

# Policy for Commissaires at MTBA Sanctioned Races

## 1. 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 1/2: Club/State MTB Commissaire
- b) 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 9).

## 2. Timelines for implementation of this policy

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

Event Level	Policy Commencement Date
Club	1/1/2011
State	1/1/2010
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. Commissaires at MTBA Club races

From 1st January 2011 all club level events conducted with MTBA sanctioning must have an accredited commissaire attending. The commissaire can be at level 1/2 or 3 with at least one commissaire per format conducted on the same day. The Commissaire can also take on the role of the main organiser such as the race director or manager but cannot be an event participant at the time they are officiating.

## 4. Commissaires at MTBA State races

From 1st January 2010 all State 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 State Series races at least one commissaire (Level 1/2 or 3) per format conducted on the same day will attend. The commissaires may be sourced within the hosting club or State. A Chief Commissaire will be selected from the commissaires at 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 approved by MTBA, be at MTB Level 3 and 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.

## **5. 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 1/2 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.

## **6. 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.

## **7. Commissaires at events conducted by MTBA affiliated Private Promoters**

Events conducted by MTBA affiliated Private Promoters will follow the commissaire requirements in this policy. For events not recognised as being State, National or International level events Private Promoters will follow the policy for Club level events. Private Promoter events recognised as being State, National or International will follow the appropriate policy.

## **8. Reimbursement**

### **a) Club races (from 1/1/2011)**

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 \$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) State Series races (from 1/1/2010)**

If a club 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 club does not have the required number of commissaires within its membership and has to import any accredited commissaire then the hosting club will:

- i) Pay each an allowance 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

### **c) State Championship events: (from 1/1/2010)**

The following arrangements apply to the role of Chief Commissaire :

- i) An allowance of \$60 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 as per State Series races.

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

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

- i) An allowance of \$100 per day is payable by MTBA
- 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 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

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The arrangements for Club/State level assistant commissaires at National events will be as per State Series races and the arrangements will be negotiated on a case by case basis. In general MTBA will pay the costs stated above for any Club/State 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 as per National level commissaires.

## 9. Training

- a) A NOAS accredited MTB Level 1/2 commissaire course, conducted by MTBA, can be delivered by accredited National commissaires. Commissaires who intend to deliver a club/State level course must attend a presenters and assessors course.

The MTB Level 1/2 commissaire course is a two-day course consisting of one day of classroom training with practical assessment following, ideally on the day after, at an event. The participant cost of the course is \$60, which includes the club/State level polo shirt and all the workbooks. Organisational costs such as travel, meals and accommodation for the presenter and/or assessor, room hire, meals and drinks for the participants etc could be recoverable from SDF if available and upon approval by the State.

MTBA is also preparing an on-line delivery system for the course content of the club level course. 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.

- b) A NOAS accredited National level MTB Commissaire course, conducted by MTBA at each National Championships will be delivered by UCI internationally accredited MTB commissaires. Places are strictly limited and participants need to have been an active club/State level 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 followed by on-the job training at the National Championships. The participant course cost is \$100. Travel to the course is payable by the applicant but MTBA will pay for their accommodation. Trainees will be allowed to participate at the Nationals in one MTB format and will be required to be rostered on at other times for the on-the-job training sessions.

- c) International level courses are conducted by the UCI from time to time, occasionally in Australia. To be eligible to attend you need to be:
- 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.