



CCOC 5: COMMISSAIRES UPGRADE

(ROAD, TRACK, CX, MTB, BMX, PARA)

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1. GOAL

- 1.1 To provide a framework for the development and advancement of commissaires within Cycling Canada.

2. PRINCIPLES

- 2.1 Cycling Canada Officials Committee will set guidelines and standardize training.
- 2.2 The guidelines will be applicable for all Provinces and Territories.

3. FIELD OF APPLICATION

- 3.1 This policy applies to all Canadian qualified commissaires in Road, Track, CX, MTB and BMX who wish to upgrade through the various provincial levels to the National, Elite National, and International level.

This policy describes the different steps to progress from entry level to Provincial A. Progress will be evaluated by the Provincial Chief Commissaire or a qualified evaluator. Progress to National level is outlined in policy CCOC1 – National Commissaire Course Requirements.

4. DEFINITIONS

- 4.1 **CC:** Cycling Canada
- 4.2 **CCOC:** Canadian Cycling Officials Committee
- 4.3 **Provincial Chief Commissaire:** Elected or appointed person in charge of commissaires in provinces and territories for each sector.
- 4.4 **UCI:** Union Cycliste Internationale/International Cycling Union
- 4.5 **Course Conductor:** A commissaire who is at least a National Commissaire that has attended and passed the course conductor course and is on the current list of CCOC

approved instructors and is authorized to give the course, or any commissaires approved by the UCI or CC as instructors. This is discipline specific.

4.5.1 Provincial Instructor: For Provincial Level Courses.

4.5.2 National Instructor: UCI or CC instructors appointed as such.

4.5.3 International Instructor: UCI instructors appointed as such.

4.6 Provincial Course: For Provincial Level Commissaires. This course will cover Basic Knowledge Rules, including general regulations, and working methods. It will also cover technical rules, role playing, problem solution, case studies and leadership. The course duration shall not exceed three days per discipline.

4.7 National Level Course: For National Commissaires, reference policy CCOC 1 – National Commissaire Course Requirements.

4.8 Elite National Level Course: For Elite National Commissaires in specific disciplines, under the authority of the UCI.

5. POLICY STATEMENT

5.1 The CCOC is committed to a standard and fair means of upgrading commissaires who are capable of properly exercising the role of a commissaire. The CCOC is committed to rewarding excellence and promoting its officials to ensure continued growth, as well as the highest level of officiating at all events.

6. PROVISIONS

6.1 UPGRADING PROCESS

6.1.1 PROVINCIAL/TERRITORIAL RESPONSIBILITY

The following table provides a guideline for upgrading of provincial level commissaires. Provinces may institute their own upgrading process *in alignment with CC's upgrading process*.

Level	Minimum Requirements to Attain Level	Events you can work at this level	Minimum Requirements To Proceed to Upgrade	Minimum Time at level
Technical Assistant	- Eager to learn and work long hours	- Regional and provincial level races	Minimum of 2 races	

Commissaire C	<ul style="list-style-type: none"> - Follow Provincial course in specific discipline - PSO may impose additional requirements 	<ul style="list-style-type: none"> - Provincial level races 	Minimum of 2 races	3 YEARS
C to B	<ul style="list-style-type: none"> - Assist the Commissaires Panel at Provincial level races 	<ul style="list-style-type: none"> - Panel member at provincial races - Assistant commissaire at national level races 	Minimum of 3 races	
B to A	<ul style="list-style-type: none"> - Work as Panel member at a minimum of 2 races/year - Ability to demonstrate strong communication and interpersonal skills - Work as President of the Commissaires Panel at a provincial level race - Recommendation of Provincial Chief Commissaire - Pass the online CC MCQ exam specific to the discipline 	<ul style="list-style-type: none"> - President of the Commissaires Panel at provincial races - Panel member for national level races - Assistant commissaire at international races 	Minimum of 3 races	

6.1.2 CC RESPONSIBILITY

The following table provides the upgrading process for National Level Commissaires:

A to National	<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"> - Work at provincial and national races as Panel member - Panel member at international races 	None	2 YEARS
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6.1.3 UCI RESPONSIBILITY

The following table provides the upgrading process for Elite National and International Level Commissaires:

National to UCI Elite National (Road, MTB, BMX, Track)	<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 - Panel member at international level races 	Minimum of 3 races	2 YEARS
Elite National to UCI (Road, MTB, BMX, Track) OR National to UCI (CX)	<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 - 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 	<ul style="list-style-type: none"> - Work at all races in the specific discipline 	Minimum of 5 races	NONE

6.2 MAINTENANCE

6.2.1 A national commissaire who has not officiated at a national level event in 2 years may be subject to review by the CCOC prior to being considered for future assignments.

6.2.2 A commissaire who has lost their certification may recertify by taking the relevant discipline's theoretical and practical exams. The commissaire shall apply to the CC staff member responsible for commissaires in order to recertify, and this application must be

approved by the CCOC. The timing and location of the exams shall be at the discretion of the CCOC. In the case of the commissaire failing the exams, the commissaire will be required to retake the full course and pass all relevant exams.

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

7. REVIEW AND APPROVAL

7.1 This policy shall be reviewed at least once every year.

7.2 Outside of the regular review cycle, a review can be requested by the CCOC.

7.3 This policy was approved by the Cycling Canada Commissaires Committee on April 8, 2005.

7.4 Date of last review: **February 24, 2025**

7.5 Original policy development lead: James Bratrud & Louise Lalonde