



# **ONTARIO CYCLING ASSOCIATION**

## **COMMISSAIRE POLICY**

# **OCA Commissaire Policy**

## **Scope of the Policy**

This policy applies to all Commissaires working at races sanctioned by the Ontario Cycling Association (OCA) or to Commissaires assigned by the OCA to national or international races. Otherwise, the policies of the Cycling Canada (CC) and Union Cycliste Internationale (UCI) apply.

## **Code of Conduct**

Commissaires are expected to adhere to the OCA Code of Conduct and Ethics. They must read the Code of Conduct the first time they apply for their licence and state on their application form that they have re-read it each year when they apply for a licence.

If a Commissaire is found to be in material violation of the OCA Code of Conduct and Ethics, the OCA may issue a reprimand, require additional training or specific actions to address the situation issue a suspension for a period of time or may decline to use the services of the Commissaire in any manner it shall determine. Where issues of suspension from the OCA are being considered, the provisions of the OCA Discipline Policy will apply.

## **Communication**

Communication with Commissaires will be primarily through e-mail and sometimes by phone. Commissaires must ensure that their current e-mail and phone number are on file with the OCA.

In the event of significant mishaps at races, Commissaires should communicate with the OCA office and each other by phone only.

## **Licencing**

Before being assigned to any race, Commissaires are required to hold a UCI Licence valid for that year. The appropriate national code indicating the discipline and commissaire level must be shown on the licence.

Licences with a commissaire designation may be issued to those who have held them in the past as long as they have active status.

## **Minimum Activity Levels**

Commissaires are expected to remain active and knowledgeable about current regulations and standards. They are responsible for having current copies of the relevant UCI, National and provincial rules even if these are not supplied by the OCA.

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 active status.

It is the responsibility of the OCA office in consultation with the Provincial Chiefs to maintain an up-to-date list of the activity status of all Commissaires.

In order to remain active, Commissaires must work as an official at a minimum of one race in a two-year period in their discipline and participate in workshops and professional development activities from time to time. If a person has successfully completed TA assignments they are moved to active status for that year. Commissaires must attend annual commissaire meetings either in person or by conference call. Commissaires whose status is inactive will not be issued a commissaire licence code.

In order to return to active status, they must work with a mentor for two races. They will be re-licenced at the highest level of certification they received before becoming inactive. Return to National status or higher is governed by CC.

Commissaires who are considered active outside of Ontario may work in Ontario if they submit a letter from the sanctioning body in the district in which they worked stating that they are in good standing as commissaires.

## Training and Upgrades

The OCA values motivation, effort, diplomacy, communication skills, willingness to learn and performance over length of tenure when considering officials for upgrade.

The tables below list the minimum requirements to be licenced at each level. These standards function in conjunction with the minimum activity levels. For example, a Technical Assistant who has not officiated in his discipline for two consecutive seasons is considered inactive.

The OCA Officials Committee in consultation with the Provincial Chiefs 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.

Any request for exemptions to the provincial standards listed below must be submitted by e-mail to the Officials Committee.

Level	Sanctioning Body	Requirements to be licenced at this level:
Technical Assistant	OCA	<ul style="list-style-type: none"> <li>Follow the OCA Provincial Level C course</li> <li>Pass a written exam</li> <li>Be 16 years of age or older</li> </ul>
Level C	OCA	<ul style="list-style-type: none"> <li>Have completed the training as Technical Assistant</li> <li>Worked two unpaid assignments as Technical Assistant</li> <li>Received meets expectation from chief commissaires</li> </ul>
Level B	OCA	<ul style="list-style-type: none"> <li>Have a Level C Licence Code</li> <li>Have worked a minimum of three races at Level C</li> <li>Have worked at least once as a finish judge at a Provincial level race</li> <li>Received the recommendation of the Provincial Chief Commissaire and the Officials Committee</li> <li>Recommended time before requesting upgrade to Level B: 1 year at Level C</li> </ul>
Level A	OCA	<ul style="list-style-type: none"> <li>Have a Level B Licence Code</li> <li>Have worked a minimum of five races at Level B</li> <li>Pass OCA Provincial A course exam</li> <li>Assigned and evaluated as Chief at a Provincial level race for the purposes of qualifying for Level A</li> <li>Demonstrated strong problem solving, communication and inter-personal skills</li> <li>Received the recommendation of the Provincial Chief Commissaire and the Officials Committee</li> <li>Recommended time before requesting upgrade to Level A: 2 years at Level B</li> </ul>

National	CC	<ul style="list-style-type: none"> <li>• Meet the requirements of CC for qualification</li> <li>• Receive the written recommendation of the OCA and the Provincial Chief Commissaire</li> <li>• Chief commissaire at a minimum of 2 provincial races</li> <li>• College member at a minimum of 1 national event</li> <li>• Follow the national commissaire course</li> <li>• Pass a written, oral and practical exam</li> <li>• Recommended time before requesting consideration for National Course: 2 years or as per CC requirements</li> </ul>
Elite National	UCI	<ul style="list-style-type: none"> <li>• Refer to the requirements of CC and the UCI</li> </ul>
International	UCI	<ul style="list-style-type: none"> <li>• Refer to the requirements of CC and the UCI</li> </ul>

## Request for upgrades

Requests for upgrades must be submitted by e-mail to the Provincial Chief describing how the requirements have been met. The Provincial Chief will bring the recommendation forward to the Officials Committee for consideration and will notify the candidate of the result. The Provincial Chief may also recommend upgrades.

## Commissaire Assignments

Commissaire assignments to races on the provincial calendar and where required national and international races are made by the Provincial Chief for each discipline in consultation with the OCA Officials Committee.

The OCA values motivation, effort, diplomacy, communication skills, willingness to learn and performance over length of tenure when considering officials for assignment. Requests for assignments and the assignments are made and published on the ComMgr website.

At least one month before the first race of the season the Provincial Chiefs 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 indicating their availability and preferences for races they are qualified to officiate.

The Provincial Chief will make the assignments and present the list of assigned commissaires to the OCA Officials 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 course of the season, the Provincial Chief will act independently to fill any vacancies.

The Provincial Chief and OCA Officials Committee 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.

## Commissaire Uniforms

Unless otherwise specified by CC or UCI regulations, OCA Commissaires will wear the OCA Commissaire uniform at all races at which they are officiating. The uniform is only worn when working at a race.

Commissaires are responsible for purchasing their own uniforms.

## **Commissaire Expenses and Reimbursement**

Commissaires are reimbursed by the race organizer according to the current OCA policies.

## **Provincial Chief Commissaires**

A Provincial Chief Commissaire is at a minimum a Provincial Level A Commissaire who has active status, a current UCI licence with a licence 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 Chief.

Provincial Chiefs are responsible for calling Commissaire meetings, working with the OCA Officials Committee to assign officials to races, determining which Commissaires meet the requirements for active and inactive status, working with the OCA, Commissaires and OCA members to address disputes arising from the application of the rules at races, reviewing and revising all communiqués before they are posted to ensure consistent application of the penalties, and recommending disciplinary actions and upgrades for Commissaires to the Officials Committee and the OCA.

The term of a Provincial Chief is two years. A Provincial Chief may serve up to three consecutive terms. The term runs for 24 months starting January 1. The term for a Provincial Chief in Track starts on June 1 and runs for 24 months.

## **Provincial Chief Selection Process**

Chiefs are selected by majority vote from Commissaires who meet the requirements in the following paragraph:

Commissaires are eligible to nominate and vote in the election for provincial chief if a) they hold a UCI licence that is current in the year the election is taking place; and b) have a licence code in the relevant discipline of Provincial Level C or higher and c) are considered active under the terms of this policy.

The Officials Committee will select the date for the election at least two months before the end of the term of the Provincial Chief.

The OCA office will send a call for nominations by e-mail to all active Commissaires in the discipline. Nominations will close at midnight 7 business days from the time the call for nominations was made. Nominations will only be accepted by e-mail.

Once the nomination window has closed, the OCA office will send candidates an email asking them if they accept the nomination. They have two business days to respond

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.

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 Chief Commissaire. They may also submit a photo if they choose. The OCA office will circulate this information to commissaires eligible to vote 3 business days before the vote is conducted.

The vote will be conducted over 2 business days. At the end of that period, the OCA will announce the result of the vote.

If there is a tie, the official with the highest level of certification will be chosen. If there is a further tie, the Chief will be selected based on the number of years of experience as an OCA Commissaire.

If there are no nominations, then the OCA Board of Directors will appoint a Chief.

## **Policy Review and Modification**

This policy will be reviewed annually by the OCA Officials Committee. Additional reviews may be requested by the OCA Board of Directors. Exceptions may be considered under special circumstances.

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