



COMMISSAIRES and TECHNICAL COMMISSION Policy Guide

Editor	Date	Version
Lin Zuyi	1 Dec 2016	1.0
Lin Zuyi with input from SCF's Secretariat	2 Dec 2016	1.1
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**Contents and Referencing:
Broken down into for e.g., Chapter:3 - Topic:3.1 - Articles: 3.1.1**

Contents

1	INTRODUCTION	3
2	COMMISSAIRES AND TECHNICAL COMMISSION	3
2.1	PURPOSE	3
2.2	OBJECTIVES	3
2.3	COMPOSITION AND STRUCTURE	3
2.4	MEETINGS	3
2.5	ROLES AND FUNCTIONS	3
3	COMMISSAIRES	4
3.1	THE IMPORTANCE OF COMMISSAIRES	4
3.2	AN EXPERT REFEREE	4
3.3	REQUISITES	5
3.4	COMMISSAIRES' PANEL	5
3.5	TEAM SPIRIT AND MANAGEMENT	6
3.6	REPRESENTING THE UCI/SCF	6
3.7	CODE OF CONDUCT	6
3.8	DEVELOPMENTAL PATHWAY	7
3.9	EVENTS APPOINTMENT	9

1 INTRODUCTION

The Commissaires and Technical Commission serves an advisory role to the Singapore Cycling Federation's (SCF) President and their Management Committee (MC) on issues relating to rules, regulations and, officiating at the national to international level. The members serve several roles, particularly in technical officials' training and education, evaluation, mentoring, and administration of Technical and Sporting matters. This document will give you an overview of the structure, rules, and developmental pathways of a Commissaire.

2 COMMISSAIRES AND TECHNICAL COMMISSION

2.1 PURPOSE

The Commissaires and Technical Commission shall oversee all sporting and technical matters about Cycling events and competitions sanctioned and or organised by SCF.

2.2 OBJECTIVES

- 2.2.1 To remain current on UCI's regulations, changes, and updates, and implement the applicable UCI regulations in respect of the cycling events and competitions held in Singapore.
- 2.2.2 To train and develop the competency level of all Commissaires.
- 2.2.3 To maintain governance on all Commissaires' matters.
- 2.2.4 To advise on technical and safety protocols, where applicable.

2.3 COMPOSITION AND STRUCTURE

- 2.3.1 The Commission shall comprise of the following representatives of the following disciplines, namely: 1 X Road, 1 X MTB, 1 X BMX.
- 2.3.2 The President or the Secretary-General of the SCF shall appoint the Chairperson of the Technical Commission. The holder must have a minimum of national certification.
- 2.3.3 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 about officiating matters. Where necessary, the Technical Commission shall consult the SCF MC before instituting changes on policy matters.
- 2.3.4 Term of Office: The Chairperson and members of the Technical Commission shall hold office for one year. Thereafter, fresh elections and appointments shall be made in consultation with SCF's MC.

2.4 MEETINGS

The Commissaires and Technical Commission shall meet as required.

2.5 ROLES AND FUNCTIONS

- 2.5.1 Coordination with organizing committee(s) representative(s). Submit subsequent

reports and recommendations, if applicable.

- 2.5.2 Recommend technical officials for cycling events held locally or internationally.
- 2.5.3 Recommend amendments and additions to the Technical Regulations and Sanctioning Regulations, as required, and ensure uniformity between SCF and UCI Technical Regulations.
- 2.5.4 To act as a consultative forum and provide recommendations to SCF on issues directly relating to Commissaires.

3 COMMISSAIRES

For additional information, for guides, handbooks, etc, please refer to this link:

[Guide to UCI Commissaires](#)

3.1 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.

3.2 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 (PCP), motorbike Commissaire, finish judge, etc.),
- the discipline or category of the 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 and stakeholders (organisers, riders, sports directors, journalists, service providers). All of these individuals have different, sometimes diverging, interests.

3.3 REQUISITES

3.3.1 A Commissaire must be aware of the Regulations, as well as the good practice recommended for organisers. This allows checks to be conducted and feedback to be given through the evaluation report. Please see below additional UCI guides to assists:

3.3.1.1 [Organiser's Guide to Road Continental Championships - ENG](#)

3.3.1.2 [Regulator's guide to road events](#)

3.3.1.3 [Guidelines for vehicle circulation in the race convoy](#)

3.3.1.4 [The Timekeeping guide for provider](#)

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

3.3.3 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.

3.3.4 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.

3.3.5 The Commissaire must, among other things:

3.3.5.1 check that the organiser has put in place all measures required to ensure the safety of everyone involved, intervene, if necessary, to maximise the safety of all parties involved in the race convoy.

3.3.5.2 guarantee the smooth running of the event in sporting terms.

3.3.5.3 ensure fair play.

3.3.5.4 co-operate with other Commissaires in an optimum manner

3.3.6 Diplomacy and Communication

Commissaires are often called upon to act as mediators between the various parties in cycling and, using their 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 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.

3.4 COMMISSAIRES' PANEL

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

3.5 TEAM SPIRIT AND MANAGEMENT

The President of the Commissaires' panel (PCP) cannot carry out his or her mission alone. The PCP relies on the work of the other members of the panel and must make 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. 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.

3.6 REPRESENTING THE UCI/SCF

The main Commissaires of an event 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 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.

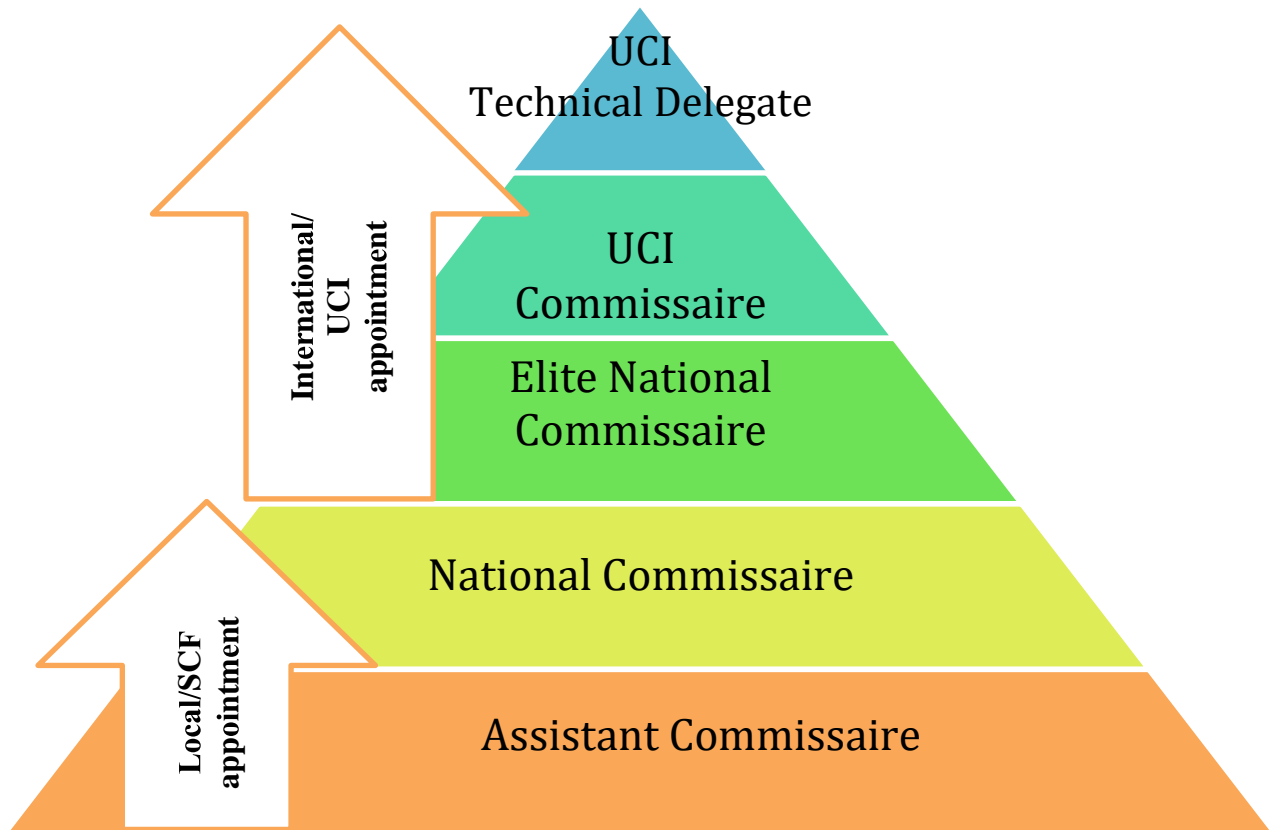
A Commissaire must remain impartial to allow the UCI Regulations to be properly applied. A Commissaire must not advocate one party or another and must not deviate from the application of the UCI Regulations and standards, where applicable.

3.7 CODE OF CONDUCT

- 3.7.1 For the full detail please refer to UCI's Code of Conduct for International Commissaires
- 3.7.2 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.
- 3.7.3 Obligation of Impartiality – The UCI regulations refer to ethics by requiring Commissaires to maintain impartiality. This article is particularly important because it is sometimes difficult to apply in certain circumstances: Commissaires are often deeply involved with their federation, organisers, or local clubs. They may be appointed to officiate at events where there is a conflict of interest with these bodies.
- 3.7.4 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 a 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.

3.8 DEVELOPMENTAL PATHWAY



Assistant Commissaire

Commissaires who have completed the basic commissaires course (**formerly known** as Level 1 Commissaires Course) or a National Commissaire who is invited to officiate in a discipline but has not qualified for that particular discipline (for example, MTB National Commissaire officiating in a Road discipline race).

National Commissaire

The Course is discipline-specific that is, either in Road, Track, MTB, BMX, or Bike Trial.

Apart from local participants, the course may also involve other candidates from the region.

Course Details

The course is typically held over four (4) to six (6) days that include:

- a) Theory exam – multiple-choice, comprehension and explanation, fill in the blanks type questions.

- b) Oral exam – 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.

Modules covered include,

- a) UCI Constitution and By-laws, Rules, and Regulations;
- b) SCF Policies, Rules, and regulations, Constitution;
- c) Discipline-specific rules and regulations.

Post Course Assignments/Appointments

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 Motor Comm, Finish Judge, Starter, Secretariat; appointments that require you to make judgment calls.

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 example, as a Finish Judge, Starter, and Secretariat).

You must have taken up officiating assignments in three (3) local events in a particular calendar year (SCF sanctioned). You will be required to hold between two (2) to three (3) different appointments, whenever possible, in each local event.

You will be required to submit evidence of your officiating involvement in an SCF Commissaires' Log- Book which would be presented to you.

Elite National and International Commissaire

The Management Committee and the SCF Commissaires commission will propose the candidate/s to attend the Elite National/International Commissaires course conducted by the UCI.

- a) Candidates should at least have 2 years' experience as a national commissaire before attending the Elite national commissaires course
- b) Candidates should at least have 3 years' experience as an Elite national commissaire before attending the International Commissaires course.

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 inspect in advance

(course, distance, location of feed/technical assistance zones, installations, safety, event race schedule, etc). He/she meets the organiser and prepares an inspection report without delay for submission to the SCF Commissaires Commission.

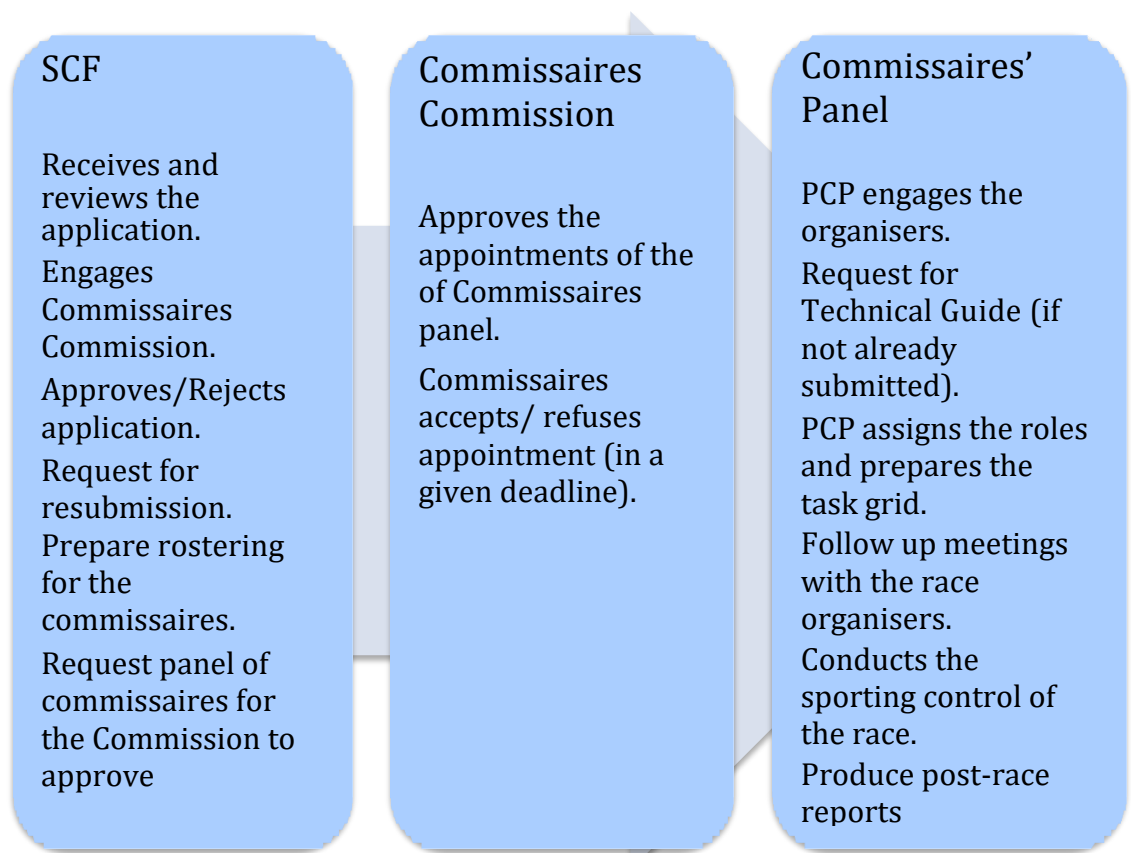
The TD must be on-site at least two days before the first official training session and must carry out an inspection of the venue and course in conjunction with the organiser and the President of the Commissaires' Panel. He/she coordinates the technical preparations for the event and ensures that the 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.

3.9 EVENTS APPOINTMENT

Once an event has been approved for sanction, SCF and Commissaires 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.

3.9.1 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.

3.9.2 Pre

The President of the Commissaires' panel, the 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.

3.9.3 During

The Commissaire introduces himself or herself to the organiser upon arriving at the venue. The Commissaire should agree on a time and place to meet the organiser in advance and arrive punctually. This first contact is important as it sets out the basis of the relationship with the organiser and illustrates the Commissaire's professionalism. The meeting with the 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:

- a) have the 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.
- b) 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.

3.9.4 Post

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

- a) Award Ceremony
- b) Results verification and submission
- c) Final administrative tasks and meetings
- d) Race report

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

3.9.5 Overseas Appointments

3.9.5.1 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 the most suitable candidate/s for the assignment.

3.9.5.2 If a foreign Federation or organiser sends an invite and with the clearance of the SCF and Technical Commission, National Commissaires can be assigned for overseas appointments.

3.9.5.3 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.

3.9.6 Commissaire's Logbook

3.9.6.1 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.

3.9.6.2 Authenticating logbook-entries

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

3.9.6.3 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.

3.9.7 Financial Obligations

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

Appointment	Event Day/s	Pre-event day (example: Bike check)
Assistant Commissaires	\$50.00	\$30.00
National Commissaires	\$100.00	\$50.00
President of the Commissaires Panel (PCP)	\$150.00	\$75.00
Technical Delegate (when required)	\$250.00	\$125.00