CCOC 1: National Commissaire Course Requirements

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1. Goal

1.1 To describe how Cycling Canada Officials Committee qualifies commissaires for National Commissaire Status.

2. Principles

2.1 All persons interested in becoming a National Commissaire for any of the cycling disciplines should be aware of the process for qualifying as a national level commissaire. The method of qualification shall not differ from discipline to discipline, or from one region to another.

The policy shall address both the theoretical and practical nature of commissairing.

3. Field of Application

3.1 This policy applies to all persons within Canada wishing to qualify as a National Commissaire in any of Cycling Canada recognized disciplines of cycling.

This policy does not describe the process of advancing through the provincial levels of commissairing.

4. Definitions

4.1 **Applicant:** Person applying to be a Candidate.

4.2 **Candidate:** Person applying to become a National Commissaire or participating in a program leading to National Commissaire status.

4.3 **CC:** Cycling Canada

4.4 **CCOC:** Cycling Canada Officials Committee

4.5 **CCOAP:** Cycling Canada Officials Appeal Panel. This committee shall be made up of the members of the CCOC, excluding the examiner against whom the appeal is lodged, and a designated CC staff member.

4.6 **PSO:** Provincial Sports Organization. This shall be the CC recognized body for administering the sport of cycling in a province or territory

4.7 **UCI:** Union Cycliste Internationale/International Cycling Union

5. Policy Statement

5.1 The CCOC is committed to a standard and fair means of qualifying excellent commissaires who are capable of properly exercising the role of a national commissaire.

6. Provisions

6.1 Disciplines

6.1.1 The CCOC recognizes five distinct areas of commissairing. These are: Road; Track; Cyclo-cross; Mountain Bike; BMX Racing. Each of these areas, while having common components, is unique. Qualifying in one area does not qualify someone in another area.

6.2 Application

6.2.1 To be considered a candidate for National Commissaire, the person must be a minimum of 18 years of age at time of application. The person must also have held the status of Provincial A Level Commissaire in the applied for discipline for a minimum of 2 years, and have received a favourable review from the Provincial Chief Commissaire, or other provincially recognized competent authority for commissairing matters, in the province/territory in which they reside.

6.2.2 The person shall make an application to become a candidate to the CC who shall pass this application on to the CCOC for review. This application shall be supported by a letter of support from the Provincial Chief Commissaire or other provincially recognized competent authority for commissairing matters in the province/territory in which they reside. They shall also provide a letter of support from their licensing PSO.

6.2.3 The applicant shall provide a brief resume of their qualifications and cycling commissairing experience in the discipline for which they are applying to be a candidate.

6.2.4 The CCOC shall make a determination whether or not to admit an applicant as a candidate. The decision shall in part be based on the other eligibility criteria. However, the final decision shall always be at the discretion of the CCOC. If necessary, such matters may be decided by a vote of the CCOC.

6.3 National Commissaire Course

6.3.1 The CCOC shall decide the dates and locations for the theoretical and practical course components. The need to hold a course, the region in which the course is held, the time and date for the course will be based solely on an assessment by the CCOC of the needs and feasibility for a course at the current time.

6.3.2 The duration and content of the course, or any portion of the course or exams, may be modified from time to time by the CCOC.

6.3.3 A UCI or CC approved instructor shall administer each component of the course. The CCOC shall designate the instructor to present a particular course at a specific time and place.

6.3.4 theoretical component

6.3.4.1 The theoretical component shall consist of an asynchronous online National-level course hosted by the UCI and virtual classroom sessions with a CC assigned instructor.

6.3.4.2 In person classroom session is optional at the discretion of CC.

6.3.4.3 The UCI hosted online National Commissaire Course will consist of an exam.

6.3.4.6 Theoretical Component Results

6.3.4.6.1 The results shall be communicated to the CCOC and the CC staff member responsible for commissairing issues. The CC staff member responsible for commissairing issues shall communicate the pass or fail decision to the individual candidates.

6.3.4.6.2 Candidates who do not pass the theoretical component may retake the exams at a time and place decided by the CCOC. The candidate shall be given at least one month's notice of the exams. The candidate shall be required to pay a fee. The candidate is required to retake the exams within one year of completing the original exams.

6.3.4.6.3 Should the candidate fail this second exam, or fail to take the rewritten exam within the one year time period, the candidate shall no longer be considered a candidate and shall be required to re-apply to attend the national commissaires course. The

decision to readmit this applicant as a candidate shall be at the sole discretion of the CCOC. No one decision shall be considered precedent setting on another decision.

6.3.5 Practical component

6.3.5.1 Once a candidate has successfully passed the theoretical component, they shall be required to take a practical evaluation within 2 years. The candidate shall be given at least one month's notice of the evaluation unless a shorter time is mutually agreed upon. The candidate shall not be required to pay a fee for this evaluation. The evaluation shall take place at an event nominated by the CCOC.

6.3.5.2 Prior to being assigned and completing a practical evaluation, the candidate will be required to participate in a CC assigned practical training opportunity. The CC instructor assigned to this event will determine following training if the candidate is ready for a practical evaluation assignment.

6.3.5.3 The examiner shall provide a written evaluation indicating their decision within 30 days of the practical evaluation. The results of the evaluation shall be communicated to the CCOC and the CC staff member responsible for commissairing issues.

6.3.5.4 Candidates who do not pass the practical evaluation may retake the evaluation at an event decided by the CCOC. The candidate shall be given at least one month's notice of the evaluation, unless a shorter time has been mutually agreed upon, and may be required to pay a fee for their second attempt at a practical evaluation.

6.3.5.5 The candidate is required to retake the practical evaluation within one year of doing the original practical evaluation. Should the candidate fail this second practical evaluation or fail to take the second practical evaluation within the one-year time period, he shall no longer be considered a candidate and shall be required to apply to attend the national commissaires course. The decision to readmit this applicant as a candidate shall be at the sole discretion of the CCOC. No one decision shall be considered precedent setting on another decision.

6.3.5.6 A candidate participating in a practical training or evaluation assignment will not receive a daily honorarium at the event. The candidate will be financially responsible for their travel costs. The organizer will be financially responsible for procuring accommodation & meals that meet CCOC08 policy.

6.5.5.6.1 A candidate required to travel increased distances outside their province may request a travel subsidy from CC. This is at the discretion of CC.

6.4 Status Award

6.4.1 Once a candidate has passed all components of the National Commissaires Exam, the CCOC shall review the candidate application together with their results, and shall make a final determination as to whether or not a candidate shall be awarded the status of National Commissaire in the specific discipline applied for. The decision to award this status is at the final discretion of the CCOC, who may, if required, make this decision by vote. The CC staff member responsible for commissairing issues shall communicate the pass or fail decision to the individual candidates. No one decision shall be considered precedent setting on another decision.

6.4.2 Awarding the status of National Commissaire shall not guarantee a person the right to commissaire at any events.

6.5 General

6.5.1 The examiner shall use any and all approved tools as laid down by the CCOC for the various exams. These tools may be modified from time to time by the CCOC.

6.5.2 A candidate may make a request for a summary of their performance in any of the phases of the process. The summary of their performance will be provided by the appropriate UCI or CC approved examiner. No reasonable request for feedback will be denied.

6.5.3 The decision of the CCOC may be subject to appeal through the CC Appeal Policy. The appeal shall be made in writing, outlining the reasons for the appeal, and shall be accompanied by a non-refundable fee of $250. The CCOAP will review the appeal submitted by the candidate. The written decision of the CCOAP shall be communicated to the candidate.

6.6 Exceptions

6.6.1 Persons qualified as Elite National or UCI International Commissaires shall be accorded the status of National Commissaire in the discipline for which they hold such designation.

6.6.2 Persons holding a status issued by another national cycling federation recognized by the UCI, but not qualified as a UCI International Commissaire, shall have their case reviewed on an individual basis by the CCOC who may require all, part, or

none of the requirements laid down under the procedures above be met. No one case shall be considered precedent setting for another case.

6.6.3 A person qualified as a National, Elite National or UCI International Commissaire in one discipline may be considered as a candidate in another discipline without meeting the 2-year requirement for A level status. This shall be decided on a case-by-case basis by the CCOC. No one case shall be considered precedent setting for another case.

6.7 Appeals

6.7.1 Decisions made by the CCOC may be subject to appeal through CC's Appeal Policy.

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 October 16, 2004.

7.4 Date of last review: February 18, 2026.

7.5 Original policy development lead: Wayne Pomario