



# Commissaire Level 1

## Accreditation Program

### Assessment Booklet

**PERSONAL DETAILS: PLEASE PRINT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ P/C \_\_\_\_\_ D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Club: \_\_\_\_\_

**CA Licence No:** \_\_\_\_\_

**TEST DETAILS:**

Venue: \_\_\_\_\_ Address: \_\_\_\_\_

Course Coordinator: \_\_\_\_\_ Test Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# About this booklet

Congratulations on your decision to become a Level 1 Commissaire!

We are confident that you will thoroughly enjoy your new role, from the challenges it offers through to the social side of things!

In order to become a Level 1 Commissaire there is a need to complete some training so that you are fully equipped to undertake your role. This booklet provides an outline of the skills and knowledge that you need to be able to show before you are awarded your Level 1 Commissaire accreditation and become a fully fledged Level 1 Commissaire.

Please go through the booklet with your officiating coordinator, \_\_\_\_\_ so that you understand the requirements, you may get some assistance if you require it, and make arrangements for training and assessment.

Enjoy!

## Becoming a Level 1 Commissaire

In order to become a Level 1 Commissaire, you need to do three things:

1. **Complete a written test (multi-choice test) about the rules** relevant to your position. You need to get a score of 80% in order to pass the rules test.
2. **Complete an “on-the-job” assessment** – that is, have a qualified Commissaire assessor watch you as you perform your role in club competition to ensure that you are able to perform your role effectively.
3. **Complete & submit a report**, on the event you officiated at for your Assessment, this has to be completed within 7 days.

Further details about what you are required to do are provided on the following pages. Again, if you have any queries at all please talk to your coordinator. They are there to help you!

# Part 1

## Level 1 Commissaire Rules Test

### Rules Test

In order to work as a Commissaire it is important that you first **know** the rules that are relevant to the role or roles that you will undertake. As a result, the first part of the assessment process is a rules test.

The rules test can be taken at any time you feel ready, there are no conditions other than you feel ready. It can be done in a group or by yourself. It can be done at home or with your mentor and the manual along with the Rule Book, Constitution and By Laws can be consulted. The pass mark is 80% but there is no time limit. If the result of the test is below the pass mark the test can be re-taken at any time you feel you are ready. It is normally done in writing but if there is some extenuating circumstances the test may be done orally.

Copies of the rules are available from the Cycling Australia website, [www.cycling.org.au](http://www.cycling.org.au) or State Federation.

### Training and Workbook

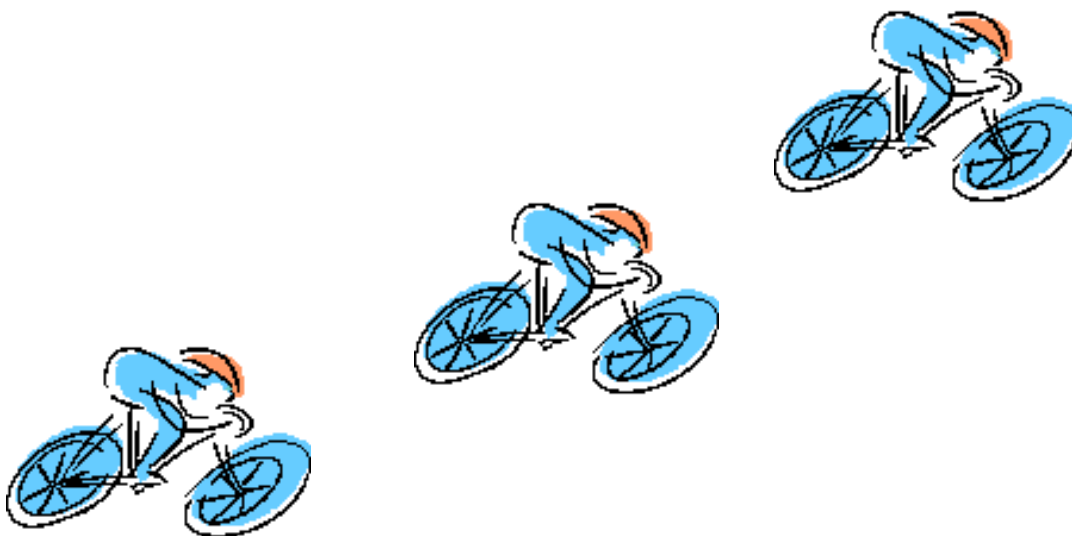
A Level 1 Commissaire Manual and workbook is available from Cycling Australia or your State Federation for all trainees. You should obtain a copy of your state constitution and By-Laws. All trainees must complete the workbook (rules test) and submit it to an assessor as Part 1 of their assessment.



## **Part 2      Practical assessment**

Once you have passed the rules test, the second thing that you need to do in order to become a qualified Level 1 Commissaire is to have a qualified assessor watch you as you perform your role in a club event (i.e. you need to do a “practical assessment”). The purpose of this is to ensure that you not only know the rules but can also apply them accurately in competition. It is also to ensure that you can also perform the other tasks that you are required to perform in your role at the required standard.

The things that you are required to do and show in order to qualify as a Level 1 Commissaire are outlined in the practical assessment tool overleaf. You should go through this with your assessor so that you fully understand what you need to do.



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## NATIONAL OFFICIATING ACCREDITATION SCHEME



### Level 1 Commissaire

#### Practical

#### Assessment



**Assessment task:** Officiate a club cycling event safely in accordance with the rules and regulations of Cycling Australia (CA) and the relevant state cycling federation.

**Purpose of assessment:** This assessment task will enable the official to demonstrate competency in the areas of risk management, applying the rules and regulations of cycle racing and communication skills, as specified in the performance criteria.

**Assessment conditions:** The candidate will:

- Have access to an appropriate sporting event and venue to undertake the assessment task (provided by the club or state federation).
- Be permitted to re-present for assessment as many times as is necessary in order to achieve competency.

**Evidence required:** The candidate is required to demonstrate all of the performance criteria as set out in the checklist below. The candidate must demonstrate the performance criteria consistently (i.e. more than once) throughout the event.

**Assessment arrangements:** The assessment activity will take place on \_\_\_/\_\_\_/\_\_\_

at the venue \_\_\_\_\_

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*Accreditation under the guidelines of the National Commissaire Accreditation Scheme requires the prospective Commissaire to demonstrate their competency in the field dealing with racing. At all times the prospective Commissaire is expected to abide by the rules & regulations of CA, relevant state federation rules, and obey local statutory regulations e.g., Road & Traffic Authority Regulations, Parks & Wildlife Regulations. The prospective Commissaire is expected to demonstrate appropriate concern for the welfare of all athletes.*

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Performance criteria	Comments	Demonstrates competency	Further training required	More evidence required
<p><b>1. Undertake a risk analysis of the field of play prior to the commencement of the race.</b></p> <ul style="list-style-type: none"> <li>▪ Ensure relevant permits / approvals have been obtained and conditions are adhered to.</li> <li>▪ Survey course / field of play.</li> <li>▪ Identify any risks / hazards.</li> <li>▪ Identify level of risk.</li> <li>▪ Address level of risk and exposure to risk.</li> <li>▪ Identify marshal points.</li> <li>▪ Ensure course/track is cleared and that signage and protection is in place.</li> <li>▪ Ensure officials are correctly and safely positioned</li> <li>▪ Have phone numbers of officials, hospitals, and police, readily available.</li> </ul>				
<p><b>2. Organise human and physical resources appropriate to the needs of cycle racing.</b></p> <ul style="list-style-type: none"> <li>▪ Identify resources required (personnel and equipment)</li> <li>▪ Ensure adequate numbers of personnel, including first aid and police, available.</li> <li>▪ Allocate officials to tasks, ensuring they are competent to perform those roles.</li> <li>▪ Brief officials.</li> <li>▪ Ensure all required equipment is available (bell, timing, lap board, flags, signs, vests, safety equipment, pursuit sponges, and communication devices).</li> </ul>				
<p><b>3. Apply the CA / state (as appropriate) rules and regulations accurately, fairly, and consistently.</b></p> <p>(All trainee officials to be supplied with a copy of the technical regulations)</p>				

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Performance criteria	Comments	Demonstrates competency	Further training required	More evidence required
<p><b>4. Demonstrate appropriate positioning skills when officiating</b></p> <ul style="list-style-type: none"> <li>▪ Appropriate to the event.</li> <li>▪ Appropriate to the position /role.</li> </ul>				
<p><b>5. Use effective communication strategies (verbal and non-verbal) to commissaire the event</b></p> <ul style="list-style-type: none"> <li>▪ <i>Deal with all competitors and officials in professional and courteous manner.</i></li> <li>▪ Provide concise and clear instructions in a timely manner.</li> <li>▪ Check for understanding.</li> <li>▪ Use appropriate flag or hand signal communication.</li> </ul>				
<p><b>6. Demonstrate effective conflict resolution strategies</b></p> <ul style="list-style-type: none"> <li>▪ Actively listen to all parties, remain calm and objective.</li> </ul>				
<p><b>7. Demonstrate correct use of appropriate equipment e.g., lap scorer, bell, stopwatch, starting gates, etc. as required.</b></p>				
<p><b>8. Respond promptly to an emergency situation, if required.</b></p> <ul style="list-style-type: none"> <li>▪ Implement standard operating procedure (SOP).</li> </ul>				
<p><b>9. Develop a report after the competition</b></p> <ul style="list-style-type: none"> <li>▪ Submit an accurate report, using Club Commissaire Report proforma, to the Club within 7 days following event.</li> </ul>				
<p><b>10. Remain focussed on allocated tasks throughout the competition.</b></p>				

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**Result:**

- Candidate has achieved competency
- Candidate is not yet competent (further training required)
- More evidence required
- Race Report Form attached

**Reasons for decision:**

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**Assessor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Candidate Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_





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**Next steps for candidate** (e.g., identify options for further training, if required).

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**Comments/feedback on assessment process** (i.e. Comment on any problems, recommendations for modification to assessment procedures).

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## CA Official's Code of Behaviour Agreement Form



For accreditation or re-accreditation to National Officiating Accreditation Scheme (NOAS)

I, \_\_\_\_\_  
Full Name

of \_\_\_\_\_  
Address

Club \_\_\_\_\_ CA Lic No: \_\_\_\_\_

Email \_\_\_\_\_

I am seeking accreditation/re-accreditation (please circle) for the following National Officiating Accreditation Scheme qualification:

\_\_\_\_\_ CYCLING SHIRT SIZE = \_\_\_\_\_ Track / Road / MTB / BMX  
Level Sport Please Circle

***I agree to the following terms:***

1. I have read and agree to abide by the CA/NOAS Officials Code of Behavior overleaf.
2. I acknowledge that Cycling Australia may take disciplinary action against me if I breach the Code of Behavior. I understand that Cycling Australia provides a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include de-accreditation from the National Officiating Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission web site if you require more information on harassment issues.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send this agreement form to:

Rob Ingall  
Cycling Australia  
PO Box 6310  
Alexandria, NSW 2015  
Tel. (02) 9339 5800  
Fax. (02) 9339 5888  
Email: [rob.ingall@cycling.org.au](mailto:rob.ingall@cycling.org.au)

## **OFFICIALS CODE OF BEHAVIOUR**

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behavior in all interactions.
- Adopt responsible behavior in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviors.
- Place the safety and welfare of the athletes above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behavior and promote respect for all people.

\* Please refer to the Harassment-free Sport guidelines available from the Australian Sports Commission for more information on harassment issues

**PLEASE SIGN THE ATTACHED TO INDICATE THAT YOU AGREE TO  
ABIDE BY THE OFFICIALS CODE OF BEHAVIOUR AND RETURN TO CA**

**Keep this page as your reference**