



CCOC 8: HONORARIUMS & EXPENSES FOR COMMISSAIRES

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1. GOAL

- 1.1 To detail the payment of Commissaire honorariums and expenses when the Commissaire is assigned to an event or activity by Cycling Canada.

2. PRINCIPLES

- 2.1 Cycling Canada Officials Committee will set honorariums for Commissaires assigned by Cycling Canada and will also set policies as regards the payment of expenses to Commissaires assigned by Cycling Canada.
- 2.2 This policy will be applicable for all events and activities within all provinces and territories of Canada.
- 2.3 All honorariums and expenses shall be paid and reimbursed promptly, and at the latest no later than at the conclusion of the event or activity.

3. FIELD OF APPLICATION

- 3.1 This policy applies to all provinces and territories within Canada. It applies to Commissaires of all levels that are assigned by Cycling Canada to events or activities within Canada. This policy does not apply to Commissaires assigned by other authorities, including the UCI and provincial/territorial associations.

4. DEFINITIONS

- 4.1 **Activity:** Any cycling related occurrence of some duration that is not a domestic event or international event. An activity includes commissaire training.
- 4.2 **CC:** Cycling Canada
- 4.3 **CCOC:** Cycling Canada Officials Committee

- 4.4 Domestic events:** Any cycling event not on the international calendar, including national championships.
- 4.5 International events:** Any cycling event on the international calendar and sanctioned by the UCI.
- 4.6 Additional CC Activities:** Any cycling related activities, identified by CC, that are not cycling races or directly related to the specific activities of a specific cycling race. Examples include but are not limited to participating as an instructor, assessor, and mentor.
- 4.7 PSO:** Provincial Sports Organization. This shall be the CC recognized body for administering the sport of cycling in a province or territory.
- 4.8 UCI:** Union Cycliste Internationale/International Cycling Union

5. POLICY STATEMENT

- 5.1** The CCOC is committed to ensuring a fair reward system for its Commissaires. The CCOC acknowledges that it cannot fully compensate Commissaires for their time and commitment but will continue to work to ensure that some level of financial recognition is accorded to them. The CCOC will also work to ensure that all Commissaire expenses are fully and promptly repaid.

6. PROVISIONS

6.1 UCI ASSIGNED COMMISSAIRES

- 6.1.1** Commissaires assigned by the UCI shall be paid as outlined by the current UCI Financial Obligations. This document is available on the UCI web site at: www.uci.org

6.2 CC ASSIGNED COMMISSAIRES

- 6.2.1** Amounts for meals supplied by the organiser may not be deducted from the honorarium payments.
- 6.2.2** A person assigned as the President of the Commissaires Panel for an event shall receive a daily honorarium of \$140.00 for each day of the event s/he is present.
- 6.2.3** CC assigned President of the Commissaires Panel is entitled to an additional honorarium payment of a ½ day for preparation and administrative duties. This is a one-time payment per event or series of events by the same organizer held on consecutive days.

6.2.3.1 A CC assigned secretary, upon approval by the President of the Commissaire Panel, may be entitled to a ½ day honorarium for secretary work completed in advance of assignment days.

- 6.2.4** CC Commissaires required to attend a meeting at the request of the President of the Commissaire Panel or Event Organizer the day prior to the race shall be entitled to a payment of 50% of the one-day rate of the relevant honorarium if under three (3) hours. If more, then the CC Commissaires shall be entitled to a full day's honorarium.
- 6.2.5** A person assigned as a Member of the Panel for an event shall receive a daily honorarium of \$120.00 for each day of the event that s/he is present.
- 6.2.6** The number of days of the event shall at least include the number of racing days. It may also include registration days, meeting days, and rest days. The President of the Commissaires Panel, along with the CC staff responsible for commissairing, shall decide which Commissaires shall be present for each of the non-racing days. The CC staff member will communicate this to the Panel members and Event Organizer in advance. The Commissaires assigned to and present on the non-racing days shall be entitled to honorariums as detailed in section 6.2.2, 6.2.3, 6.2.4, 6.2.5.
- 6.2.7 Meals:** In the case that it is impossible for a Commissaire to access food due to the constraints of the event schedule, the organizer must provide suitable and appropriate sustenance in addition to the daily honorarium. Organizers shall provide Commissaires with breakfast and lunch at normal meal times during multiple days of racing or activities related to the racing. If racing or race activities proceed past 18h00 then the organizer shall also provide a suitable and appropriate dinner.

Should the organiser not wish to provide the meals as indicated, then he shall be required to pay the respective commissaires the following stipends per meal, in addition to the honorarium. In this case, it must also be possible for the Commissaire to access a suitable restaurant at the appropriate time:

Breakfast - \$10

Lunch - \$15

Dinner - \$25

- 6.2.8 Travel Expenses:** Commissaires are entitled to a reimbursement of all reasonable travel related expenses. These include, but are not limited to, economy class plane airfares, car travel expenses, airport parking, airport departure taxes, ferry crossings, and tolls. Any unusual travel related expenses should first be approved by CC.
- 6.2.9 Car Travel:** Commissaires assigned by CC are entitled to a travel reimbursement of \$0.55 per kilometer, or the CC mileage rate, whichever is greater, if they drive to an event. In this case the total travel cost must not exceed the most economical form of plane transportation. If two or more commissaires are sharing a car ride, only one person may claim for travel related expenses.

6.2.10 Accommodation: Event organizers are required to provide accommodation for Commissaires residing more than 50km from the event location or venue. Commissaires should be accommodated the evening before the commencement of the event, (2 days earlier for the President and/or secretary), until, and including, the evening at the conclusion of the event, depending on travel feasibility. The minimum accommodation standard is a maximum of 2 commissaires sharing a room with 2 individual beds and an ensuite bathroom. It is understood that the 2 commissaires are of the same sex or are a couple. Other minimum accommodation requirements include:

- Ideally within the vicinity of 20km or 20-minutes from the competition venue
- Turnkey provision of clean bed linens, towels, and other essential items
- Turnkey provision of all items for safe and secure access (ex. completed winter snow removal, outdoor lights)
- Access to internet
- For shared accommodations, such as AirBnb rentals, every official shall have their own bed. Only officials of the same sex or that are a couple can share a room. There should be one (1) bathroom for every two officials in the shared accommodation.

Further, the President of the Commissaires Panel shall determine whether or not s/he and/or any other commissaires are required to be present earlier than the evening before the event. If this is the case, then the organizer shall be responsible for an additional night's accommodation for them prior to the commencement of the event.

6.3 ADDITIONAL CC ACTIVITIES

6.3.1 Commissaires assigned by CC to participate in Additional CC activities shall be entitled to honorariums and expenses as detailed in section 6.2. The Commissaires so assigned shall receive the President of the Commissaires Panel honorarium rate.

6.3.2 Commissaires assigned by CC to participate in Additional CC activities may also receive further financial compensation as negotiated between the said Commissaires and CC.

6.4 PSO ASSIGNED COMMISSAIRES

6.4.1 A Commissaire assigned by a PSO shall receive an honorarium at the rate determined by the assigning PSO. Expenses in this case shall be reimbursed according to PSO policies.

6.5 GENERAL PROVISION

6.5.1 All Commissaires are to be compensated exclusively on the basis of the provisions applicable to the assigning body: UCI; CC; PSO. The sanction of an event and/or position to which a Commissaire is assigned, shall take priority over the status of the Commissaire in terms of the level of compensation. For example, an International Commissaire shall be

compensated in accordance with provincial/territorial provisions when assigned by the PSO.

7. REVIEW AND APPROVAL

- 7.1** This policy shall be reviewed at least once every two years.
- 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 Officials Committee in October 2006.
- 7.4** Date of last review: **February 24, 2025**.
- 7.5** Original policy development lead: Wayne Pomario