

Commissaire Policy

Policy Owner:	OC Events Department	Version:	3.0
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Related Policies:	OC Code of Conduct & Ethics, Discipline & Complaints Policy, OC Commissaire Companion Guide, OC Commissaire Onboarding Manual		

1) Scope

- a) 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.

2) Code of Conduct

- a) 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.
- b) 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 Commissaire Discipline & Complaints Policy or the OC Discipline & Complaints Policy may apply.

3) Communication

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

4) Requirements

a) Licensing

- i) 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.
- ii) 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.

b) Background Check and Safe Sport

- i) Commissaires will be required to complete a background check. OC will provide each commissaire a link through Sterling Backcheck to complete. Once completed, OC will receive confirmation that it has been completed along with the status of the clearance. All background checks are valid for 3 years. Commissaires will not be able to work at an OC event until the background check has been completed. Annual Declaration forms must be filled out each year in between a new background check being completed.
- ii) All commissaires are to complete the NCCP Safe Sport course. The course is an online course available through the Locker (coach.ca).

c) Minimum Activity Levels

- i) 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.
- ii) 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.
- iii) 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.
- iv) 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 Technical Assistant (TA) assignments, they are moved to active status for that year. It is mandatory for all active Commissaires to attend the Annual Commissaire Meetings for their respective discipline. Commissaire meetings will be conducted by video call. If a Commissaire is unable to attend, they must notify OC in advance.
- v) 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.
- vi) 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.

5) Becoming a Commissaire

a) Training and Upgrades

- i) OC values team players who demonstrate motivation, effort, diplomacy, integrity, communication skills, willingness to learn and performance over length of tenure when considering officials for upgrade.
- ii) 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.
- iii) The OC Commissaire 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.
- iv) Any request for exemptions to the provincial standards listed below must be submitted by email to both the OC Commissaire Committee and the Ontario Cycling Office.

Course / Level	Sanctioning Body	Requirements
General Commissaire Course	Ontario Cycling	Be 16 years of age or older. Must be a member in good standing of OC.
Discipline-Specific Provincial C Introductory Training	Cycling Canada	Pass the General Commissaire Course. Member in good standing with OC.
Technical Assistant Certified	Ontario Cycling	Pass Discipline-Specific Provincial C Introductory Training Course. Member in good standing with OC.
Provincial Level C Certified	Ontario Cycling	Successfully complete 3 unpaid TA assignments (new) or 2 (transfer). Received 'Meets Expectations' from PCP. Member in good standing with OC.

Provincial Level B Certified	Ontario Cycling	Have a Level C License Code. Worked a minimum of 3 races at Provincial C. Worked at least once as a finish judge at a Provincial level race. Recommendation of the Provincial Lead. Recommended time: 1 year at Provincial C. Member in good standing with OC.
Provincial Level A Certified	Ontario Cycling	Have a Provincial B License Code. Worked a minimum of 5 races at Provincial B. Pass OC Provincial A course exam. Assigned and evaluated as PCP at a Provincial level race. Demonstrated strong problem solving, communication and inter-personal skills. Recommendation of the Provincial Lead and Officials' Committee. Recommended time: 2 years at Provincial B. Member in good standing with OC.
National	CC	Meet CC requirements. Written recommendation of OC and Provincial Lead. PCP at a minimum of 2 provincial races. College member at a minimum of 1 national event. Follow the national commissaire course. Pass written, oral and practical exam. Recommended time: 2 years or per CC requirements. Member in good standing with OC.
Elite National / International	UCI	Refer to the requirements of CC and the UCI.

b) Request for Upgrades

- i) Requests for upgrades must be submitted by email to both the Discipline specific Provincial Lead and OC Event Staff 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 Commissaire Committee for consideration and will notify the candidate of the result. The Provincial Lead may also recommend upgrades.

6) Working as a Commissaire

a) Commissaire Assignments

- i) Provincial Commissaire assignments are made by OC. OC values professionalism, motivation, effort, diplomacy, communication skills, team skills, integrity, willingness to learn and overall performance over length of tenure when considering officials for assignment. Requests for assignments and assignments are made and published on the ComMgr website.
- ii) 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 7:00 AM and their drive is longer than 2 hours, the organizer is required to provide overnight accommodation the night before.

b) Commissaire Assignment Process

- i) The goal of the Commissaire Assignment Process is to provide guidelines and procedures on the selection of officials by OC for provincially sanctioned races. The process applies to all OC officials who are eligible to be assigned to provincial and regional level events.
- ii) OC and OC Commissaire Committee are committed to ensuring a fair and consistent process for assigning commissaires who are qualified to officiate at a provincial level. OC Event Staff will be responsible for assigning commissaires, with the OC Commissaire Committee having final approval of assignments.
- iii) At least 6 weeks 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.
- iv) OC, in consultation with the Provincial Leads, will make the assignments and present the list of assigned commissaires to the OC Commissaire 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.

- v) OC will endeavour 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.
- vi) The following criteria will be considered when assigning commissaires:
 - (1) Licensed and in good standing, with no pending disciplinary issues
 - (2) Skill and merit
 - (3) Upgrade requirements for future officiating levels
 - (4) Specific roles required for monitoring commissaire development
 - (5) Location proximity to event
 - (6) Availability

c) Commissaire Panel

- i) 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 wishes to suggest a change to an event that is either an operations or logistics decision affecting the event (i.e. caravan vehicles, membership, start lists, etc.), they must inform the PCP and the OC Event Lead. No changes should be made without final approval by the OC Event Lead. If in doubt, always ask the PCP or the Event Lead.

d) President of the Commissaire Panel (PCP)

- i) The PCP is the head official assigned to an event. They are responsible for the entire panel of commissaires they will work with and work directly with the OC Event Lead & Event Organizer to ensure the smooth running of the event.
- ii) The PCP is responsible for all sport technical aspects of the event; however, the PCP must work collaboratively with the OC Event Lead & Event Organizer when making any changes that affect the operations and logistics of the event.
- iii) All operations and logistics change requests must be reviewed and approved by the Event Organizer & OC Event Lead so that they may troubleshoot or communicate changes effectively to their staff, volunteers and participants. If in doubt, always ask the PCP, OC Event Lead and/or the Event Organizer.
- iv) Providing all pre-event information to the panel 3 days prior to the start of the event, including: technical guide, schedule of the day/weekend, specific role information, expectations, new rules, etc.
- v) Hold pre and post-event meetings to brief and discuss matters relating to the event. All meetings should be held in a private and secluded location, away from spectators, athletes, parents, and volunteers.
- vi) Complete the Post-Event Report (both an Event evaluation and an Officials evaluation) 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 or a hold on payment of expenses.
- vii) PCPs for off-road events (MTB/CX) are strongly encouraged to walk each course checking that appropriate safety, course marking, and technical features have been set up according to the level of competition. MTB course checks must be performed no later than 1 day before competition start. CX course checks can be performed same day as competition, no later than 1 hour before the first start of the day. If a course check cannot be performed, the PCP must advise the Event Organizer and OC Events Lead no later than 1 day before competition.
- viii) Ultimately, the Event Organizer is responsible for the overall operations and success of the event, not the PCP. The PCP must include the Event Organizer & OC Event Lead in all discussions and decisions. Unless it is an emergency, the PCP is not to speak directly with contractors regarding event day changes without including the Event Organizer & OC Event Lead. In the case of an emergency mid-race, the PCP must advise the Event Organizer & OC Event Lead immediately about any decisions made.

7) Organizational Chart

8) 2026–2027 Commissaire Honorariums

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

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

- i) An overtime rate of \$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.
- ii) For MTB, the PCP Course Inspection rate of \$75 applies when the PCP: contacts the race organizer regarding the inspection; the course is substantially marked before inspection; meets with the OC Staff Lead, event organizer, and technical delegate at the race venue. If an inspection or post-inspection meeting is not completed, the \$75 rate will not be applied. An OCup course inspection is not required if it is part of a National or International competition and the OCup course has already been approved for those races.

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

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

- b) Commissaire Mileage, Per Diem, Expense, and Reimbursement

- i) 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.
- ii) Per diems can only be claimed if meals are not provided during the event:

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

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

9) Commissaire Uniforms

- a) 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 OC assigned and sanctioned events.

- b) 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 club events and transfer commissaires 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.
- c) Upon completion of a discipline-specific Provincial C Certification, each commissaire will be given a light blue Officials Uniform shirt. Pants and shorts will not be supplied by Ontario Cycling.

10)Commissaire Wellbeing and Inclusion

a) Commitment

- i) Ontario Cycling is committed to providing a sport officiating environment that is safe, welcoming, and respectful for all commissaires regardless of race, ethnicity, national or ethnic origin, Indigenous identity, sex, gender identity or expression, sexual orientation, age, disability, religion, or socioeconomic status.
- ii) OC recognizes that commissaires perform a demanding, often volunteer-adjacent role and that their physical and psychological wellbeing directly impacts the quality and safety of sanctioned events.

b) Principles

- i) Every commissaire has the right to officiate in an environment free from harassment, discrimination, and abuse.
- ii) Concerns raised by commissaires regarding their wellbeing or inclusion will be treated seriously, addressed promptly, and handled with confidentiality.
- iii) OC is committed to removing barriers that may prevent qualified individuals from becoming or remaining commissaires.
- iv) Commissaires who raise concerns in good faith are protected from retaliation.

c) Mental Health and Workload

- i) OC acknowledges that officiating can be stressful, particularly in high-pressure race environments, when managing conflicts, or when working in extreme weather conditions.
- ii) Commissaires are encouraged to communicate concerns about workload, scheduling, or event conditions to the Provincial Lead or OC Event Staff Lead at any time.
- iii) No commissaire will be penalized for declining an assignment due to health or personal wellbeing reasons when reasonable notice is provided.
- iv) OC will endeavour to offer reasonable recovery time between back-to-back multi-day event assignments.

d) Accessibility and Accommodation

- i) OC is committed to accommodating commissaires with disabilities to the point of undue hardship, consistent with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Commissaires who require accommodation are encouraged to speak with OC Event Staff in confidence.

e) Reporting Concerns

- i) Commissaires who experience or witness harassment, discrimination, or conduct that undermines inclusion are encouraged to report it using the OC Commissaire Incident Report or by contacting OC Event Staff or the Provincial Lead directly. Reports will be handled in accordance with the OC Discipline & Complaints Policy. Confidentiality will be maintained to the greatest extent possible.

11)Digital Communication Policy

a) Purpose

- i) This policy establishes expectations for all digital and electronic communications conducted by commissaires in connection with their officiating duties with OC. It supports Safe Sport principles and ensures that all communications remain professional, transparent, and respectful.

b) Scope

- i) This policy applies to all forms of digital communication used in connection with OC officiating duties, including but not limited to email, text messaging, social media platforms, instant messaging applications (e.g. WhatsApp, Basecamp, Messenger), video calls, and any other electronic communication channel.

c) General Standards

- i) All digital communications related to OC officiating duties must be professional, respectful, and consistent with the OC Code of Conduct and Ethics.
- ii) Communications that are harassing, discriminatory, threatening, or otherwise contrary to the Code of Conduct are prohibited.
- iii) Commissaires must not use their commissaire role or association with OC to influence, endorse, or promote commercial products, political views, or personal interests through digital channels without prior written approval from OC.

d) Communications Involving Participants

- i) When communicating with athletes, team officials, or event participants in relation to officiating duties:
 - (1) Communications should be conducted through official, non-private channels where possible (e.g. group messages, official email threads).
 - (2) One-on-one private messaging with minor athletes is not permitted under any circumstances.
 - (3) Parents or guardians must be included in any digital communications directed to minor athletes.
 - (4) Commissaires should avoid communications that could be perceived as creating a personal relationship beyond the officiating context.

e) Social Media

- i) Commissaires may not post, share, or comment on social media in a way that: identifies, criticizes, or embarrasses individual athletes, organizers, or officials; discloses confidential event or panel information; or brings OC into disrepute.
- ii) Commissaires are encouraged to positively represent the officiating community through appropriate social media engagement but should always exercise discretion and judgment.
- iii) Commissaires must not post photographs or video of minor athletes without confirmed parental consent.

f) Confidentiality of Panel Communications

- i) Discussions that occur within commissaire panels, including pre-event briefings, post-event debriefs, or panel deliberations regarding protests or decisions, are confidential. This information must not be shared publicly or disclosed to athletes, teams, media, or other unauthorized parties, including through digital channels.

g) Concerns and Reporting

- i) Any commissaire who receives or witnesses inappropriate digital communications from another commissaire, official, athlete, or organizer in connection with OC activities is encouraged to report it to the Provincial Lead or OC Event Staff using the Commissaire Incident Report. All reports will be handled in accordance with the OC Discipline & Complaints Policy.

12) Conflict of Interest

a) Purpose

- i) A conflict of interest arises when a commissaire's personal, financial, or other interests may or may appear to, compromise their impartiality, independence, or objectivity in carrying out their officiating duties. This section establishes OC's expectations for identifying, disclosing, and managing conflicts of interest.

b) Guiding Principle

- i) Commissaires must at all times act in the best interests of fair and impartial officiating. Where any real or perceived conflict of interest exists or may arise, commissaires are required to disclose it promptly. The goal of this policy is not to exclude commissaires from assignments unnecessarily, but to protect the integrity of the event and the confidence of participants in OC's officiating.

c) What Constitutes a Conflict of Interest

- i) A conflict of interest may arise where a commissaire has:
 - (1) A close personal relationship (e.g. family member, domestic partner, close friend) with a registered athlete, team official, or event organizer at an assigned event
 - (2) A current membership, coaching role, or volunteer position with a club whose athletes are registered at an assigned event
 - (3) A financial relationship with an event organizer or sponsor (other than the standard OC commissaire honorarium)
 - (4) An unresolved personal dispute or complaint involving an athlete, team, or organizer at an assigned event
 - (5) Any other interest that could reasonably be perceived to affect their impartiality

d) Disclosure Requirements

- i) Commissaires must disclose any potential conflict of interest as soon as it becomes known, ideally before accepting an assignment, or at minimum at the pre-event briefing. Disclosure is made to the PCP and/or the Provincial Lead, as appropriate. Disclosure is always preferable to non-disclosure. A commissaire who is uncertain whether a situation constitutes a conflict is encouraged to raise it with the Provincial Lead or OC Event Staff for guidance.

e) Management of Conflicts

- i) Once a conflict has been disclosed, the PCP or Provincial Lead will determine the appropriate response. This may include: no action, where the conflict is assessed to be minimal and unlikely to affect impartiality; reassignment of specific duties within the event (e.g. the commissaire does not serve in roles likely to directly affect the relevant athlete or club); or full reassignment away from the event.
- f) The following table provides guidance for common conflict situations:

Situation	Required Action
Commissaire has a close personal relationship (family member, child, domestic partner, close friend) with a registered athlete or team official at the assigned event	Disclose to Provincial Lead and PCP as soon as the conflict is identified; PCP or Provincial Lead determines whether reassignment is required
Commissaire is a current member, coach, or volunteer of a club whose athletes are registered at the assigned event	Disclose to PCP at or before the pre-event briefing; PCP assesses whether the commissaire's role is likely to involve decisions affecting that club's athletes and may reassign specific duties accordingly
Commissaire has a financial relationship with an event organizer or sponsor (other than standard OC honorarium)	Disclose to OC Event Staff and Provincial Lead before accepting the assignment; OC Event Staff determines whether to reassign
Commissaire has an unresolved personal dispute or complaint involving an athlete, team, or organizer at the event	Disclose to Provincial Lead; Provincial Lead determines whether reassignment is appropriate to protect the integrity of the event

Commissaire is uncertain whether a relationship or interest constitutes a conflict	Err on the side of disclosure; contact the Provincial Lead or OC Event Staff for guidance
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g) Non-Disclosure

- i) Failure to disclose a known conflict of interest may be treated as a Minor or Major Infraction under the Disciplinary Actions section (Section 28) depending on the circumstances and any resulting impact on event integrity.

h) Record Keeping

- i) All disclosures and the responses taken will be documented by the Provincial Lead or OC Event Staff and retained in the commissaire's file.

13) Ontario Cycling Commissaire Committee & Provincial Leads

a) Commissaire Committee

- i) The Commissaire Committee is an advisory committee of Ontario Cycling. It works with the office staff in the planning, implementation and co-ordination of assignments, evaluations, programming, clinics and resources for the development of commissaires in Ontario.

ii) Composition

- (1) The composition of the Commissaire Committee shall be:
 - (a) Chair: OC Event Staff Lead
 - (b) 3 x Provincial Leads (Road, Track, Off-Road)
 - (c) 1 x General Member (an individual who also holds a commissaire's license as appointed by Ontario Cycling). If there is an Ontario member of the Cycling Canada Officials Committee, that person will be the General Member. Otherwise, the member will be appointed by OC. The role of the General Member is to act as liaison between the National Sport Organization and the Provincial Sport Organization and is responsible for any matters outside of discipline-specific items.

iii) Requirements

- (1) All members of the Commissaire Committee must at a minimum be a Provincial Level A Commissaire with active status, a current UCI license with a license code of Provincial Level A or higher in the relevant discipline, an excellent knowledge of the rules, solid practical experience, and the time to devote to the organizational aspects of being a Lead.

Note: The Off-Road Lead must have the above eligibility requirements in both MTB and CX to be eligible for nomination.

iv) Term

- (1) The term of a Provincial Lead is two (2) years. A Provincial Lead may serve up to three (3) consecutive terms. The Track Lead and General Commissaire terms commence June 1, while Road and Off-Road terms commence December 1.

v) Key Duties

- (1) The Committee will perform the following key duties:
 - (a) Working with the OC Event Lead on the organization and monitoring of the Organization's officiating clinics
 - (b) Organizing and monitoring of officiating evaluations and testing
 - (c) Working with the OC Event Lead on the development of resources for the Organization's officials
 - (d) Working with the OC Event Lead in monitoring the certification of all registered officials with the Organization
 - (e) Working with the OC Event Lead to create an officiating pathway for all officials

- (f) Working with the OC Event Lead to ensure that all documentation and policies are reviewed and updated on an annual basis
- (g) Working with the OC Event Lead to provide an annual list of officials in Ontario with their status
- (h) Working with the OC Event Lead to create communication for the officiating community including, but not limited to, evaluation process, upcoming events, and professional development opportunities
- (i) Working with the OC Event Lead on the creation of a mentorship program for upcoming officials and a pathway for recruitment
- (j) Working with the OC Event Lead on monitoring the training of officiating instructors and evaluators
- (k) Management and updating of the OC Commissaire Companion Guide, including an annual review
- (l) Reviewing the event Guidelines and providing feedback for updates and changes
- (m) Communicating effectively with the OC Event Lead and OC Team
- (n) Maintaining the integrity of the Organization

vi) Authority

- (1) The Committee is an operating and advisory committee of the Organization on matters relating to officiating and officiating development and recruitment in Ontario.

vii) Meetings

- (1) The Committee will meet via video conference or in person as required, with meetings held at the call of the OC Event Staff Lead. There will be one meeting per quarter for a total of 4 meetings per year.

viii) Resources

- (1) The Committee will receive the necessary resources from the Organization to fulfill its mandate. The Committee may, from time to time, request and receive administrative support from the Organization.

ix) Reporting

- (1) The Committee will report and post all documentation on the Organization's SharePoint drive through the OC Co-Chairs, including meeting minutes, recommendations, and any other relevant material.

x) Approval and Review

- (1) The President & CEO will review these Terms of Reference on a regular basis, with input from the Co-Chairs and Committee as required.

b) Provincial Lead Selection Process

- i) Provincial Leads are selected by majority vote from commissaires who meet the following requirements. Commissaires are eligible to nominate and vote in the election for Provincial Lead if:
 - (1) They hold a UCI license that is current in the year the election is taking place.
 - (2) They have a license code in the relevant discipline of Provincial Level C or higher.
 - (3) They are considered active under the terms of this policy.
- ii) 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 email to all active Commissaires in the discipline. Nominations will close at midnight seven (7) business days from the time the call for nominations was made. Nominations will only be accepted by email.
- iii) Once the nomination window has closed, the OC office will send candidates an email asking them if they accept the nomination. They have two (2) business days to respond.
- iv) 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.

- v) 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 three (3) business days before the vote is conducted.
- vi) The vote will be conducted over two (2) business days using an online form. At the end of that period, OC will announce the result. 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, the OC President & CEO will appoint a Provincial Lead.

14)Annual Evaluations

- a) The Provincial Lead of each discipline will complete a review of each commissaire at the end of each season using the Commissaire Annual Evaluation Form. If the Provincial Lead requires further information or feedback to complete the evaluation, they may reach out to the PCP from a specific event. All evaluations are to be sent to the OC Event Lead to review prior to sharing with the commissaire. Once staff have reviewed, the evaluation will be sent by OC to the commissaires for review and sign-off. Any discussions or disputes concerning the evaluations will be resolved at this time.
- b) Reviews for each discipline will occur during the timeline stated below:
 - i) Track – April
 - ii) Road / Mountain Bike – October
 - iii) Cyclo-Cross – December
- c) Commissaires will be evaluated using a 1–3 standards-based grading system (1 – Above Standard, 2 – Standard, 3 – Below Standard) on the following 8 metrics:

#	Metric
1	Appearance
2	Punctuality
3	Preparedness
4	Rule Knowledge
5	Communication
6	Attitude
7	Judgement
8	Teamwork

- d) The Evaluator/Provincial Lead will have the opportunity to comment on Areas of Strength and Areas of Improvement, as well as provide any additional comments regarding the season. Recommendations to the Officials' Committee for upgrades in officiating level will also occur in the annual evaluation.
- e) To complete the evaluation, a signature from Staff, Commissaire, and Provincial Lead/Evaluator are required. A copy of each commissaire's annual evaluation will be saved in their respective files.

15)Role Competency Matrix

- a) The Role Competency Matrix identifies the core skills and knowledge required for each commissaire position at OC-sanctioned events. It is intended to support:
 - i) Consistent, transparent upgrade and assignment decisions
 - ii) Self-assessment by commissaires considering stepping into a new role
 - iii) Evaluation discussions between commissaires and Provincial Leads
 - iv) Application of the Performance Development Protocol (Section 13)
 - v) Competency levels are defined as follows:
 - (1) Required — the commissaire must demonstrate this competency to perform the role
 - (2) Awareness — the commissaire should understand this area; proficiency not required

(3) Developing — the commissaire is expected to build this skill over time with mentorship

(4) Not Required — this competency is outside the scope of the role

Competency	PCP	Finish Judge / Secretary	Panel Member	Technical Assistant
Comprehensive rule knowledge (UCI / CC / OC)	Required	Required	Required	Developing
Event management and logistics coordination	Required	Not Required	Awareness	Not Required
Conflict resolution and decision authority	Required	Not Required	Awareness	Not Required
Commissaire panel leadership and briefing	Required	Not Required	Not Required	Not Required
Finish line timing and photo finish interpretation	Awareness	Required	Not Required	Not Required
Start list, registration, and technical documentation	Required	Required	Awareness	Developing
Post-event report preparation	Required	Supporting	Not Required	Not Required
Race radio and caravan communication protocol	Required	Not Required	Awareness	Not Required
Course safety assessment (MTB/CX)	Required (Off-Road)	Not Required	Awareness	Not Required
Interpersonal communication with athletes and organizers	Required	Required	Required	Developing
Independent judgement under race pressure	Required	Required	Developing	Not Required

This matrix is a living document and will be reviewed annually by the Officiating Advisory Committee. Commissaires who disagree with a competency assessment in relation to their own role may raise the matter with their Provincial Lead as part of the annual evaluation process.

16) Performance Development Protocol

a) Purpose and Philosophy

- Not every commissaire is suited to every position at every stage of their development. Officiating roles such as PCP, Finish Judge, or Secretary require distinct skill sets that are developed over time and through experience. When a commissaire is assigned to or volunteers for a position that they are not yet performing at the required standard, OC recognizes that the appropriate response is structured support, not discipline.
- This protocol is entirely developmental in nature. It ensures that commissaires retain their officiating status and continue to contribute to events, while building competence in specific roles through guided mentorship. It does not replace the Disciplinary Actions section (Section 28), which addresses conduct and behaviour violations.

b) Identifying Underperformance in a Specific Role

- i) Role-specific underperformance may be identified through:
 - (1) A post-event report submitted by a PCP or Provincial Lead identifying concerns about a commissaire's execution of a particular role
 - (2) An annual evaluation resulting in a score of 3 (Below Standard) on two or more metrics relevant to a specific role
 - (3) A documented pattern of concerns across two or more events within a season
 - (4) A commissaire self-identifying that they are struggling with a specific role

Important: A single event incident, unfamiliar circumstances, or a first-time occurrence in a new role does not automatically trigger this protocol. Context and intent will always be considered.

c) Performance Development Process

- i) Upon identifying a role-specific concern, the following steps will be taken:

Step 1	Identification and Confidential Conversation The Provincial Lead or OC Event Staff Lead will initiate a private, confidential conversation with the commissaire to share observations and concerns. The tone of this conversation is supportive and collaborative. The commissaire will have the opportunity to share their perspective. Both parties will determine whether the Performance Development Protocol is appropriate. This conversation will be documented and saved in the commissaire's file.
Step 2	Temporary Role Reassignment The commissaire will be temporarily reassigned away from the specific role(s) of concern. This does not affect their ability to officiate in other roles for which they are qualified. The reassignment is communicated respectfully and privately and is not a suspension or disciplinary action.
Step 3	Mentorship Assignment OC will assign a qualified mentor, a Provincial Level A commissaire or higher, to the commissaire. The mentor will be selected based on experience in the specific role(s) of concern and on their ability to provide constructive, developmental support. The commissaire and mentor will be informed of the process and expected timeline.
Step 4	Shadowing Assignments (Minimum 2 Events) The commissaire will shadow the specific role(s) of concern at a minimum of two (2) OC-sanctioned events. The mentor will be actively performing the role and will observe, guide, and debrief with the commissaire before, during, and after the event. Shadowing assignments count toward minimum activity level requirements.
Step 5	Mentor Assessment and Reinstatement Following the completion of the shadowing assignments, the mentor will complete a written assessment of the commissaire's readiness to return to the specific role(s). A passing assessment, defined as the mentor's written confirmation that the commissaire is prepared to perform the role to the required standard is required before reinstatement. The assessment will be submitted to the Provincial Lead and OC Event Staff and saved in the commissaire's file.

Step 6	Reinstatement and Follow-Up Upon receiving a passing mentor assessment, the commissaire will be reinstated to the specific role(s) at the next available opportunity, subject to normal assignment processes. A follow-up check-in will occur at the end of the season in which reinstatement takes place, as part of the regular annual evaluation process.
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d) What This Protocol Does Not Mean

- i) It is not a disciplinary action and will not appear in a commissaire's record as such
- ii) It does not affect the commissaire's active status
- iii) It does not prevent the commissaire from officiating in other roles
- iv) It does not affect the commissaire's eligibility for upgrade consideration in other areas
- v) It does not imply that the commissaire has violated the OC Code of Conduct or any rule

e) Confidentiality

- i) All steps under this protocol will be handled with discretion. Information will be shared only with those who need to know, specifically the commissaire, the assigned mentor, the Provincial Lead, and OC Event Staff. No public communication will be made regarding a commissaire's participation in this protocol.

f) Record Keeping

- i) All conversations, assessments, and outcomes under this protocol will be documented and saved in the commissaire's individual file. These records are used for developmental purposes only and are not considered disciplinary records.

17) Commissaire Mentorship Program

a) Purpose

- i) The OC Commissaire Mentorship Program provides structured support for commissaires at all stages of development, from Technical Assistants completing their first assignments to experienced commissaires preparing for National-level certification. Mentorship is a cornerstone of a sustainable officiating community.

b) Types of Mentorship

i) Developmental Mentorship

- (1) Developmental mentorship is available to any commissaire seeking guidance and support in their officiating growth, including new commissaires navigating their first assignments and commissaires preparing for an upgrade. Commissaires seeking a mentor may request one through their Provincial Lead. Where possible, mentors will be matched based on discipline and area of development.

ii) Performance Development Protocol (PDP) Mentorship

- (1) PDP Mentorship is a structured assignment under the Performance Development Protocol (Section 13). The mentor is assigned by OC and the Provincial Lead, and the mentorship follows the specific six-step process set out in that section.

iii) Technical Assistant Mentorship

- (1) All Technical Assistants are assigned a mentor through the standard TA process. The mentor is responsible for guiding the TA through their required unpaid assignments and providing the evaluation that supports their transition to Provincial Level C.

c) Mentor Qualifications

- i) The following table sets out the minimum qualifications to serve as an OC mentor:

Criterion	Requirement
Minimum Certification Level	Provincial Level A or higher, with active status
Discipline	Must hold a license code in the relevant discipline of the mentee
Experience	Minimum of 2 seasons of active officiating at Provincial A or above
PCP Experience (for PDP Mentors)	Must have served as PCP at a minimum of 5 OC-sanctioned events to mentor in the PCP role
Evaluation Record	No current disciplinary record; positive performance history
Orientation	Completion of the OC Mentor Orientation session or review of Mentor Guidelines (provided by OC)
Nomination	Nominated or approved by the Provincial Lead

d) Mentor Responsibilities

- i) Meet with the mentee before the event to review the event schedule, role expectations, and any anticipated challenges
- ii) Actively guide and observe the mentee during the event
- iii) Debrief with the mentee after the event to provide specific, constructive feedback
- iv) Complete any required written assessments or evaluation forms and submit them to the Provincial Lead and OC Event Lead within 5 days of the event
- v) Maintain confidentiality regarding all mentee discussions and assessments
- vi) Raise any concerns about mentee readiness or conduct with the Provincial Lead, not directly in the public officiating environment

e) Mentee Responsibilities

- i) Approach the mentorship with openness, professionalism, and a willingness to receive feedback
- ii) Review the relevant UCI, CC, and OC rules in advance of each mentored assignment
- iii) Communicate any concerns or questions to the mentor before or after the event
- iv) Complete all required ComMgr entries and expense forms as applicable

f) Compensation

- i) Mentors are compensated at the standard Mentor rate as set out in the Commissaire Honorariums section (Section 6). Mentors are also provided meals and reimbursed for mileage and accommodation in accordance with the standard reimbursement policy.

g) Program Oversight

- i) The Mentorship Program is overseen by the Commissaire Committee in collaboration with the OC Team. The Committee will review the program annually and report on mentorship activity, including the number of active mentorships and outcomes, as part of their annual reporting obligations.

18) Commissaire Recognition Program

a) Purpose

- i) Ontario Cycling values the significant contributions that commissaires make to the sport of cycling in this province. The Commissaire Recognition Program formally acknowledges years of service, exceptional performance, and outstanding contributions to the officiating community.

b) Awards

- i) The following awards are presented annually by the Commissaire Committee, typically at Pre-Season Commissaire Meetings:

Award	Criteria	How Nominated / Selected
Years of Service Recognition	5, 10, 15, 20, and 25+ years of active OC commissaire service	Identified automatically from OC commissaire records; presented at Commissaire Pre-Season Meetings
Commissaire of the Year	Exceptional performance, leadership, and contribution to officiating in the current season	Nominated by Provincial Leads, OC Event Staff, or fellow commissaires; selected by the Commissaire Committee
Outstanding Mentor Award	Exceptional mentorship contribution; positive impact on mentee development	Nominated by mentees or Provincial Leads; selected by the Commissaire Committee
Rookie Commissaire Award	Exceptional first-season performance and attitude; strong contribution as Technical Assistant or new provincial commissaire	Nominated by PCPs or Provincial Leads; selected by the Commissaire Committee

c) Nomination Process

- i) Nominations for the Commissaire of the Year, Outstanding Mentor Award, and Rookie Commissaire Award open each year following the conclusion of the final discipline season. OC Event Staff will distribute a call for nominations to all active commissaires by email. Nominations must be submitted in writing and include: the nominee's name; the award category; a brief statement (maximum 200 words) explaining why the nominee is deserving.
- ii) Nominations are reviewed by the Officiating Advisory Committee, who make the final selection. In the event of no nominations for a category in a given year, the award will not be presented that year. Self-nominations are not accepted.

d) Years of Service Recognition

- i) Years of service are calculated based on the number of seasons in which a commissaire held an active OC commissaire license. OC Event Staff will identify eligible commissaires at each milestone (5, 10, 15, 20, and 25+ years) and recognize them without requiring a nomination.

e) Communication

- i) Award recipients will be notified by OC Event Staff in advance of the announcement. Recognition will be communicated through OC's standard commissaire communications and may be shared on OC's public channels, subject to the recipient's consent.

19) Health, Safety and Weather Protocol

a) Purpose

- i) This section establishes OC's expectations for commissaire health and safety at events, with specific protocols for extreme weather conditions and on-course medical emergencies. The safety of commissaires is a shared responsibility of OC, the Provincial Leads, the PCP, and Event Organizers.

b) General Health and Safety Obligations

- i) Event Organizers are required to provide commissaires with access to water, shade or shelter, and basic first aid resources at all times during an event.
- ii) Commissaires have the right to raise health and safety concerns with the PCP or Event Organizer without fear of reprisal.
- iii) PCPs have the authority to consult with the Event Organizer on event modifications or suspension where commissaire or participant safety is at risk.
- iv) OC Event Staff must be notified of any health or safety incident involving a commissaire at an OC-sanctioned event, as part of the Post-Event Report or sooner if the situation is serious.

c) Extreme Weather Protocols

- i) The following table outlines the conditions and required responses for common extreme weather scenarios. Thresholds are based on Environment Canada advisories and Cycling Australia / British Cycling guidance adapted for Ontario conditions:

Condition	Threshold / Trigger	Response
Extreme Heat	Humidex 40°C or above, or Environment Canada Extreme Heat Warning in effect	PCP consults with Event Organizer; mandatory rest breaks every 60 minutes; shaded rest areas required; water provided at all commissaire positions; PCP may recommend race modification or suspension
Lightning / Thunderstorm	Lightning observed within 10km, or Environment Canada Severe Thunderstorm Warning in effect	Event suspended immediately by PCP in consultation with Event Organizer; all commissaires withdraw from exposed positions; minimum 30-minute hold after last lightning; event resumes or is cancelled at PCP/Event Organizer discretion
Extreme Cold	Wind chill of -25°C or below	PCP consults with Event Organizer; mandatory warm-up breaks; commissaires may not be required to remain in fully exposed positions for more than 20 continuous minutes; event modification or cancellation at PCP/Event Organizer discretion
Air Quality	Environment Canada Air Quality Health Index (AQHI) of 8 or above	PCP notifies Event Organizer; commissaires with respiratory conditions may withdraw without penalty; PCP may recommend event modification or suspension
On-Course Medical Emergency	Any commissaire or participant requires emergency medical attention	PCP activates emergency protocol: contact 911 immediately; notify Event Organizer; secure affected area; pause or suspend racing; document all actions in Post-Event Report

These protocols establish minimum expectations. PCPs and Event Organizers retain discretion to take additional precautionary measures based on conditions on the ground.

d) Commissaire Rights in Extreme Conditions

- i) No commissaire will be penalized, lose their honorarium, or be negatively evaluated for withdrawing from an exposed position or declining an assignment on health and safety grounds under this protocol. Concerns should be communicated to the PCP as early as possible.

e) Medical Emergency Protocol

- i) In the event of a medical emergency involving a commissaire or any participant at an event:
- ii) Call 911 immediately for any life-threatening emergency. Do not delay emergency services to consult with the Event Organizer.
- iii) The PCP must notify the Event Organizer immediately following or concurrent with contacting emergency services.
- iv) Racing must be paused or suspended while the emergency is attended to. The PCP makes this determination in consultation with the Event Organizer.
- v) All commissaires should remain at their posts unless directed by the PCP, to maintain race security and assist with crowd or athlete management as directed.
- vi) The PCP must document all actions taken in the Post-Event Report and notify OC Event Staff of the incident within 24 hours.

f) Incident Reporting

- i) All health and safety incidents at OC-sanctioned events must be documented in the Commissaire Incident Report and included in the PCP's Post-Event Report. This includes near-misses, weather-related suspensions, and any situation requiring medical attention. Documentation supports OC's ongoing risk management and any future insurance or legal requirements.

20)Disciplinary Actions

- a) Ontario Cycling is committed to providing a positive sporting environment for all officials, athletes and staff. To ensure that this is attained, a Commissaire Discipline Procedure has been created. This procedure supports OC's commitment to excellence by providing a clear framework for all disciplinary actions related to officials.
- b) The Commissaire Discipline Procedure applies to officials in all disciplines within Ontario Cycling. The policy can be broken down into a 2-Step Process: Infraction and Discipline. First, the complaint will be categorized into either a Minor or Major Infraction. Second, depending on the classification, the level of discipline will be applied.
- c) All conversations and actions surrounding any incident must be recorded in the Commissaire Incident Report within 48 hours and saved in the official's file. Two staff members and the Provincial Lead Commissaire will be present in all conversations and meetings or copied on all communications. Any questions or concerns regarding the policy should be directed to the Ontario Cycling Officials Committee.

d) Step 1 - Infractions

- i) Infractions can be categorized into two types: Minor Infractions and Major Infractions. The classification of an infraction will be based on the definitions and examples provided below. If there are any disputes regarding the classification of an infraction, the President & CEO will make the final decision.
- ii) Minor Infractions – less severe violations of rules that typically result in smaller warnings or penalties.
- iii) Major Infractions – more serious violations of rules, often carrying significant consequences or penalties. The OC Discipline & Complaints Policy will be enacted for all Major Infractions.
- iv) Examples of Minor Infractions may include but are not limited to:
 - (1) Disrespectful behaviour to event participants, OC Staff and volunteers
 - (2) Minor acts of physical violence
 - (3) Minor violations of the policies or By-laws of Ontario Cycling or those of its Members
 - (4) Examples of Major Infractions may include but are not limited to:
 - (5) Repeated incidents of Minor Infractions
 - (6) Hazing
 - (7) Abusive, racist, or sexist comments, conduct or behaviour
 - (8) Pranks, jokes, or other activities that endanger the safety of others

e) Step 2 - Discipline

- i) Once the infraction has been classified, one of the 4 Discipline Stages will be applied. Generally, a minor infraction will result in either Stage 1 or Stage 2, while a major infraction may lead to either Stage 2 or 3, and for egregious acts, Stage 4.

Stage 1	Pre-Disciplinary (Coaching) A staff member or Provincial Lead Commissaire may recommend extra support or coaching for an official. This may take the form of a phone call, in-person meeting, or letter of expectation with clear direction.
Stage 2	Disciplinary Step 1 - Written Letter A staff member or Provincial Lead Commissaire will provide a written letter of discipline to the official. The letter will detail the misconduct, a more effective way to handle the situation, expectations for improvement, and consequences of further misconduct.

Stage 3	Disciplinary Step 2 - Suspension A staff member will provide a written letter of suspension to the official. The letter will detail all previously reported incidents, expectations for improvement, and consequences of further misconduct. The length of suspension will be decided by the President & CEO and Commissaire Committee.
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Stage 4	Disciplinary Step 3 - Termination The official will be terminated from their officiating duties with OC due to unsuccessful correction of their actions.
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f) Summary Chart

Classification	Minor Infraction	Major Infraction
Definition	Less severe violations that typically result in smaller warnings or penalties.	More serious violations of rules, often carrying significant consequences or penalties.
Examples	Disrespectful behaviour. Minor acts of physical violence.	Repeated minor infractions. Hazing. Abusive, racist, sexist comments. All Safe Sport related complaints.
Discipline Level	Stage 1 or 2	Stage 2, 3 or 4 / OC Independent Third-Party

g) Reinstatement

- i) A former official whose officiating duties have been revoked may apply for reinstatement one year after revocation. A meeting will be conducted by the Commissaire Committee and President & CEO to consider the application for reinstatement.

h) Policy Review and Modification

- i) This policy will be reviewed annually by the OC President & CEO, OC Event Staff and the OC Commissaires. Additional reviews may be conducted by the OC President & CEO. Exceptions may be considered under special circumstances.