCI level Commissaires.

Level	Sanctioning Body	Requirements to be licensed at this level	Events that you can work at this level	Minimum requirements to proceed to upgrade	Minimum time at a level
A to National	CCC	<ul style="list-style-type: none"> - Follow the CC National Commissaire course - Pass a written, oral and practical exam - President of the Commissaires Panel at a minimum of 2 provincial races - Panel member at a minimum of 1 national event - Recommendation of Provincial Chief Commissaire 	<ul style="list-style-type: none"> - Panel member at provincial and national races - Panel member at international races 	None	2 years
National to UCI Elite National (Road, MTB, BMX, Track)	UCI	<ul style="list-style-type: none"> - Apply to the CCOC to be considered for the course - Be accepted by the CCOC to be nominated to attend the course - Be accepted by the National Federation host of the course subject to any limitations imposed by the NF and/or UCI - Follow the Elite National Commissaire course - Pass a written and oral UCI ENC exam 	<ul style="list-style-type: none"> - Panel member at provincial races - Panel member at national level races 	Minimum of 3 races	None
Elite National to UCI (Road, MTB, BMX, Track) Or National to UCI (CX)	UCI	<ul style="list-style-type: none"> - Work various positions on the Panel including 2 different positions on a national or international Panel in the required discipline - Apply to the CCOC to be considered for the UCI course 	<ul style="list-style-type: none"> - Work at all races in the specific discipline 	Minimum of 5 races	None

		<ul style="list-style-type: none"> - Be an Elite National Commissaire where applicable - Be accepted by the UCI - Pass the written and oral UCI exam - Pass the practical UCI exam - Must be between 25 and 50 years of age 			
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National Commissaire

- Be certified as an 'A' level Commissaire in the discipline (or a National Commissaire in another discipline)
- Attend the National Commissaire course for the discipline
- Pass a written examination
- Pass a practical examination at a national or international event

International Commissaire

- Be certified as a National Commissaire in the discipline for at least 2 years
- Successfully complete the requirements specified in the UCI Regulations concerning the training of International Commissaires

National Level Maintenance

To maintain a national certification, the Commissaire must work a minimum of 2 races annually. A Commissaire with multiple certifications must work at 1 race / year in each discipline certified.

A Commissaire who has lost their certification may recertify by taking the relevant discipline's exam. The Commissaire shall apply to the CC staff member responsible for Commissaires in order to recertify, and this application need be approved by the CCOC.

The timing and location of the exam shall be at the discretion of the CCOC. In the case of the Commissaire failing the exam, the Commissaire will be required to retake the course.

To maintain provincial/territory certifications, refer to the provincial/territory associations policies.

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, the ABA may require that the preferred number of officials is used for any particular race.

Commissaires assigned by the ABA will 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 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 the ABA must comply with this Commissaire Assignment policy and must accept and fully pay the expenses associated with officials assigned by the ABA.

Race Type	Club Race	AB Cup/Provincial
Road Race*	1 (3), provided by host club, any level	5 (6) appointed by ABA
Time Trial	1 (3), provided by host club, any level	3 (5) appointed by ABA
Crit	1 (3), provided by host club, any level	3 (5) appointed by ABA
MTB XCO*	1, provided by host club, any level	3 (4) appointed by ABA
MTB DH	1, provided by host club, any level	3 (4) appointed by ABA
MTB XCM	1, provided by host club, any level	3 (4) appointed by ABA
MTB Enduro	1, provided by host club, any level	2 (4) appointed by ABA
BMX	2 (3), provided by host club, any level	8 (12) appointed by ABA
Track	1 (3), provided by host club, any level	4 (7) appointed by ABA
Cyclo-cross	1, provided by host club, any level	3 (5) appointed by ABA
Cycling for All (Gravel, Fondo)	1, provided by host club, any level	1 appointed by the ABA, any level

* 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 that incorporate multiple disciplines. In these cases, more Commissaires are usually required.

Assignments to races listed on the provincial calendar are proposed by ABA staff and with oversight by the Chief Commissaire.

Notices of assignment will be on a shared google document, sent by e-mail to the Commissaire's registered e-mail address. The ABA 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, the ABA 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 the ABA will wear the official uniform provided by the ABA. The uniform is not to be worn except when working at a race.

Commissaires new to the ABA will receive a uniform item at no cost, once they commit to working a provincial race. The free uniform only applies to the first discipline for which the Commissaire is trained (e.g., if a person takes training in road and mountain bike (two courses), only one uniform will be awarded). A new uniform will not be provided to those re-taking a course after an inactive period or when a refresher course is required.

Commissaires will be provided a new uniform after three active years of duty. The 3-year active period does not have to be three successive years (e.g., a 3-year active period could be 2 active years, an inactive year, and an active year). Additional items may be purchased at cost at any time.

The free uniform will include 1 commissaire shirt and 1 baseball cap.

Commissaire Expenses and Honoraria

Commissaires assigned by the ABA 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
- All Commissaires are paid a daily honorarium according to the chart below
- 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 XX days after the event in question
- In cases where ABA directly pays the commissaires, payment will be done through electronic means. It is the responsibility of the commissaire to provide to correct details to the ABA for direct deposit or e-transfer

	Chief	Panel
Road Race	\$100	\$75.00
MTB XCO	\$100	\$75.00
MTB DH	\$100	\$75.00
MTB XCM	\$135	\$105
MTB Enduro	\$100	\$75.00
BMX	\$40	\$40
Track	\$135	\$105
Cyclo-cross	\$100	\$75.00
Cycling for All (Gravel, Fondo)	\$100	

Meals

During the event, the race organizer is expected to provide food and refreshments for the Commissaires. The race organizer will also be responsible for covering the cost of meals associated with events that occur over more than one day (e.g., supper and breakfast for an event that occurs over two days). The commissaire is required to submit an expense form and the receipts from any meals.

Commissaires may not expense a meal where the meal was provided by the race organizer

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 compensation will be half of normal rates
- Mileage is paid at a rate of \$0.55 / km
- Commissaires are expected to travel together wherever possible to reduce the cost of reimbursement to the organizer, if commissaires choose not to travel together, when possible, they may be eligible for only half the normal rates.