



**MOUNTAIN BIKE AUSTRALIA**

# Commissaire Policy for MTBA Sanctioned Events

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# 1. Revision Control

<i>Version</i>	<i>Date</i>	<i>Prepared by</i>	<i>Comments</i>
9	10/6/2009	Tony Scott	Author
10	22/12/2010	Tony Scott	<ul style="list-style-type: none"><li>• Recognized club level events are less about rules but that safety was still paramount</li><li>• Added concept of Club vs Open events</li><li>• Created accreditation levels applicable to both</li><li>• Created the pathway for Level 1 accreditation based on on-linecourse</li></ul>
10.1	28/4/2011	Tony Scott	Added roles, changed some aspects of payment
10.2	25/5/2011	Tony Scott	General edits
11.1	1/9/2012	Tony Scott	Committee Endorsement

Implementation Date*	1/1/2013
Next Revision date**	January 2015

\* All previous versions of this policy are cancelled

\*\* Revisions may be made before this date if agreed to by the MTBA committee

# 2. Distribution

- MTBA Committee
- MTBA Clubs
- Website
- Members

# 3. Authority

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# Policy for Commissaires at MTBA Sanctioned Races

## 1. Commissaires - How they help you

- a) Commissaires can provide advice about events, including the management of events and common risks and problems that may arise. This means that event directors and other officials at the event can turn to the commissaire for advice on questions such as risk management. Commissaires can help with advice on such matters as: medical provision, traffic management and flow, facilities, volunteer briefings, course layouts, heat policy, age policy and technical aspects of the race course.
- b) Commissaires facilitate the event. The commissaire ensures that everything that needs to be in place for the event to run as required and expected is ready and available. The commissaire ensures that services such as medical services, DH transport, venue layout, venue facilities, timing, volunteers at appropriate course placements, presentations podiums, efficient registration processes, effective communication of tracks, results and notice publication and many others are in place.
- c) Commissaires guarantee that results for all places can be determined and are according to the rules. If electronic systems fail then commissaries have manual back up processes that will enable results to be declared.
- d) Commissaires are able to settle any disputes between competitors. Who is neutral from the event to assess any protests? Who does a complainant turn to? Who from the event wants to do or is qualified to do this role? This is not merely a “policing role” although ensuring a fair and consistent competition occurs is a necessary part of a mountain bike competition. Those who perceive they have been penalised need to recognise that when they wish to lodge a “claim” (protest) or enquire about the event’s rules they will turn to a commissaire.

These roles will vary depending on the level of accreditation of the commissaire and the level of event the commissaire is attending. For instance a Level 1 commissaire may be more focussed on risk management and event servicing (roles a) and b) above) when attending a club event, while a Level 3 commissaire at a National or International event will have a chief focus on results and rules (roles c) and d) above) and have a watching brief on risk management and service provision through an event manager.

## 2. Levels of MTB Commissaire Accreditation

MTBA has developed Level 1, 2 and 3 commissaire courses which have been accredited by National Officiating Accreditation Scheme (NOAS) with Cycling Australia’s assistance.

MTBA recognises commissaires accredited with the NOAS at the following levels:

- a) MTB Level 1: Club MTB commissaire
- b) MTB Level 2: Open MTB commissaire
- c) MTB Level 3: National MTB commissaire.

MTBA also recognises the accreditation awarded to people who have completed a UCI International MTB commissaire course.

Commissaires accredited by the NOAS for other cycling disciplines are required to complete the relevant MTB course (see section 10).

## 2. Timelines for implementation of this policy

This policy will have a stepped timeline for its implementation. This is as follows:

Event Type	Policy Commencement Date
Club	1/1/2013
Open	1/1/2013
National	Already in place

This policy and the timelines for its implementation are equally applicable to MTBA affiliated clubs as well as affiliated Private Promoters.

## 3. Definitions

- a) **Club Events:** These are events run by affiliated clubs that are predominately for the club's members. The participant base will be largely from the club hosting the event, although a minority of external MTBA members will be permitted.
- b) **Open Events:** These are events:
  - Run by affiliated clubs that has a participant base largely made up of people external to the club
  - Run by Private Promoters
  - State level events.
- c) **National Events:** These are events scheduled by MTBA.

## 4. Commissaires at MTBA Club events

From 1st January 2013 all club level events conducted with MTBA sanctioning must have at least one accredited Level 1 or above commissaire attending. The commissaire(s) are appointed by the club. The commissaire can take on the role of the main organiser such as the race director or manager and can be an event participant.

The principle function of the commissaire(s) at Club Events will be to assess the race course(s) for suitability, risk minimisation and safety. There is a reduced emphasis on rule interpretation or implementation at Club level events.

## 5. Commissaires at MTBA Open events

From 1st January 2013 all Open level races conducted with MTBA sanctioning, must have accredited commissaires attending. The number and level of commissaire accreditation is commensurate with the level of the event as follows.

- a) At Open events, other than State championships, at least one commissaire (Level 2 or 3) per format conducted on the same day will attend. The commissaires may be sourced within the hosting club or, in the case of Private Promoters within the State and are appointed by the hosting entity. A Chief Commissaire will be selected from and by the commissaires attending the event and will preside. The Chief Commissaire cannot have any other role at the event and cannot be a race participant. Any assistant commissaires may take on additional roles but may not be a participant without the express agreement of the Chief Commissaire.
- b) At State championships a Chief Commissaire will preside. The Chief Commissaire for State Championships will be appointed by the hosting entity but be approved by MTBA and be at MTB Level 3, will be sourced from outside the host club and ideally from interstate. At least one additional assistant commissaire (Level 1, 2 or 3) per format conducted on the same day will attend. The Chief Commissaire cannot have any other role at the event and cannot be a race participant. Assistant commissaires may take on additional roles but may not be a participant without the express agreement of the Chief Commissaire.

## **6. Commissaires at MTBA National races**

A Chief Commissaire of at least MTB Level 3 will preside and will be appointed by MTBA. Other National level commissaires may also be appointed by MTBA for the roles of (but not limited to) Secretary, Start and Finish judges. At least one MTB Level 1 or 2 accredited commissaire for each format contested at the event may also be appointed by MTBA. None of the commissaires appointed to National level events may have any other role at the event and cannot be event participants.

## **7. Commissaires at UCI races (excluding National Championships)**

This includes International events such as Category C, Oceania, World Cup and Championships UCI events. The key roles will usually be appointed by the UCI but MTBA will also usually be required to appoint assistant commissaires with at least MTB Level 3 accreditation. The number and roles vary depending on the nature of the event. None of the commissaires may have any other role at the event and cannot be a race participant.

## **9. Reimbursement**

### **a) Club races (from 1st January 2013)**

If a club has the required number of commissaires within its own membership there should be minimal costs to the club for the commissaires to manage the event. If the club does not have the required number of commissaires within its membership and has to import any accredited commissaires then the hosting club will:

- i) Pay each an allowance of a minimum of \$30 per day
- ii) Pay for travel to the event by private vehicle reimbursed at a rate of the current ATO per km allowance, or air travel; whichever is the cheaper
- iii) Pay for any accommodation, if required.

### **b) Open Level races other than State Championships (from 1st January 2013)**

If a hosting entity has the required number of commissaires within its membership there should be minimal costs to the club for their own commissaires to manage the event. If the hosting entity does not have the required number of commissaires within its membership, or the event is being run by a Private Promoter an import of accredited commissaire(s) will be required in which case the hosting entity will:

- i) Pay each an allowance of minimum of \$60 per day
- ii) Pay for travel to the event by private vehicle reimbursed at a rate of the current ATO per km allowance, or air travel; whichever is the cheaper
- iii) Pay for any accommodation, if required.

### **c) State Championship events: (from 1st January 2013)**

The following arrangements apply to the role of Chief Commissaire:

- i) An allowance of \$100 per day is payable by the hosting club
- ii) Payment for travel to the events by the cheaper of private vehicle reimbursed at a rate of the current ATO per km allowance or air travel
- iii) Payment for any accommodation, if required.

The arrangements for assistant commissaires will be according to clause 9b above.

### **d) National events (all):**

The National level commissaires appointed by MTBA will have arrangements as follows:

- i) An allowance of \$200 per day is payable by MTBA or its agents
- ii) Payment for travel to the event by the cheaper of private vehicle reimbursed at a rate of the current ATO per km allowance, hire car or air travel and payable by MTBA
- iii) Payment for accommodation - the Chief Commissaire in a single occupancy, other commissaires on a twin-share basis; if required and payable by MTBA.

The arrangements for other level assistant commissaires at National events will be negotiated on a case by case basis. In general MTBA will pay the costs stated in Clause 9d for any level commissaires it requires to attend a national level event.

### **e) International events:**

Variable arrangements depending on who makes the appointment. Any commissaires appointed by MTBA will have arrangements according to National level commissaires.

## 10. Accreditation - Where to now?

Mountain biking needs great commissaires. MTBA appreciates the people who step forward to take on roles such as commissaires whether it be at their local club event or even at State, National and International levels. You don't even need to know how to ride a bike; all the support and training is provided for you to gain accreditation as a commissaire and enjoy your participation at whatever level you aspire too. Here is how.

### a) A NOAS accreditation at MTB Level 1 is obtained as follows:

- i) The member must be over the age of 18.
- ii) The member undertakes the on-line commissaire course available within the MTBA on-line membership system. Access to this will be available to all MTBA members at any time. This will still require a practical assessment session however gaining accreditation on-line allow members to do the course in their own time.
- iii) The member completes the assessment workbook available once the on-line course has concluded and emails or posts to MTBA office.
- iv) The Assessment Workbook is marked, contact to the trainee made and a discussion of the answers provided is done.
- v) The trainee will then be emailed a Club Event Worksheet for the trainee to complete at the next available Club event. The trainee completes the worksheet and sends back to MTBA.
- vi) MTBA follows up with the trainee, asks a few questions based on the returned Club Event Worksheet, which concludes the process for accreditation.

### b) A NOAS accreditation at MTB Level 2 is obtained by either of the following pathways:

- i) **Pathway 1:** Accredited Level 1 commissaires can attend a Practical Assessment session and have their accreditation upgraded to Level 2. The event at which assessment will be done and cost for the assessment will be upon negotiation with the Assessor. The base cost for Level 2 accreditation through this pathway is \$30.
- ii) **Pathway 2:** Attending a two-day course consisting of one day of classroom training with practical assessment following, ideally on the day after, at an event. The base participant cost of the course is \$60, which includes the Level 2 polo shirt and all the workbooks. Organisational costs such as the attendance fee (\$200 per day), travel, meals and accommodation for the presenter and/or assessor, room hire, meals and drinks for the participants etc will be met by the attendees but could be recoverable from State Development Funds if available and upon approval by MTBA.

### c) A NOAS accredited National level 3 MTB commissaire course is obtained as follows:

MTBA will deliver Level 3 courses on a needs-be basis. The course will be delivered by UCI internationally accredited MTB commissaires. Places are strictly limited and participants need to have been an active Level 2 commissaire for at least 12 months or have been an assistant commissaire at 2 National level events in the past 12 months at least.

This course is a three-day classroom course and may be followed by on-the job training at a National level event. The participant course cost is \$100. Travel to the course is payable by the applicant but MTBA will pay for accommodation and support while on the course. If a following National level event is scheduled trainees will be allowed to participate at the event in one MTB format and will be required to be rostered on at other times for the on-the-job training sessions and assessment.

Assessor training will be offered to Level 3 commissaires when suitable courses are available.

### d) International level courses are conducted by the UCI from time to time, occasionally in Australia. To be eligible to attend you need to be (note that these are UCI requirements):

- i) Under 50 years old

- ii) Have been an active MTB Level 3 accredited commissaire for the previous 2 years
- iii) Pay the costs associated with travel, accommodation and support at the course venue. MTBA will pay for the course costs and may contribute to other costs.