

# **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 Canadian Cycling Association (CCA) and Union Cycliste Internationale (UCI) apply.

## **Code of Conduct**

Commissaires are expected to adhere to the CCA Officiating Code of Conduct. They must read and sign 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 Officiating Code of Conduct, 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 via phone immediately.

## **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 or trained 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 where applicable, provincial rules even if these are not supplied by the OCA.

There are three activity levels: Active, Trained and Inactive. Each activity level has different standards.

National and International level officials who are considered active by the CCA or 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 or trained 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.

### **Active**

In order to remain active, Commissaires must work as an official a minimum of two races over the course of two seasons in their discipline and participate in workshops and professional development activities from time to time. Active Commissaires must attend the Spring Meeting, either in person or by conference call.

Commissaires who are considered active outside of Ontario may return to 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.

### **Trained**

Commissaires are considered trained if they only work as an official at one race over the course of two seasons in their discipline. They must continue to work a minimum of one race over the course of two seasons to retain this status.

Commissaires with the status of trained who wish to return to active duty must work with a mentor for one assignment and receive a favourable review. This could include receiving a “meets expectations” review from the Chief Commissaire at a race to which they have been assigned in the course of returning to active duty. In addition, the Commissaire may be required to participate in relevant professional development activity as determined by the Chief Commissaire and Officials Committee. Trained Commissaires are strongly encouraged to attend the Spring Meeting either in person or by conference call.

### **Inactive**

Commissaires who have been not maintained their trained status or who have not officiated any races in their discipline for three consecutive seasons are considered inactive and will be removed from the list of active or trained Commissaires. Commissaires whose status is inactive will not be issued a commissaire licence code.

In order to return to active status, they must re-take the provincial level examination in their discipline, receive a passing grade and work with a mentor for two races. They are not required to pay to re-take the exam. They will be re-licenced at the highest level of certification they received before becoming inactive.

## **Training and Upgrades**

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

The tables below list the minimum standards for the various officiating levels. These standards function in conjunction with the minimum activity levels. For example, a Technical Assistant who has not officiated in his discipline for three 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. The CCA Officials Committee is the authority for upgrades to National status and all applications to attend the International Commissaire Courses.

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

<b>Level</b>	<b>Sanctioning Body</b>	<b>To be licenced at this level, you must:</b>	<b>Races you can work</b>
Technical Assistant	OCA	<ul style="list-style-type: none"><li>• Take the Provincial Level C course</li><li>• Pass a written exam</li><li>• Be 16 years of age or older</li></ul>	<ul style="list-style-type: none"><li>• Citizen, Regional and Provincial level races as Assistant under supervision of another licenced Commissaire at the race</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>• Recommended time before requesting upgrade to Level B: 1 year</li></ul>	Same as above plus: <ul style="list-style-type: none"><li>• Chief, Finish Judge at Citizen level races</li><li>• Finish Judge at Regional level races</li><li>• Assistant at Provincial Level Races</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>• Received the recommendation of the Provincial Chief Commissaire and the Officials Committee</li> <li>• Recommended time before requesting upgrade to Level A: 2 years</li> </ul>	<p>Same as above plus:</p> <ul style="list-style-type: none"> <li>• Chief at Regional level races</li> <li>• College member at Provincial level races</li> <li>• Chief at a Provincial race (for the purposes of qualifying for Level A)</li> <li>• Assistant at National level races</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>• Have worked at least once as a finish judge and chief at a Regional or Provincial level race</li> <li>• Worked 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 consideration for National Course: 2 years or as per CCA requirements</li> </ul>	<p>Same as above plus:</p> <ul style="list-style-type: none"> <li>• Chief at Provincial level races</li> <li>• College member at National level races</li> <li>• Assistant at International level races</li> </ul>
National	CCA	<ul style="list-style-type: none"> <li>• Meet the requirements of the CCA for qualification</li> <li>• Receive the written recommendation of the OCA</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the CCA</li> </ul>
International	UCI	<ul style="list-style-type: none"> <li>• Refer to the requirements of the CCA and UCI for qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to the CCA and the UCI</li> </ul>

## Request for upgrades

Requests for upgrades must be submitted in writing or by e-mail to the Provincial Chief describing the 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.

## Commissaire Assignments

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

Two weeks before the Spring Commissaires' meeting, the Provincial Chiefs will e-mail a copy of the provincial race calendar to all active and trained Commissaires.

Commissaires have one week to respond indicating their availability and preferences for races they are qualified to officiate.

The Provincial Chief will make the assignments and e-mail the schedule to each Commissaire. Commissaires have two weeks to respond. Failure to respond indicates that the assignment has not been accepted.

The Provincial Chief and OCA Officials Committee will endeavour to assign Commissaires according to their preferences. Priority will be given to active Commissaires over trained Commissaires. However, there is no guarantee that assignment requests can be met.

## **Commissaire Uniforms**

Unless otherwise specified by CCA 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. Order forms are available through the OCA.

## **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, 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 and the OCA Development Coordinator to assign officials to races, determining which Commissaires meet the requirements for active, trained 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.

## **Provincial Chief Selection Process**

Chiefs are selected by majority vote from Commissaires who have active or trained status in that discipline.

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

Once the nomination window has closed, candidates will be sent an e-mail asking them if they accept the nomination. They have 48 hours 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 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 only one qualified candidate emerges, the person will be acclaimed at the end of the nomination period.

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.