

SINGAPORE CYCLING FEDERATION
COMMISSAIRES
Protocol & Governance Guide
Version 1.3

Version No.	Created on	Created by	Sign	Verified on	Verified by	Sign
1.0	1 Dec 2016	Lin Zuyi			Max Mager	
1.1	2 Dec 2016	Lin Zuyi with input from SCF's Secretariat			Max Mager	
1.2	31 Dec 2016	Lin Zuyi			Max Mager	
1.3	13 Jan 2017	Lin Zuyi			Max Mager	

Table of Contents

1. Introduction
2. Structure
 - a. UCI
 - b. SCF
 - c. Commissaires and Technical Commission
3. Technical Commission
 - a. Purpose
 - b. Objectives
 - c. Composition and Structure
 - d. Meetings
 - e. Roles and Functions
4. Commissaires
 - a. The importance of Commissaires
 - b. An Expert referee
 - c. Requisites
 - i. Technical competence
 - ii. A sense of responsibility
 - iii. Diplomacy and Communication
 - d. Commissaires' Panel
 - e. Team spirit and Management
 - f. Representing the UCI/SCF
 - g. Code of Conduct
5. Developmental Pathway
 - a. Career pathway overview
 - b. Level 1
 - c. Level 2
 - d. Level 3
 - e. UCI Commissaire
 - f. Technical Delegate
6. Events Appointments
 - a. Pre
 - b. During
 - c. Post
 - d. Overseas appointments
7. Commissaires' Logbook
8. Financial Obligations
9. Forms and Templates
10. Annex

1. INTRODUCTION

Commissaires serves in an advisory role to the Singapore Cycling Federation's (SCF) President and his/her Management Committee (MC) on issues relating to rules, regulations and, officiating at the national level to International level. The members serve several roles, particularly in technical officials' training and education, evaluation, mentoring, and administration of the Technical and Sporting matters.

2. STRUCTURE

Understanding the structure of our International Federation (IF), our National Federation (NF) and that of the Commissaires and Technical Commission will help you with a better insight of how they operate in relation to one another, thus aiding you in your role as a Commissaire.

a. UCI

Please refer to Chapter 1.1 of the various *Training Guide for Commissaires (TGC)*

b. SCF

The Singapore Cycling Federation was established on 21 Jan 1958 as a society. It was registered under the Charities Act on 21 Jan 1958. The SCF is governed by a Constitution which was adopted at the Annual General Meeting on 23 Sep 2016. Please refer to SCF's Constitution for details on SCF's objectives, organisational structure and other Constitutional matters.

c. Commissaires and Technical Commission

This document will give you an overview of the structure, rules and the developmental pathways of a Commissaire.

3. COMMISSAIRES AND TECHNICAL COMMISSION

a. Purpose

The Commissaires and Technical Commission shall oversee all sporting and technical matters in relation to Cycling events and competitions sanctioned or organised by UCI/SCF.

b. Objectives

- i. To remain current on UCI's regulations, changes and updates.
- ii. To develop competent Commissaires.
- iii. To maintain governance on all Commissaires' matters.
- iv. To advise EMC/organisers on technical and safety protocols

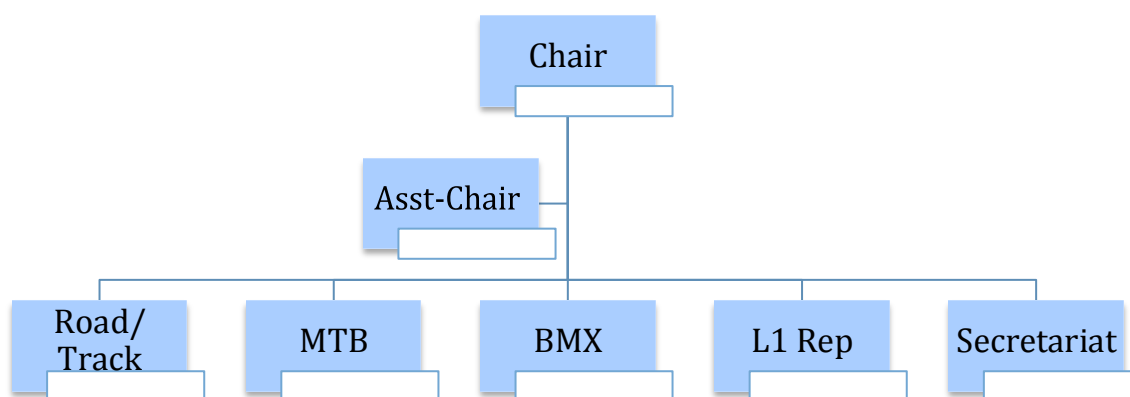
c. Composition and Structure (see chart below):

- i. The Commission shall comprise four accredited Commissaires who are currently active in the sport, made up of the following composition:
 - 1 X Road/Track (minimum L2)
 - 1 X MTB (minimum L2)
 - 1 X BMX (minimum L2)
 - 1 X Level 1 representative

The SCF will facilitate a meeting where all current Commissaires in SCF's database shall independently vote on the appointment of the four members in the Technical Commission. . The final list of appointment holders shall be endorsed by the SCF MC.

- ii. The President or the Hon Secretary of the SCF shall appoint the Chairperson of the Technical Commission. The holder must have a minimum of L2 certification and superior experiences.

- iii. The Chairperson shall then appoint the rest of the panel of the Commission including the Assistant Chairperson (minimum L2). Members of the respective Commissaires groups can make recommendations of their preferred representative/s, but the Chairperson's decision is final.
- iv. A SCF staff member appointed by the President or Hon Secretary, shall act as secretariat to the Commission. This staff member will not be involved in decision making with regards to officiating matters. Where necessary, the Technical Commission shall consult the SCF MC before instituting changes on policy matters.
- v. Term of Office – The Chairperson, Assistant-Chairperson and four members of the Technical Commission shall hold office for a period of two years. Thereafter, fresh appointments shall be made in consultation with SCF's MC



d. Meetings

The Commissaires' and Technical Commission shall meet as required. Meetings may take place in person, via teleconference or other electronic medium.

e. Roles and Functions:

- i. Inspection of all National Championship venues in coordination with the respective discipline's commission. Submit subsequent reports and recommendations.
- ii. Supervise the technical aspects of all events.
- iii. Recommend technical officials for all National Championships, National calendar events, and other international events conducted in Singapore.
- iv. Recommend amendments and additions to the Technical and Sanctioning Regulations, as required.
- v. Ensure that there is uniformity between SCF and UCI Technical Regulations.
- vi. Review the content and monitor the delivery of National Commissaires and relating Technical courses, ensuring their compliance with the UCI's guidelines.
- vii. To act as a consultative forum and provide recommendation to the Board of Management on issues directly relating to Commissaires.

f. Jury of Appeal

Three members of the Commissaires and Technical Commission shall constitute the Jury of Appeal for National Championships. If less than three members are available, then proxy members may be appointed.

4. COMMISSAIRES

For additional information on the sections, please refer to Chapter 2 of the *Training Guide for Commissaires* (Road, MTB or BMX).

a. The importance of Commissaires

When a person decides to become a Commissaire, it is as a result of his or her passion for the sport, in a similar way to others actively involved in cycling. It is a way of making an active contribution to the promotion of events. International appointments take a Commissaire around the world and there are often opportunities to meet new people and discover other cultures, with cycling as the common reference point.

b. An Expert referee

Most Commissaires carry out their duties in parallel to pursuing careers in other professions. The work of a Commissaire is not a professional activity. Despite this, everyone involved in cycling expects Commissaires to behave in a highly professional manner.

Commissaires are thus not only volunteers; they are experts, specifically appointed to the events.

Commissaires referee and support the organisation of events, contribute to improving the quality of events and are participating in the development of the cycling regulations.

The time they dedicate to their work as a Commissaire depends on several factors:

- availability,
- specialisation (president of the Commissaires' panel, motorbike Commissaire, finish judge, etc.),
- the discipline or category of event in which they officiate.

A Commissaire's role is often challenging because he or she has to work with a wide range of people (EMC/organisers, riders, sports directors, journalists, service providers). All of these individuals have different, sometimes diverging, interests.

c. Requisites

i. Technical competence

The first important technical competence is a comprehensive knowledge of the UCI Regulations.

A Commissaire must be aware of what the Regulations, as well as the good practice guides (e.g. Organiser's Guide to Road Events, Timekeeper's Guide and TV Production Guide), impose and, recommend for EMC/organisers. This allows checks to be conducted and feedback to be given through the evaluation report.

The UCI Regulations allow the Commissaire to react to the behaviour of the competitors and their team staff in order to guarantee that an event is conducted properly, in ethical and sporting terms.

Other technical knowledge, dealt with in the following chapters, is gained by participating and observing a wide range of events, engaging in checks and taking advantage of teamwork among Commissaires.

ii. A sense of responsibility

A sense of responsibility is a prerequisite even before an individual becomes involved in officiating: whether a Commissaire acts or does not act can change the sporting result of an event, affect the participants' perceptions and change the equilibrium between the various stakeholders.

The Commissaire must, among other things:

- check that the EMC/organiser has put in place all measures required to ensure the safety of everyone involved,
- intervene, if necessary, in order to maximise the safety of all parties involved in the race convoy,
- guarantee the smooth running of the event in sporting terms,
- ensure fair play,
- co-operate with other Commissaires in an optimum manner.

iii. Diplomacy and Communication

Commissaires are often called upon to act as mediators between the various parties in cycling and, using their personal skills, must make decisions firmly and tactfully.

Even though these decisions are often final, a Commissaire still has a duty of communication to the parties involved in order to explain and support a decision to the individuals concerned who sometimes lack knowledge of the regulations or are unaware of the latest amendments.

Encouraging the acceptance of a decision or sanction is not the objective, but it is essential to make sure that at least the minimum information has been communicated.

d. Commissaires' Panel

The Commissaires' panel for a cycling event is made up of all the Commissaires appointed by the UCI and/or the National Federation of the country in which the event is taking place.

(For general composition of the panel, please refer to the Chapter 2.1 & 4.1 of the TGC)

e. Team spirit and Management

The President of the Commissaires' panel (PCP), appointed by the UCI, cannot carry out his or her mission alone. The PCP relies on the work of the other members of the panel and must take decisions in a collegial manner.

Given these circumstances, the PCP acts as a manager. In this respect he or she must:

- check that the resources available to the members of the Commissaires' panel are appropriate to their missions,
- check, if necessary, that the work conducted by the Commissaires is of good quality,
- ensure that there is good co-operation within the Panel.

In the event of any problems, the PCP ensures that these three principles are applied.

The PCP makes use of professional management techniques (*chapter 11*). The PCP is the team leader and must demonstrate a strong sense of **team spirit**. The Panel must have a sense of solidarity, even if internal discussions are not only possible but necessary in the event of a divergence of opinions among members.

f. Representing the UCI/SCF

The main Commissaires of an event are appointed by the UCI and are the official representatives of the UCI during the race. A Commissaire must interpret and apply the regulations firmly and with common sense.

Commissaires represent the connection between the UCI and the sport on the ground.

The above arrangement must apply in all circumstances, even if there are political conflicts between the stakeholders of cycling or different geographical entities.

A UCI Commissaire must remain impartial to allow the UCI Regulations to be properly applied. A Commissaire must not advocate one party or another and must not deviate from the application of the UCI Regulations and standards

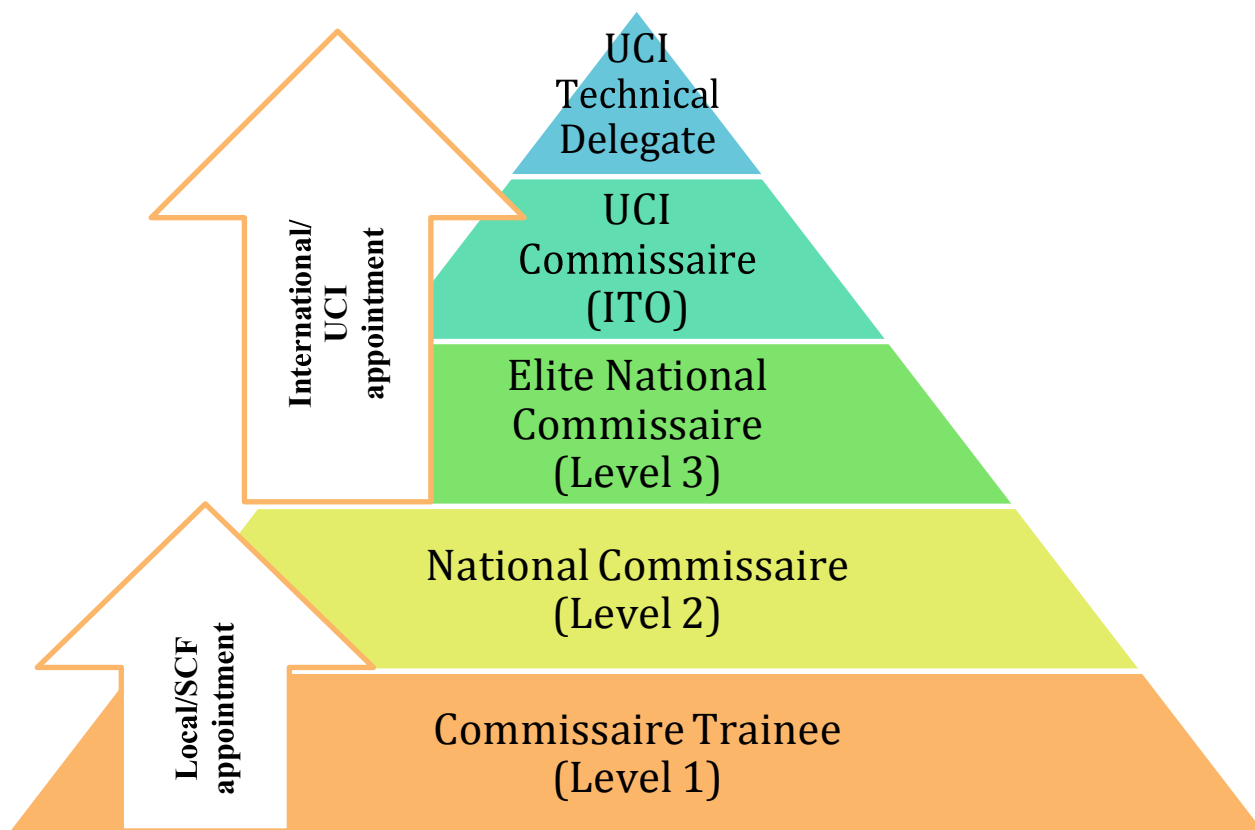
g. Code of Conduct

- i. For the full detail please refer to UCI's *Code of Conduct for International Commissaires*
- ii. Significant deviation from the Code of Conduct may lead the UCI/SCF to take action against the Commissaire concerned, up to suspension of the right to act as a Commissaire. (Article 1.1.066)
- iii. Obligation of Impartiality – The UCI regulations refer to ethics by requiring Commissaires to maintain impartial (Article 1.1.050). This article is particularly important because it is sometimes difficult to apply in certain circumstances: Commissaires are often deeply involved with their federation, EMC/organisers or local clubs. They may be appointed to officiate at events where there is a conflict of interest with these bodies.

The UCI Regulations impart a duty on a Commissaire to withdraw as soon as he or she perceives a risk of an infringement of impartiality. The withdrawal is a protective measure for the Commissaire: in an event of conflict, even if the Commissaire acted impartially, he or she may be suspected of not having done so and any decision made may be challenged.

5. DEVELOPMENTAL PATHWAY

a. Career pathway overview



b. Level 1

LEVEL	DESCRIPTION	PRACTICAL REQUIREMENTS FOR PROGRESSION TO THE NEXT LEVEL
1	<p><u>Commissaire Trainee</u></p> <p><u>Overview</u> If you are keen to officiate in cycling events, your participation in the Level 1 course will enable you to acquire basic knowledge on officiating and prepare you for practical involvement in local events only.</p> <p><u>Course Details</u> The course is typically held over 2 days with a General (cycling) knowledge question and answer session to assess your understanding of the content delivered.</p> <p>Modules covered include:</p> <p>Module 1 – Structure of the Sport of Cycling Module 2 – Commissaires Role Module 3 – Characteristics of Types of Events Module 4 – Rules & Regulations Module 5 – Race Procedures: Pre-During-Post Module 6 – Conduct of Participants Module 7 – Sporting Control of Races Module 8 – Race Incidents Module 9 – Radio Protocol Module 10 – Riders Clothing and Equipment</p> <p>This is a generic course across disciplines and it will be primarily delivered in a classroom setting with some elements of practical application.</p> <p><u>Post Course Assignments/Appointments</u> On conclusion of your participation in the course, you will be required to perform roles as Commissaires Trainee in local events e.g. Starter, Timekeeper, Marshals, Secretariat, data entry and other relevant appointments. This is where your practical application of knowledge acquired will be put to the test in a real competition/event setting. You will, however, have no authority to make decisions on officiating and technical matters.</p>	<p>You must have taken up officiating assignments in 2 local events in a particular calendar year (SCF sanctioned). You will be required to hold between 3 to 4 different appointments, whenever possible, in each local event.</p> <p>You must also have served a minimum of one (1) calendar year as a Level 1 Commissaire from the date of your course completion, before you can go on to register for a Level 2 Course.</p> <p>You will be required to submit evidence of your officiating involvement in an SCF Commissaires' Log Book which would be presented to you.</p>

c. Level 2

LEVEL	DESCRIPTION	PRACTICAL REQUIREMENTS FOR PROGRESSION TO THE NEXT LEVEL
2	<p><u>National Commissaire</u></p> <p><u>Overview</u> An individual attending the Level 2 course would have satisfactorily served as a Commissaire Trainee (Level 1) for a minimum of one full calendar year in an assistant role in at least 2 local events, and had held between 3 and 4 different appointments in each event.</p> <p>The Level 2 Course is discipline-specific i.e. either in Road, Track, MTB, BMX, or Bike Trial.</p> <p>Apart from local participants, the course may also involve Commissaires (Level 1) from the region.</p> <p><u>Course Details</u> The course is typically held over 4 to 6 days that includes:</p> <ul style="list-style-type: none"> a) Theory exam – multiple choice, comprehension and explanation, fill in the blanks-type questions. b) Oral exam – minimum of 5 questions in a face-to-face interview with the instructor. c) Practical assessment – you will be given appointments in a local competition/event and will be assessed based on your ability to effectively discharge your assigned duties. <p>Modules covered include,</p> <ul style="list-style-type: none"> a) UCI Constitutions and By-laws, Rules and Regulations; b) SCF Policies, Rules and regulations, Constitution; c) Discipline specific rules and regulations. <p><u>Post Course Assignments/Appointments</u> On your successful completion of the course, you can be appointed to serve in local competitions as a member of the Commissaires' Panel, be it Moto Comm, Finish Judge, Starter, Secretariat; appointments that requires you to make judgement calls.</p> <p>From time to time, you may also be invited, through the SCF together with the Technical Commission, to serve as a national Commissaire in an overseas competition for e.g. as a Finish Judge, Starter and Secretariat.</p>	<p>You must have taken up officiating assignments in 3 local events in a particular calendar year (SCF sanctioned). You will be required to hold between 2 to 3 different appointments, whenever possible, in each local event.</p> <p>You must also have served a minimum of two (2) calendar years as a Level 2 Commissaire from the date of your course completion, before you can go on to register for a Level 3 Course.</p> <p>You will be required to submit evidence of your officiating involvement in an SCF Commissaires' Log Book which would be presented to you.</p>

d. Level 3

LEVEL	DESCRIPTION	PRACTICAL REQUIREMENTS FOR PROGRESSION TO THE NEXT LEVEL
3	<p><u>Elite National Commissaire</u></p> <p><u>Overview</u> An individual attending the Level 3 course would have served as a National Commissaire (Level 2) for a minimum of two full calendar years in an officiating role in at least 3 local events per year.</p> <p>The Level 3 Course is discipline-specific i.e. either in Road, Track, MTB, BMX, or Bike Trial.</p> <p><u>Course Details</u> The course is typically held over 5 days that includes:</p> <ul style="list-style-type: none"> a) Theory examination b) Oral examination – a face-to-face interview with the instructor c) Practical assessment – you will be given appointments in a local competition/event and will be assessed based on your ability to effectively discharge your assigned duties <p>The Level 3 course would be conducted by a UCI Instructor and will involve regional participants. Modules covered include,</p> <ul style="list-style-type: none"> a) UCI Policies, Rules and regulations, Constitution b) Discipline specific rules and regulations c) National and Confederation structure, rules d) Culture, hospitality norms, etc. <p><u>Post Course Assignments/Appointments</u> On your successful completion of the course, you can be appointed to serve in local competitions as a member of the Commissaires’ Panel, be it Moto Comm, Finish Judge, Starter, Secretariat; appointments that requires you to make judgement calls.</p> <p>From time to time, you may also receive invitations by foreign Cycling Federations or EMCs, to serve as a member of the Commissaires’ Panel in an overseas competition.</p>	<p>You must have taken up officiating assignments in 3 local events in a particular calendar year (SCF sanctioned). You will be required to hold between 3 and 5 different appointments (on a rostered basis) in each local event.</p> <p>You should ideally have served as a Level 3 Commissaire for two full calendar years before you can proceed to register your interest for a UCI Commissaires / International Technical Officials’ (ITO) Course.</p> <p>You will be required to submit evidence of your officiating involvement in an SCF Commissaires’ Log Book which would be presented to you.</p> <p>The Technical Commission will conduct selection for candidate/s of the UCI Commissaire course, with member of panel also eligible for such selection.</p>

e. UCI Commissaire

LEVEL	DESCRIPTION	PRACTICAL REQUIREMENTS FOR PROGRESSION TO THE NEXT LEVEL
ITO	<p><u>UCI Commissaire</u></p> <p><u>Overview</u> The UCI Commissaires' Course is a "by UCI invitation" course only, through the respective National Federations.</p> <p>You should ideally have a good track record and served as a Level 3 Commissaire for two full calendar years.</p> <p>In addition, you must have taken up officiating assignments in 3 local events in a particular calendar year (SCF sanctioned) and have had held between 2 and 3 different appointments, whenever possible, in each local and/or overseas event/competition.</p> <p>The Course is discipline-specific i.e. either in Road, Track, MTB, BMX, or Bike Trial.</p> <p>Do note that the UCI Commissaires' Course is typically held in UCI HQ in Switzerland and will be facilitated by a UCI appointed course conductor with 2 assistant instructors.</p>	

f. Technical Delegate (TD)

Technical Delegate is appointed by the SCF Commissaires' & Technical Commission.

Without prejudice to the responsibility of the race/event organiser, the Technical Delegate supervises the preparation of the technical aspects of the event and serves as a link with the SCF in this respect.

If an event is promoted at a new venue, the Technical Delegate must carry out an inspection in advance (course, distance, location of feed/technical assistance zones, installations, safety, event race schedule, etc). He/she meets the EMC/organiser and prepares an inspection report without delay for submission to the SCF Commissaires Commission.

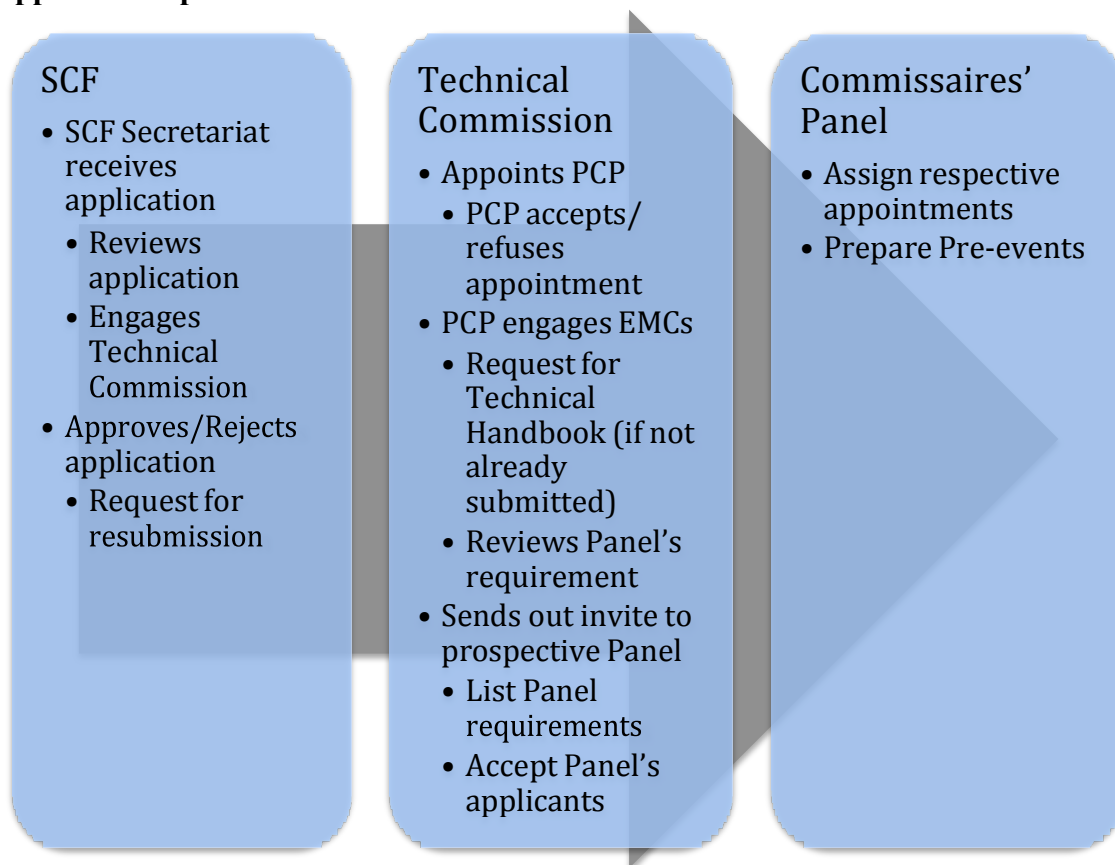
The TD must be on site at least two days prior to the first official training session and must carry out an inspection of the venue and course in conjunction with the EMC/organiser and the President of the Commissaires' Panel. He/she coordinates the technical preparations for the event and ensures that the recommendations made in the inspection report are implemented. The definitive version of the course and any changes are the responsibility of the Technical Delegate. In cases where a Technical Delegate is not available, this task can be undertaken by the PCP.

Note: at the International level, the TD is appointed by the UCI. The scope of work is similar to what is being described above, but usually on a larger scale and higher level.

6. EVENTS APPOINTMENT

Once an event has been approved for sanction, SCF and the Technical Commission shall proceed with the Appointment of Commissaires. In this chapter, we will look at the process of the appointments and the things-to-do before, during and after an event.

b. Appointment process



After the PCP and panels have been appointed and confirmed, it is time to prepare for Pre-events activities. The following sections will give you a brief into the Pre, During and Post activities.

c. Pre

The President of the Commissaires' panel, the EMC/organiser, the Technical Delegate (if appointed) and all those involved in the event should establish a relationship that is always as courteous and cooperative as possible. At the same time, all essential human and material resources must be made available.

For a Commissaire, this preparation begins from the moment that he or she receives the appointment for the race. There are certain tasks for all Commissaires before they arrive at the race venue. However, the President of the Commissaires' panel (PCP) has additional tasks compared with the other Commissaires who are appointed.

For more information on this, please refer to Chapter 4.1 of the TGC for MTB & BMX, and 4.2 for Road.

d. During

The Commissaire introduces himself or herself to the EMC/organiser upon arriving at the venue. The Commissaire should agree a time and place to meet the EMC/organiser in advance and arrive punctually. This first contact is important as it sets out the bases of the relationship with the EMC/organiser and illustrates the Commissaire's professionalism. The meeting with the EMC/organiser should be cordial and constructive and discuss each party's responsibilities (those of the Commissaires' panel and those of the organisation). It is essential to establish the basis of the cooperation from the start.

The Commissaire should also:

- be in possession of the EMC/organiser's contact details and those of the members of the Commissaires' panel (telephone numbers). These will be useful in the event of any unexpected circumstances regarding travel to the event (by train, plane, car, etc.).
- be able to recognise the person responsible for meeting you upon your arrival (at the airport, station, etc.). You should know this person's name and telephone number and the agreed method of identifying each other.

For detailed content on this please refer to Chapter 4.2 of the TGC for MTB & BMX, and 4.3 for Road.

e. Post

The core items of any post- race activities shall include:

- Award Ceremony
- Results verification and submission
- Final administrative tasks and meetings
- Race report

For detailed content on this please refer to Chapter 6 of the TGC for MTB & BMX, and 4.4 for Road.

f. Overseas appointments

- L1 – Generally not eligible for overseas appointments as they are not full fledged Commissaires, but if there are suitable opportunities, the Technical Commission will review and select most suitable candidate/s for the assignment.
- L2 – If a foreign Federation or EMC/organiser sends an invite and with the clearance of the SCF and Technical Commission, National Commissaires can be assigned for overseas appointments.
- L3 – Elite National Commissaires can be directly invited by foreign Federations or EMCs to officiate in overseas events. Elite Commissaire/s should inform SCF and the Technical Commission of such assignments.

7. COMMISSAIRES' LOGBOOK

a. Logging your events

After each event that is sanctioned UCI/SCF with official appointments by the UCI/SCF, each Commissaires shall enter his/her logbook with the relevant description of the assignment accomplished. Any event that is not sanctioned by the SCF and the panels appointed by the Technical Commission shall not be eligible for log entries.

b. Authenticating logbook-entries

The PCP or the grading mentors will also authenticate that the log entries submitted are valid and accurate.

c. Evaluation guideline

The evaluation for the Commissaires will allow for their strengths and weaknesses to be highlighted. The Technical Commission will then be able to better plan for their future assignments. The purpose of an assessment and, hands-on mentoring is especially important for the newly appointed L1 Commissaires or those L1 or L2 Commissaires who have been inactive.

8. FINANCIAL OBLIGATIONS

The Technical Commission, in consultation with SCF's MC has agreed on the following payment guide for all appointed Commissaires:

Appointment	Fees (SGD) – Per Day
<u>National / Local Competitions / International competitions held in Singapore (SCF Sanctioned)</u> Basic National Commissaires L1 National Commissaires L2 and Elite National Commissaires L3 President of the Commissaires Panel (PCP) Technical Delegate (when required)	\$40.00 \$80.00 \$120.00 \$200.00
<u>Regional/International Competitions (UCI Sanctioned)</u> Basic National Commissaires L1 National Commissaires L2 and Elite National Commissaires L3 UCI Commissaires / ITO President of the Commissaires Panel (PCP) Technical Delegate	\$50.00 \$100.00 Based on UCI Rates Based on UCI Rates Based on UCI Rates (\$250.00)
<u>Major Games (e.g. SEA Games held in Singapore)</u> Basic National Commissaires L1 National Commissaires L2 and Elite National Commissaires L3 UCI Commissaires / ITO President of the Commissaires Panel (PCP) Technical Delegate	Based on rates determined by Games' Organising Committee

9. FORMS AND TEMPLATES

Please keep up-to-date with all the forms and templates that are required for events and reports.

Reference Materials:

1. UCI Regulations
2. The UCI International Commissaire: an expert serving cycling
3. Code of Conduct for Commissaires
4. Road Cycling Events Training Guide for Commissaires 2015-2106
5. Mountain Bike Events Training Guide for Commissaires 2015-2106
6. BMX Races Training Guide for Commissaires 2015-2106
7. SCF Financial Policy and Procedures Version 9
8. SCF Commissaires Certification and Development Pathway