

Commissaire Upgrade Policy – POL-015

INTRODUCTION

SCA is committed to developing opportunities for members of the community to get more involved in all aspects of the sport of cycling by becoming a Commissaire.

Becoming a Commissaire is a great way of making an active contribution to the sport of cycling at the provincial, national, or international level. Commissaires are called upon to officiate in an impartial manner in all situations. They represent Saskatchewan Cycling Association (SCA), Cycling Canada Cyclisme' (CCC), and the International Cycling Union (UCI) to ensure the events are conducted in a fair and safe manner.

For some time now, SCA has been very active in the recruitment of Commissaires, but has fallen short with their development and the upgrade process.

PURPOSE

To provide a framework for the development and advancement of Commissaires within the SCA.

SCOPE

This policy applies to all Saskatchewan qualified Commissaires in Road, CX, MTB, and BMX who wish to upgrade through the various provincial levels to the National, Elite National, and International level.

This policy does not describe the basic qualities required to become a provincial Commissaire but the different steps to be allowed to go to the next level once the Commissaire has been evaluated by the Provincial Chief Commissaire or a qualified instructor at a national championship or designated national or international event.

POLICY

What Do Commissaires Do?

Commissaires are the sports officials that supervise races in each cycling discipline. Their responsibilities are to ensure a safe and fair play competition, in accordance with SK / CCC / UCI Rules and Regulations.

What do Commissaires do? [Watch the video: On the Road of the Commissaires.](#)

Commissaires work in collaboration with the organizers, announcers, technical delegate, timing companies, volunteers, marshals, and other race staff to ensure the event runs smoothly. Commissaires control the sporting aspects of the race.

Commissaires are trained and licensed volunteers who, when appointed to provincial and regional level races are paid an honorarium for races worked, plus travel, accommodation and meal expenses as required.

In Saskatchewan, all regional and provincial races are supervised by a team of Commissaires, who have the following responsibilities:

- Ensure that the competitors act within the letter and intent of the laws governing the sport as interpreted by SCA, CCC, and UCI
- Help encourage and instill an attitude of determination and drive for competitive excellence while promoting a spirit of good sportsmanship
- Overseeing the conduct of all parties involved (athletes, coaches, managers, drivers, race staff, spectators, etc.) during the race
- Enforcing the rules and taking appropriate actions to ensure fairness and the smooth running of the event by applying penalties as appropriate for infractions of the rules
- Working with organizers to ensure the safety of everyone involved
- Carrying out checks on issues that may influence the results
- Being responsible for judging the start procedures and finish order as well as confirming times and general classification
- Performing backup timekeeping
- Being responsible for all administrative processes such as registration, start list, results, and communication
- Each cycling discipline has its own specific roles, rules, and regulations to manage a race; Commissaires must master the rules, and the actions necessary to enforce the rules of their chosen discipline
- Commissaires will maintain and update their knowledge of the rules and rules changes
- Commissaires show the human and social qualities of tact, empathy, charisma, authority, and sense of responsibility

Commissaire Development

From grass roots to international competition, learn more about providing a fair and safe sport by becoming a Commissaire. The first step involves participating in the provincial Commissaire ‘Level C’ Course for a chosen discipline, which will be made available for each cycling discipline from time to time. These courses will review the basics of each cycling discipline and will teach individuals how to prepare for races as a Commissaire, and the rules essential to officiating. This is the first level for Commissaires to get involved in officiating at races. The training is designed as the theoretical component for the Provincial C level.

It doesn’t end with the course: ongoing mentorship and development is a part of the plan. Completion of this entry-level course grants you a ‘Technical Assistant (TA)’ level certification. Commissaires will then be invited to complete 2 - 4 event assignments in their discipline of choice, and will be expected to gain practical experience by shadowing an active Commissaire in an unpaid role.

Upon completion of the required TA assignments and positive evaluations, TA's will then be upgraded to a provincial 'Level C' certification. From this point forward, all assignments will be paid roles.

The various levels of certification (TA, C, B, A, National, National Elite and UCI) are discipline-specific and Commissaires are encouraged to pursue multiple disciplines as there is typically overlap in both the rules and regulations.

Clubs are urged to engage their members and supporters to become trained and active as Commissaires.

All Commissaires are also encouraged to complete a basic first aid course, along with ['Respect in Sport'](#) training to round out their development.

Saskatchewan Provincial Commissaire Certification Pathway

The following table provides a guideline for upgrading of provincial level Commissaires.

Level	Sanctioning Body	Requirements to be licensed at this level	Events that you can work at this level	Minimum requirements to proceed to upgrade	Minimum time at a level
Technical Assistant (TA)	SK	<ul style="list-style-type: none"> - Eager to learn and work long hours - Be 16 years of age or older - Attend Provincial Level C course in specific discipline – pass written exam where required - Gain basic awareness of the Commissaire roles under supervision at a number of events 	<ul style="list-style-type: none"> - Provincial, regional, and club level races 	Minimum of 2 races as a Technical Assistant (TA) at the provincial level	1 year or less
Commissaire C	SK	<ul style="list-style-type: none"> - Completed the minimum requirements of a Technical Assistant (TA) - Gain working knowledge of Commissaire roles specific to the discipline under minimal supervision at a number of events. - Recommendation of Provincial Chief Commissaire for upgrade - Recommendation approved by SCA Technical Committee - Certified as a Commissaire C in the discipline 	<ul style="list-style-type: none"> - Provincial, regional, and club level races 	Minimum of 2 races as a Technical Assistant (TA) at the provincial level	2 years as Commissaire C before requesting upgrade to B
C to B	SK	<ul style="list-style-type: none"> - Certified as a Commissaire C in the discipline - Assist Commissaires at provincial level races - Gain proficiency and master the skills of Commissaire roles specific to the discipline without guidance at a number of events 	<ul style="list-style-type: none"> - Provincial, regional, and club level races - Assistant Commissaire 	Minimum of 5 races as a Commissaire C at the provincial level	1 - 2 years as Commissaire B before

		<ul style="list-style-type: none"> - Recommendation of Provincial Chief Commissaire for upgrade - Recommendation approved by SCA Technical Committee - Certified as a Commissaire B in the discipline 	(Member) at national level races		requesting upgrade to A
B to A	SK	<ul style="list-style-type: none"> - Certified as a Commissaire B in the discipline - Job shadow Chief Commissaire at 2 provincial level races - Work as Chief Commissaire at 2 provincial level races - Pass a practical evaluation as Chief Commissaire at a provincial race - Gain mastery of Commissaire roles specific to the discipline at a number of events - Provide guidance to others with less experience - Demonstrate strong problem solving, communication and inter-personal skills - Recommendation of Provincial Chief Commissaire for upgrade - Recommendation approved by SCA Technical Committee - Pass the A-level exam specific to the discipline (as available) - Certified as a Commissaire A in the discipline 	<ul style="list-style-type: none"> - Provincial, regional, and club level races - Chief Commissaire at provincial, regional, and club level races - Commissaire (Member) at National level races - Assistant Commissaire (Member) at International level races 	Minimum of 5 races as a Commissaire B at the provincial level	2 years as Commissaire A before attempting national level exam

Provincial 'A' Commissaire Exam

Cycling Canada has developed a standardized exam for Commissaires who want to achieve their Provincial A status in each discipline. Each exam contains thirty questions; Commissaires will have one hour to complete them. The exams are broken down into categories (e.g., general regulations, equipment and clothing, etc.), and questions are randomly selected from a pool of questions for each category.

These evaluations will be offered for a cost per participant. A login must be created by Cycling Canada for each individual taking the exam. Before the course, instructors will be given directions for administration.

If you are interested in using these exams for your Provincial A course, please contact learning@cyclingcanada.ca for details.

Provincial Level Maintenance

To maintain a provincial certification at any level, the Commissaire should purchase their Technical License (as a Commissaire) and work a minimum of 1 race annually to maintain their proficiency and knowledge of changing discipline rules and regulations.

Commissaires who do not purchase a Commissaire license and do not work the minimum number of races annually, will be placed on the Inactive list.

NATIONAL / UCI LEVEL COMMISSAIRES

The following table provides a guideline for upgrading of National / UCI level Commissaires.

Level	Sanctioning Body	Requirements to be licensed at this level	Events that you can work at this level	Minimum requirements to proceed to upgrade	Minimum time at a level
A to National	CCC	<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"> - Panel member at provincial and national races - Panel member at international races 	None	2 years
National to UCI Elite National (Road, MTB, BMX, Track)	UCI	<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 	Minimum of 3 races	None

Elite National to UCI (Road, MTB, BMX, Track) Or National to UCI (CX)	UCI	<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
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National Commissaire

- Be certified as an ‘A’ level Commissaire in the discipline (or a National Commissaire in another discipline)
- Attend the National Commissaire course for the discipline
- Pass a written examination
- Pass a practical examination at a national or international event

International Commissaire

- Be certified as a National Commissaire in the discipline for at least 2 years
- Successfully complete the requirements specified in the UCI Regulations concerning the training of International Commissaires

National Level Maintenance

To maintain a national certification, the Commissaire must work a minimum of 2 races annually. A Commissaire with multiple certifications must work at 1 race / year in each discipline certified.

A Commissaire who has lost their certification may recertify by taking the relevant discipline’s exam. The Commissaire shall apply to the CC staff member responsible for Commissaires in order to recertify, and this application need be approved by the CCOC.

The timing and location of the exam shall be at the discretion of the CCOC. In the case of the Commissaire failing the exam, the Commissaire will be required to retake the course.

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

COMPLIANCE

If Commissaires fail to meet the skills or experience requirements for an upgrade, an upgrade will not be granted. Individuals will be asked to complete the deficient skills or experience, and apply for an upgrade again.

DEFINITIONS (AS REQUIRED)

Term	Definition
SCA	Saskatchewan Cycling Association.
UCI	Union Cycliste Internationale / International Cycling Union
CCC	Cycling Canada Cyclisme'
Commissaire	Commissaires are the sports officials that supervise races in each cycling discipline. Their responsibilities are to ensure a safe and fair play competition, in accordance with SK / CCC / UCI Rules and Regulations.
SCA Provincial Chief Commissaire	Elected or appointed person in charge of Commissaires in Saskatchewan for each discipline – Road / CX, MTB, and BMX.

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