

International Standard for Classification Personnel and Training

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PART I: INTRODUCTION AND PURPOSE

1. Introduction and purpose

1.1 Classification Personnel are integral to the effective functioning of Classification systems. The purpose of the International Standard for Classification Personnel and Training (this **International Standard**) is to outline the procedures for Classification Personnel recruitment, education, training, certification, Re-certification, and development.

2. Definitions

2.1 Defined terms (denoted by initial capital letters) in the Classification Code and the IPC Constitution, and the rules of interpretation set out in Appendix 1 to the Constitution, apply to this International Standard. Additional defined terms specific to this International Standard are set out as follows:

Classifier means a person with the role described in Article 4.4.

Classifier Certification means the processes by which an International Federation must assess that a Classifier has met the specific Classifier Competencies required to obtain and maintain certification or licensure.

Classifier Code of Conduct means a code of conduct for Classifiers as described at Article 9.

Classifier Competencies means the qualifications and abilities that an International Federation deems necessary for a Classifier to be competent to conduct Classification for sport(s) governed by that International Federation.

Conflict of Interest means .

Continuing Education means the delivery of higher knowledge and practical skills specified by an International Federation to preserve and/or advance knowledge and skills as a Classifier in the sport(s) under its governance.

Entry Criteria means the standards set by an International Federation relating to the required expertise or experience levels of persons who wish to become Classifiers.

Entry-level Education means the knowledge, practical skills, and/or professional or sport background specified by an International Federation to begin as a Classifier in the sport(s) under its governance.

Head of Classification means a person with the role described in Article 4.2.

International Classifier means a person with the role described in Article 4.4.

Medical Classifier means a person with the role described in Article 4.4.6.

National Classifier means a person with the role described in Article 4.5.

Re-certification means the process by which an International Federation must assess that a Classifier has maintained specific Classifier Competencies.

Technical Classifier means a person with the role described in Article 4.4.7.

Trainee Classifier means a person with the role described in Article 4.6.

3. General provisions

3.1 Classification Personnel are Persons, including Classifiers, acting with the authority of a Classification organisation in relation to Classification, for example administrative officers.

3.2 A Classifier is a person authorised as an official and certified by an International Federation to evaluate Athletes as a member of a Classification Panel.

3.3 International Federations must have in their Classification rules a clear and transparent framework for the recruitment, education, training, certification, Re-certification, and development of Classifiers.

3.4 This framework must include:

3.4.1 Entry Criteria;

3.4.2 Classifier Competencies;

3.4.3 criteria for Classifier Certification, progression and Re-certification;

3.4.4 education and training necessary to obtain, maintain, and progress through different levels of Classifier Certification (including Entry-level Education and Continuing Education; and

- 3.4.5 a Classifier Code of Conduct.
- 3.5 International Federations may in their Classification Rules specify a process for appointing other Classification Personnel, including specific roles to manage Classification activities or development (for example, in the area of Classification Research, education, or other).

PART II: CLASSIFICATION PERSONNEL AND THEIR ROLES

4. Classification Personnel

4.1 An International Federation must appoint the Classification Personnel specified below.

4.2 *Head of Classification*

4.2.1 The Head of Classification is a person appointed by an International Federation responsible for the direction, administration, coordination, and implementation of Classification matters for that International Federation.

4.2.2 It is recommended that the Head of Classification be a Classifier.

4.2.3 An International Federation must in their Classification Rules list the required competencies for a person to be appointed as the Head of Classification. These competencies are listed in Article 5 below.

4.2.4 To be eligible to be appointed as the Head of Classification for a particular International Federation, the International Federation may specify further requirements (for example, a requirement that the person must have acted as a Chief Classifier for that sport within the last 8 years).

4.2.5 If an International Federation is unable to appoint the Head of Classification for a period of time, an International Federation may appoint another person, or group of persons (provided such person or group of persons collectively meet the competency requirements to act as the Head of Classification and agree to comply with the Classifier Code of Conduct).

4.2.6 The Head of Classification will be required by the International Federation to perform, at a minimum, the following roles:

4.2.6.1 recruit and appoint the Classifiers who will sit as a member of the Classification Panels that will conduct Classification;

- 4.2.6.2 advise the International Federation technical committee or related committees on Classification matters;
 - 4.2.6.3 monitor and evaluate the status of Classification in the Para sport on a regular basis, leading research actions for the development of an evidence-based Classification system;
 - 4.2.6.4 plan, design and execute programs and policies for the International Federation to ensure that its Classification rules comply with the Classification Code and International Standards;
 - 4.2.6.5 organise and conduct Classifier education, training, certification and Re-certification;
 - 4.2.6.6 manage, maintain and update the International Federation's Classification Master List to ensure that the International Federation's Classification records are accurate;
 - 4.2.6.7 manage, maintain and update the Classifiers Database to track Classifier activity, certification and Re-certification;
 - 4.2.6.8 inform Classifiers of any changes in the Classification rules;
 - 4.2.6.9 collect feedback on issues which affect the International Federation's specific sport and classification rules; and
 - 4.2.6.10 communicate with all relevant external parties, such as the IPC;
- 4.2.7 The Head of Classification may delegate specific responsibilities and/or transfer specific tasks to designated Classification Personnel within that International Federation.
- 4.2.8 The Head of Classification may also be appointed as a Classifier and/or Chief Classifier.

4.3 *Chief Classifier*

- 4.3.1 The Chief Classifier is a Classifier appointed by an International Federation to direct, administer, coordinate, and implement Classification matters for a specific Competition according to the Classification rules of that International Federation.

- 4.3.2 An International Federation must in their Classification Rules list the required competencies for a person to be appointed as the Chief Classifier. These competencies are listed in Article 5 below.
- 4.3.3 A Chief Classifier may be required by an International Federation to do, among other things, the following:
- 4.3.3.1 identify Athletes who require Classification at a specific Classification opportunity, whether In-Competition or Out-of-Competition;
 - 4.3.3.2 supervise Classifiers and Trainee Classifiers to ensure that the International Federation's Classification rules are properly applied, monitoring their level of competencies and proficiencies;
 - 4.3.3.3 manage Protests in consultation with the International Federation and, if necessary, in consultation with the Head of Classification;
 - 4.3.3.4 subject to Article 4.4.4, act as a Classifier (whether on a Classification Panel or Protest Panel) in exceptional circumstances;
 - 4.3.3.5 liaise with the relevant Competition organiser to ensure that all travel, accommodation, and other logistics are arranged so that Classifiers may carry out their duties at the Competition;
 - 4.3.3.6 communicate with and educate the Athletes and Athlete Support Personnel regarding the Classification process;
 - 4.3.3.7 manage the International Federation's Classification Master List during a particular Classification event;
 - 4.3.3.8 analyse and review the Classification processes during a Classification event and recommend improvements to the Head of Classification; and
 - 4.3.3.9 report all relevant issues to the Head of Classification at a particular Classification event.
- 4.3.4 The Chief Classifier may delegate specific responsibilities and/or transfer specific tasks to other Classification Personnel within that International Federation, and/or appointed persons in the local organising committee of a Competition.

- 4.3.5 Unless exceptional circumstances arise, a Chief Classifier cannot sit on a Classification Panel at an International Competition, in particular in cases where there are two or more classification panels with the intent for protests be able to be lodged and resolved at that event.

4.4 *Classifier*

- 4.4.1 A Classifier means a person authorised as an official and certified by an International Federation to evaluate Athletes as a member of a Classification Panel. This includes International Classifiers, but not National Classifiers.
- 4.4.2 An International Federation must set Entry Criteria in respect of the persons that it will train and certify as Classifiers.
- 4.4.3 Each International Federation determines what qualifications and competencies it requires Classifiers to have and must make these requirements clear and transparent. Some Para sports will require specialists with medical expertise, others will require specific sports' experience, and others may require a combination of expertise.
- 4.4.4 Classifiers may be former Athletes or coaches, sports scientists, physical educators and medical professionals, all of whom have the competencies and qualifications relevant to conduct all, or specific parts, of Classification according to the Classification rules of the relevant International Federation.
- 4.4.5 A Classifier may be a Medical Classifier and/or Technical Classifier depending on the Classification rules of the relevant International Federation and the qualifications and competencies of the Classifier.
- 4.4.6 A Classifier's role as Medical Classifier is:
- 4.4.6.1 to conduct the assessment of the Athlete's Eligible Impairment;
 - 4.4.6.2 to assess whether the Athlete's Eligible Impairment meets the Minimum Impairment Criteria to be eligible for the Para sport;
 - 4.4.6.3 to apply the assessment methods established in the Para sport Classification rules properly and consistently; and
 - 4.4.6.4 if required, to conduct the Observation Assessment in cooperation with other members of the Classification Panel.

4.4.7 A Classifier's role as Technical Classifier is:

4.4.7.1 to conduct the performance or sports-specific testing for establishing the extent to which the Athlete's Eligibility Impairment impacts on the Athlete's ability to execute the specific tasks and activities that are fundamental to the Para sport; and

4.4.7.2 if required, to conduct the Observation Assessment in cooperation with other members of the Classification Panel.

4.5 *National Classifiers*

4.5.1 A National Classifier is trained, certified and authorised by a National Federation, to complete/carry out some or all aspects of Classification and participate in the decision-making process for allocating Athlete's a Sport Class and Sport Class Status as part of a Classification Panel at a national level in conjunction with a National Federation, in accordance with the Classification Code.

4.5.2 A National Classifier can provide national level classification as part of a national Classification Panel for their own National Federation, or upon agreement with another National Federation for Athletes from another nation.

4.5.3 A National Classifier cannot under any circumstances participate in the Classification of Athletes at International Competitions, or participate in the Classification of Athletes at an international event where that event is part of the qualification process for the World Championships and / or Regional Championships and / or Paralympic Games.

4.6 *Trainee Classifiers*

4.6.1 A Trainee Classifier is a person who is in the process of formal training to become a Classifier for that International Federation.

4.6.2 An International Federation can designate that a person has the status of Trainee Classifier at different levels of their certification.

4.6.3 An International Federation may appoint Trainee Classifiers to participate in some or all the components of Classification if it is under the supervision of a Classification Panel and/or an educator/mentor to develop the necessary Classifier Competencies in order to achieve certification.

- 4.6.4 A Trainee Classifier cannot provide an Athlete with a designation or allocate an Athlete a Sport Class or Sport Class Status. This decision must be made by the Classification Panel.
- 4.6.5 An International Federation may appoint an educator/mentor for Trainee Classifiers. An International Federation must specify in its Classification rules the qualifications/competencies that are required to perform the role of educator/mentor.

5. Classifier Competencies

- 5.1 An International Federation must state in their Classification rules the required Classifier Competencies. In addition, International Federations must state in their Classification Rules the additional competencies required for the roles of Chief Classifier and Head of Classification.
- 5.2 An International Federations must ensure that all Classifiers meet the required Classifier Competencies, and assess Classifiers on an ongoing basis to ensure that they continue to meet the Classifier Competencies.
- 5.3 An International Federation's Classifier Competencies must include that a Classifier has:
 - 5.3.1 a thorough understanding of the relevant sport Classification rules;
 - 5.3.2 an understanding of the relevant sport and its rules;
 - 5.3.3 an understanding of the Code and the International Standards; and
 - 5.3.4 the professional qualifications, level of experience and any other skills or competencies the relevant International Federation determines the Classifier must possess to conduct Classification in accordance with the Classification Code.
- 5.3.5 The Classifier Competencies to be a Medical Classifier must also include that the Classifier has:
 - 5.3.5.1 a medical qualification as a doctor who has experience in dealing with Underlying Health Conditions that may lead to an Eligible Impairment catered for by the Para sport; or
 - 5.3.5.2 a physiotherapy qualification or other related disciplines with experience of individuals with the clinical manifestations of the Eligible Impairments catered for by the Para sport.

- 5.3.6 The Classifier Competencies to be a Technical Classifier must also include that the Classifier has:
 - 5.3.6.1 at least a basic knowledge of activity limitation provoked by the Eligible Impairments catered for by the Para sport;
 - 5.3.6.2 an extensive Para sport background; and
 - 5.3.6.3 wide coaching experience or qualification in official Para sport training, physical education, sport sciences, biomechanics, kinesiology or reputable academic qualification with a working knowledge of the Para sport;
- 5.4 In addition to the Classifier Competencies, a Chief Classifier must have the following additional competencies:
 - 5.4.1 a minimum number of years' experience as a Classifier in the relevant sport (the minimum to be decided by the International Federation);
 - 5.4.2 knowledge and experience of each stage of the Classification process;
 - 5.4.3 the knowledge and communication skills to provide a complete explanation of any findings to the Classification Panel, Athletes, and Athlete Support Personnel;
 - 5.4.4 the knowledge and communication skills to explain the procedures of an Evaluation Session to the Classification Panel, Athletes, and Athlete Support Personnel, including eligibility requirements and Minimum Impairment Criteria, Protest procedures, and the procedure following a designation of 'Not Eligible - Eligible Impairment' or 'Not Eligible - Minimum Impairment Criteria'.
 - 5.4.5 the mentorship skills to provide training or mentoring to Classifiers;
 - 5.4.6 the ability to communicate clearly and accurately in English to a good level;
 - 5.4.7 good interpersonal skills;
 - 5.4.8 good management and teamwork skills;
 - 5.4.9 good decision making skills; and
 - 5.4.10 good organisation skills;

- 5.5 In addition to the Classifier Competencies, the Head of Classification must have the following additional competencies:
- 5.5.1 the competencies described at Articles 5.4.1 to 5.4.5 above;
 - 5.5.2 demonstrable leadership skills in matters related to Classification, such as administration and management of Classification; rules, policy and procedure development or revision, Classification research, Classification education and training, and Classifier mentorship;
 - 5.5.3 experience and continuing participation in training and certification of Classifiers, such as teaching and supervising/mentoring instructors at basic and advanced workshops;
 - 5.5.4 the ability to communicate clearly in English to an excellent level;
 - 5.5.5 excellent interpersonal skills;
 - 5.5.6 excellent management and teamwork skills;
 - 5.5.7 excellent decision making skills, even in difficult circumstances; and
 - 5.5.8 excellent organisation skills;

PART III: CLASSIFICATION PERSONNEL TRAINING, DEVELOPMENT AND CERTIFICATION

6. Classifier training, education, and pathway

International Federations

- 6.1 International Federations must provide appropriate training and education to ensure Classifiers obtain and/or maintain Classifier Competencies.
- 6.2 International Federations must specify in their Classification Rules:
- 6.2.1 What the Entry-level Education of Classifiers will be;
 - 6.2.2 How it will provide Continuing Education for Classifiers to progress to higher certification levels; and
 - 6.2.3 How it will administer the certification and Re-certification of Classifiers.
- 6.3 International Federations must demonstrate a commitment to ongoing professional development for Classifiers.

- 6.4 To deliver the required quality and quantity of Classification, International Federations must have a published strategy for:
- 6.4.1 Classifier recruitment and retention;
 - 6.4.2 Classifier training;
 - 6.4.3 Classifier certification and Re-certification;
 - 6.4.4 Classifier professional development and pathway;
 - 6.4.5 Classifier appointments;
 - 6.4.6 managing classifier wellbeing and protecting them from abuse, harassment or bullying; and
 - 6.4.7 managing Conflicts of Interest.
- 6.5 International Federations should support National Federations and National Paralympic Committees in delivering Classification. In particular:
- 6.5.1 International Federations are recommended to make Classifier training and education resources available to National Federations and NPCs for the purpose of National Classifier training (including translations where appropriate).
 - 6.5.2 International Federation must engage with National Federations (and NPCs that act as a National Federation for a particular Para sport) to cooperate and support a pathway to enable National Classifiers to become International Classifiers.
 - 6.5.3 International Federations must publish a schedule of Classifier education with sufficient notice and frequency to enable NPCs to identify and send Trainee Classifiers to attend such education sessions.

7. Classifier Certification

- 7.1 Classifier Certification is the process through which an individual achieves the required Classifier Competencies in a particular sport.
- 7.2 International Federations must make provision in their Classification Rules for Classifier Certification.
- 7.3 Classifier Certification must include:

- 7.3.1 clear information on the requirements and processes for Classifier Certification, progression and Re-certification;
 - 7.3.2 a process for the certification of Trainee Classifiers including how they are identified and how they can progress;
 - 7.3.3 detail on the Classifier Competencies that performance is measured against as part of Classifier Certification;
 - 7.3.4 quality assessment procedures for the period of a certification including a process for monitoring performance and identifying performance concerns;
 - 7.3.5 a process for handling substandard performance, including options for remediation and/or withdrawal of certification;
 - 7.3.6 which Eligible Impairment(s) the certification covers;
 - 7.3.7 whether the certification is for the medical or technical aspect of Athlete Classification;
 - 7.3.8 a process for how Classifiers can progress to higher levels;
 - 7.3.9 a process for Re-certification of Classifiers;
 - 7.3.10 initiatives for Classifier retention and to encourage Classifiers to remain active; and
 - 7.3.11 a process for non-active Classifiers.
- 7.4 An International Federation may decide to introduce levels of certification or licensure for Classifiers and the required competencies for each.
- 7.5 An International Federation may provide that Classifier Certification is subject to certain limitations, including but not limited to:
- 7.5.1 a limitation on the impairment type, such as physical, vision or intellectual, for which a Classifier is certified to act as a Classifier;
 - 7.5.2 a limitation on the components of Classification for which a Classifier is certified to conduct, such as medical or technical;
 - 7.5.3 a limitation on the level of Competition or event at which a Classifier is certified to act as a Classifier;
 - 7.5.4 that the Classifier Certification is valid for a specific timeframe only;

- 7.5.5 that the Classifier Certification must be made subject to review within a specific timeframe by reference to the Classifier Competencies;
 - 7.5.6 that a Classifier may have their Classifier Certification removed if the International Federation is no longer satisfied that the Classifier possesses the required Classifier Competencies or if the Classifier breaches the Classifier Code of Conduct; and/or
 - 7.5.7 that a Classifier may regain Classifier Certification if the International Federation is satisfied that the Classifier possesses the required Classifier Competencies.
- 7.6 Recruitment and retention of Classifiers:
- 7.6.1 Recruitment
 - 7.6.2 Working conditions
 - 7.6.3 Ensuring and monitoring classifier wellbeing
 - 7.6.4 Strategy for retention

PART IV: CONFLICT OF INTEREST AND CODE OF CONDUCT

8. Identifying and managing Conflicts of Interest

- 8.1 International Federations must develop and adopt within their Classification rules, a policy regarding the identification and management of Conflicts of Interest, consistent with the IPC Integrity Code.
- 8.2 International Federations must identify, record and keep updated a register of actual and potential Classifier Conflicts of Interest.
- 8.3 International Classifiers have a potential or actual conflict if associated with a National Federation or NPC.
- 8.4 Classifiers must avoid taking on any other roles and responsibilities at Competitions where they are acting as Classifiers (for example a Classifier must not act as a technical official at a Competition, such as a judge or other Para sport official, when acting as a Classifier in that same Competition).
- 8.5 Classifiers must declare any pre-existing personal or professional relationship(s) that may affect or may create the perception that such relationship may affect, their ability to make an objective decision or assessment when acting as a Classifier.

- 8.6 International Federations must also include in their Classifier Code of Conduct a provision that enables the International Federation to determine, in its sole discretion, whether or not a Classifier has an actual or potential Conflict of Interest.
- 8.7 International Federations have the right not to appoint Classifiers, or withdraw appointments of Classifiers, who are in personal or professional relationships that might, in the view of the International Federation, give rise to an actual, perceived or potential Conflict of Interest.
- 8.8 A person who has a close association or role with a sport team or National Federation cannot commence training to become an International Classifier, or receive certification as an International Classifier until they have ceased involvement with the team or federation for a minimum of 2 years or, if an Athlete, a minimum of 4 years.
- 8.9 For the avoidance of doubt, a person who has a close association or role with a sport team or National Federation may become a National Classifier.

9. Classifier Code of Conduct

- 9.1 The integrity of Classification in Para sport depends on the professional conduct of Classification Personnel. International Federations must have in their Classification rules a clear set of behavioural and ethical standards that all Classification Personnel must comply with. These standards are referred to as a Classifier Code of Conduct.
- 9.2 International Federations must provide in their Classification rules that all Classification Personnel must comply with the relevant Classifier Code of Conduct.
- 9.3 Each International Federation's Classifier Code of Conduct must be consistent with the IPC Integrity Code and, where applicable, the International Federation's own integrity code / code of ethics (or similar).
- 9.4 Each International Federation's Classifier Code of Conduct must require Classifiers to:
- 9.4.1 comply with the International Federation's integrity code/code of ethics (or similar), if available;
 - 9.4.2 act as neutral evaluators in all aspects of Classification, including (but not limited to) in determining whether an Athlete has an Eligible Impairment, meets the Minimum Impairment Criteria for a particular sport, and in allocating Athletes a Sport Class and Sport Class Status;

- 9.4.3 have high regard for the dignity of all Athletes;
 - 9.4.4 have high regard for the physical and mental welfare of Athletes;
 - 9.4.5 perform their duties courteously, respectfully, competently, consistently and objectively for all Athletes;
 - 9.4.6 respect all Athletes and Athlete Support Personnel and strive to uphold a courteous environment during the Classification process;
 - 9.4.7 ensure they are fit to perform the role and physical duties reasonably expected of a Classifier;
 - 9.4.8 maintain excellent hygiene and sanitation during the Classification process;
 - 9.4.9 must not abuse their position to obtain advantage or benefit for themselves or third parties;
 - 9.4.10 maintain confidentiality of Athlete information in accordance with the Classification Code; and
 - 9.4.11 comply with the Classification Code and the International Standard for Classification Data Protection.
- 9.5 International Federations must have within their Classification rules procedures for reporting and investigating complaints of non-compliance with the Classifier Code of Conduct that must include procedures for taking disciplinary measures against Classifiers found to be in violation of the Classifier Code of Conduct.