

2025 Commissaire Policy

Ontario Cycling

Version 1

December 10th 2024

Scope

This policy applies to all Commissaires working at assigned races sanctioned by Ontario Cycling (OC) or to Commissaires assigned by OC to national or International races. Otherwise, the policies of Cycling Canada (CC) and Union Cycliste Internationale (UCI) apply.

Code of Conduct

Commissaires are expected to adhere to the OC Code of Conduct and Ethics. They must read the Code of Conduct & Ethics the first time they apply for their license and confirm that they have re-read it annually on their application form when they apply for a license.

If a commissaire is found to be in material violation of the OC Code of Conduct and Ethics, OC may issue a reprimand, require additional training or specific actions to address the situation, issue a suspension, or may decline to use the services of the Commissaire in any manner it shall determine. Where issues of suspension from OC are being considered, the provisions of the OC Discipline & Complaints Policy will apply.

Communication

Communication with the commissaires will be done primarily through e-mail and sometimes by phone or video conference. Commissaires must ensure that their current e-mail and phone number are on file with OC when they purchase their license and through the ComMgr platform. OC Commissaires is expected to respond to email communications within 72 hours or less.

Licensing

Before being assigned to any race, Commissaires are required to hold a UCI Technical License valid for that year. The appropriate national code indicating the discipline and commissaire level must be shown on the license.

Licenses with a Commissaire Designation may be issued to those who have held them in the past, as long as they are designated as holding an active status.

Minimum Activity Levels

Commissaires are expected to remain active and knowledgeable about current regulations and standards. They are responsible for having current copies of the relevant UCI and National rules even if these are not supplied by OC.

National, Elite National, and international level officials, who are considered active by CC or the UCI, but do not work at Provincial level races are exempt from these requirements. They are considered to have 'active status' for Provincial level races.

Club events do not qualify as events towards holding an 'active status' as they are not OC assigned events

It is the responsibility of OC, in consultation with the Provincial Leads to maintain an up-to-date list of the activity status of all Commissaires.

To be considered active, Commissaires must work as an official or as a mentor at a minimum of one race in a two-year period in their discipline and participate in workshops and professional development activities. If an official indicates availability but is not assigned (due to a large number of officials on the roster), there will be an exemption to this policy. If a person has successfully completed their TA assignments, they are moved to active status for that year. Commissaires must attend the Annual Commissaire Meetings for their respective discipline. Commissaire meetings will be done by video call. If a Commissaire is unable to attend, they must notify OC in advance.

Commissaires with inactive statuses will not be issued a commissaire license code. This does not apply to commissaires considered active at the CC or UCI level by Cycling Canada.

To return to 'active status', they must work with a mentor for two races. They will be re-licensed up to the highest level of certification they received before becoming inactive. Returning to National status or higher is governed by CC.

Training and Upgrades

OC values motivation, effort, diplomacy, integrity, communication skills, willingness to learn and performance over length of tenure when considering officials for upgrade.

The tables below list the minimum requirements to be licensed at each level. These standards function in conjunction with the minimum activity levels. For example, a Technical Assistant who has not officiated in their discipline for two consecutive seasons is considered inactive.

The OC Officials Committee, composed of the Provincial Leads for each discipline is the authority concerning all provincial Commissaire upgrades and recommends officials to CC for national courses.

CC makes the final selection for National courses and recommends officials to Elite National or International courses.

Any request for exemptions to the provincial standards listed below must be submitted by e-mail to both the Officials Committee and the Ontario Cycling Office.

Course Progression	Sanctioning Body	Requirements to be licensed at this level:
General Commissaire Course	Ontario Cycling	<ul style="list-style-type: none"> • Be 16 years of age or older • Must be a member in good standing of OC
Discipline-Specific Provincial C Introductory Commissaire Training	Cycling Canada	<ul style="list-style-type: none"> • Pass the General Commissaire Course • Member in good standing with OC
Technical Assistant Certified	Ontario Cycling	<ul style="list-style-type: none"> • Pass Discipline-Specific Provincial C Introductory Commissaire Training Course • Member in good standing with OC
Provincial Level 'C' Certified	Ontario Cycling	<ul style="list-style-type: none"> • Successfully complete 3 x unpaid assignments as a Technical Assistant (new commissaires) • Successfully complete 2 x unpaid assignments as a Technical Assistant (transfer commissaires) • Received 'Meets Expectations' from President of the Commissaire Panel • Member in good standing with OC
Provincial Level 'B' Certified	Ontario Cycling	<ul style="list-style-type: none"> • Have a Level C License Code • Have worked a minimum of three races at Provincial 'C' • Have worked at least once as a finish judge at a Provincial level race • Received the recommendation of the Provincial Lead Commissaire • Recommended time before requesting upgrade to Provincial 'B': 1 year at Provincial 'C' • Member in good standing with OC
Provincial Level 'A' Certified	Ontario Cycling	<ul style="list-style-type: none"> • Have a Provincial B License Code • Have worked a minimum of five races at Provincial 'B'

		<ul style="list-style-type: none"> • *Pass OC Provincial A course exam • Assigned and evaluated as PCP at a Provincial level race for the purposes of qualifying for Provincial 'A' • Demonstrated strong problem solving, communication and inter-personal skills • Received the recommendation of the Provincial Lead Commissaire and the Officials' Committee • Recommended time before requesting upgrade to Provincial 'A': 2 years at Provincial 'B' • Member in good standing with OC
National	CC	<ul style="list-style-type: none"> • Meet the requirements of CC for qualification • Receive the written recommendation of OC and the Provincial Lead Commissaire • PCP commissaire at a minimum of 2 provincial races • College member at a minimum of 1 national event • Follow the national commissaire course • Pass a written, oral and practical exam • Recommended time before requesting consideration for National Course: 2 years or as per CC requirements • Member in good standing with OC
Elite National	UCI	<ul style="list-style-type: none"> • Refer to the requirements of CC and the UCI
International	UCI	<ul style="list-style-type: none"> • Refer to the requirements of CC and the UCI

Request for Upgrades

Requests for upgrades must be submitted by e-mail to both the Discipline specific Provincial Lead and Ontario Cycling describing how the requirements have been

met. Once OC confirms that the individual is a member in good standing, the Provincial Lead will bring the recommendation forward to the Officials' Committee for consideration and will notify the candidate of the result. The Provincial Lead may also recommend upgrades.

Commissaire Assignments

Provincial Commissaire assignments are made by the Provincial Lead for each discipline, in consultation with the OC Officials' Committee.

OC values professionalism, motivation, effort, diplomacy, communication skills, team skills, diplomacy, integrity, willingness to learn and overall performance over length of tenure when considering officials for assignment. Requests for assignments and the assignments are made and published on the ComMgr website.

At least one month before the first race of the season, OC will contact by email all active Commissaires and those requiring Technical Assistant assignments regarding their interest and availability to work races on the calendar.

Commissaires have at least one week to respond in ComMgr indicating their availability and preferences for races they are qualified to officiate.

OC, in consultation with the Provincial Leads, will make the assignments and present the list of assigned commissaires to the OC Officials' Committee. Commissaires will be notified of the assignments by email and have one week to respond if they are unable to accept the assignment. During the season, OC will work with the Provincial Leads to fill any vacancies.

OC Staff and Provincial Lead will endeavor to assign Commissaires according to their preferences. However, there is no guarantee that assignment requests can be met. Holding the status of commissaire does not in and of itself confer the right to be given an assignment.

Event Organizers are required to provide safe, inclusive, and barrier-free accommodation to all commissaires. Commissaires of the same gender should not be required to share a room but it is permitted for commissaires to share a room if they so choose. If a commissaire is required to be on site before 7am, and their drive is longer than 2 hours, the organizer is required to provide overnight accommodation the night before.

Background Check and Safe Sport

Commissaires will be required to complete a background check. OC will provide each commissaire a link through sterling backcheck to complete. Once completed OC received confirmation that it has been completed. All background checks are valid for 5 years. Commissaires will not be able to work as a commissaire at an OC event until the background check has been completed.

All commissaires are strongly encouraged to complete the Safe Sport course. The course is a free 90-minute online course done through [the locker](#).

Commissaire Panel

Members of the commissaire panel include all commissaires who are assigned to officiate at an event. The President of the Commissaire Panel (PCP) ultimately makes the final decision for all sport technical issues and consults the commissaire panel for any disputes. If a member of the commissaire panel chooses to make an operations or logistics decision that affects the event (i.e. Caravan vehicles, membership, start lists, etc.) the member must inform the PCP, who will confirm with the Event Organizer for final approval. If in doubt, always ask the PCP or the Event Organizer.

President of the Commissaire Panel (PCP)

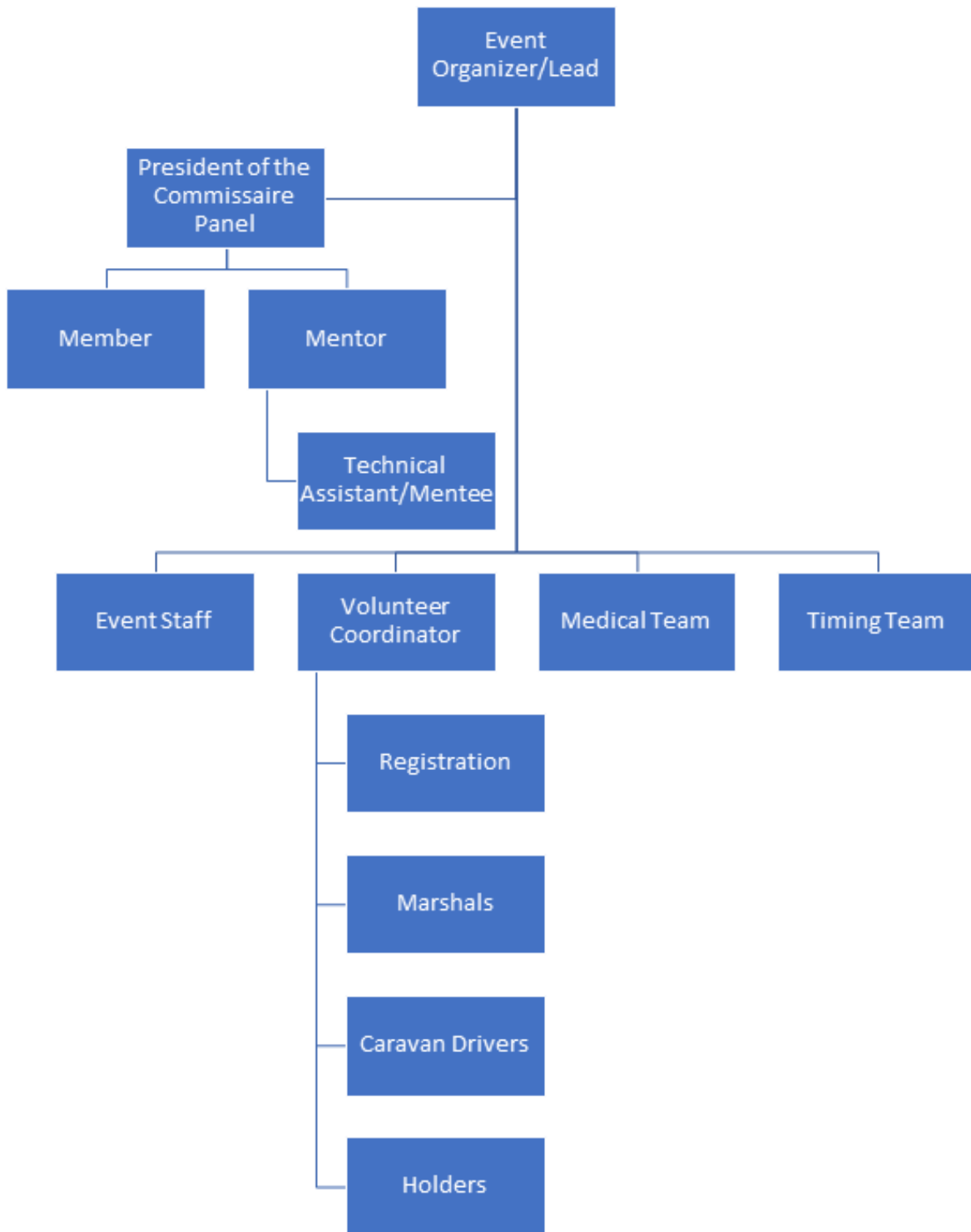
The PCP is the head official that is assigned to an event. They are responsible for the entire panel of commissaires that they will work with. They also work directly with the Event Organizer to ensure the smooth running of the event. The PCP is responsible for all sport technical aspects of the event; however, the PCP must work collaboratively with the Event Organizer when making any changes that affect the operations and logistics of the event (i.e. Caravan vehicles, membership, registration, start lists, etc.) All operations and logistics change requests must be reviewed and approved by the Event Organizer, so that they may trouble shoot or communicate changes effectively to their staff, volunteers and participants. If in doubt, always ask the PCP and/or the Event Organizer.

Ultimately, the Event Organizer is responsible for the overall operations and success of the event, not the PCP. It is the Event Organizer who will speak with all contractors and liaise/provide information to the PCP if/when required. The PCP must include the Event Organizer in all discussions and decisions. Unless it is an emergency, the PCP is not to speak directly with contractors (i.e. medical staff, volunteers, police, etc.) regarding event day changes without including the Event Organizer. In case of an emergency mid-race, the PCP must advise the Event Organizer immediately about any decisions that have been made.

The PCP is responsible for the following:

- Providing all pre-event information to the panel 3 days prior to the start of the event with the following information: technical guide, schedule of the day/weekend, specific role information, expectations, new rules, etc.
- Hold pre and post-event meetings to brief and discuss matters relating to the event. All meetings should be held in a private/secluded location, away from spectators, athletes, parents, and volunteers, so that open conversation may take place without anyone overhearing.
- Complete the Post-Event Report and submit it to the OC Office no later than 5 days post-event. Failure to do so may result in not being assigned as PCP at future events.

Organizational Chart



Commissaire Uniforms

In alignment with the UCI Commissaires' Uniforms guide, all commissaires are required to wear the official OC light blue oxford uniform shirt and beige chino trousers or shorts when officiating. This is the official commissaire uniform and all assigned commissaires will be required to wear it when officiating at Ontario Cycling assigned and sanctioned events.

Commissaires must not wear their commissaire uniform when they are not assigned by OC to officiate at sanctioned events or when visiting OC sanctioned events. This includes transfer commissaires who are completing Technical Assistant positions in a different discipline. Any commissaire wearing the shirt outside of approved commissaire assignments will be issued a fine of \$50.00.

Upon completion of a discipline-specific Provincial 'C' Certification, each commissaire will be given a light blue Officials Uniform shirt. Pants/shorts will not be supplied by Ontario Cycling.

Commissaire Honorariums

Commissaire Honorariums (*per 9-hour event day*) are as follows:

PCP	\$150
Finish Judge/Secretary	\$125
Member	\$100
*MTB PCP Course Inspection	\$75
**Mentor	\$100
***Technical Assistant (Mentee)	\$0

An overtime rate at \$10/hour over 9 hours will apply.

A 9-hour day is calculated starting one hour before the first scheduled event and ending 30 minutes after the conclusion of the last event of the day.

*For MTB, for the PCP Course Inspection of \$75 to qualify as earning this honorarium, the PCP must:

- Contact the race organizer and inform them if they will be completing an inspection of the course during the pre-ride. The course must be substantially marked before the inspection.
- Meet with the OC Staff Lead, event organizer, and technical delegate (as applicable) at the race venue to discuss the course, any changes (if required), and answer any questions had by all parties prior to racing.
- If an inspection or post-inspection meeting is not completed, the PCP Course Inspection rate of \$75 will not be applied.
- An OCup course inspection is not required if the OCup is part of a National or International competition and the OCup course has already been approved for the National or International races.

**Mentors will be provided meals, as well as reimbursed for mileage and accommodation.

***Technical Assistants will be provided lunch but will not be reimbursed for mileage and accommodation.

Commissaire Mileage, Per Diem, Expense, and Reimbursement

Commissaires are expected to make every effort to carpool to events. If two or more commissaires are sharing a ride, only **one person** can claim mileage. The mileage rate is \$0.55/km.

Per diems can only be claimed if meals are not provided during the event. Per Diems are as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$25

Commissaires must take the most economical form of transportation to an event possible. If it is determined that taking a rental car is the most economical form and this is made available by the organizer, this must be used. In the circumstance a commissaire refuses to take the most economical form, they will only be eligible to receive mileage reimbursement equivalent to the most economical form. Insurance on rental vehicles can be covered under OC's Insurance policy. Please contact the office if you require additional paperwork to send to the rental agency.

All commissaires are expected to complete the OC Commissaire Expense Form and submit it to the Event Organizer at maximum 5 days post-event. Failure to do so may result in a loss of expense coverage.

Provincial Lead Selection Process

Provincial Leads are selected by majority vote from Commissaires who meet the requirements in the following paragraph:

Commissaires are eligible to nominate and vote in the election for Provincial Lead if

- a) They hold a UCI license that is current in the year the election is taking place.
- b) They have a license code in the relevant discipline of Provincial Level C or higher.
- c) They are considered active under the terms of this policy.

OC will select the date for the election at least two months before the end of the

term of the Provincial Lead.

The OC office will send a call for nominations by e-mail to all active Commissaires in the discipline. Nominations will close at midnight 7 business days from the time the call for nominations was made. Nominations will only be accepted by e-mail.

Once the nomination window has closed, the OC office will send candidates an email asking them if they accept the nomination. They have two business days to respond.

If two or more qualified nominees accept the nomination, a vote will be conducted in such a way as to protect the voter's anonymity.

If only one qualified candidate emerges, the person will be acclaimed at the end of the nomination period.

Prior to the vote, each candidate will submit a short bio and position statement of approximately 150 words indicating what they will bring to the position of Provincial Lead. They may also submit a photo if they choose. The OC office will circulate this information to commissaires eligible to vote 3 business days before the vote is conducted.

The vote will be conducted over 2 business days using an online form. At the end of that period, the OC will announce the result of the vote.

If there is a tie, the official with the highest level of certification will be chosen. If there is a further tie, the Lead will be selected based on the number of years of experience as an OC Commissaire.

If there are no nominations, then the OC President & CEO will appoint a Provincial Lead.

For more information on the role of the Provincial Lead and the eligibility requirements please review the OC [Officiating Terms of Reference](#)

Policy Review and Modification

This policy will be reviewed annually by OC Event Staff, OC President & CEO and the OC Officials Committee. Additional reviews may be requested by the OC President & CEO. Exceptions may be considered under special circumstances.