



IPC Athletics Requirements for Hosting International Classification

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1 Introduction

The purpose of this document is to outline the requirements of a Local Organizing Committee (LOC) when hosting international classification at an IPC Athletics approved competition.

This document has been aligned with the IPC Classification Code and International Standards which is available on the IPC website <http://www.paralympic.org/Classification/Code>, and the IPC Athletics Classification Rules and Regulations <http://www.paralympic.org/athletics/classification/rules-and-regulations>.

IPC Athletics is the International Federation that governs the sport of Para-athletics. The content of this document has information related to impairment groups currently recognised; those being:

- Physical Impairment
- Visual Impairment
- Intellectual Impairment

It is recognised that an LOC runs the competition and makes provisions for classification evaluations; however classification is the direct responsibility of IPC Athletics. Compliance with rules, regulations and procedures are required to ensure that the interests of all parties – athletes, classifiers, LOC and IPC, are best protected with the appropriate conditions for conducting classification.

IPC Athletics seek to improve the delivery of classification at every opportunity and therefore invite feedback through the LOC or Chief Classifier (CC) as a means of achieving this.

2 Application for IPC Athletics International Classification

To assist with the provision of IPC Athletics international classification panels at a competition, adequate and early notice is required. An LOC requesting international classification panels must apply through SDMS concurrently when submitting an application for an Approved Competition. Further information on how to submit an application for an Approved Competition and Hosting Classification can be found using the following link:

[IPC Athletics Competition Approval and Classification Application](#)

Applications for hosting international classification evaluations must be made by 12 October for IPC Athletics International Classification in 2017.

IPC Athletics will provide classification panels where possible but not all applications will be guaranteed. Priority will be given to Grand Prix's, Regional, and World Championships. Further opportunities will be strategically planned to provide a regional spread of opportunities for athletes.

An LOC must specify the size and scope of the competition to allow IPC Athletics to decide on the number of classification panels required per impairment category e.g. Physical Impairment, Visual Impairment and Intellectual Impairment.

For IPC Athletics recognised competitions the following classifier appointments will be made:

Physical Impairment (PI)

- Minimum two (2) classifiers per panel
- Minimum two (2) panels are required for protest management (a minimum of two classification panels will always be appointed for PI Classification)

Visual Impairment (VI)

- Minimum two (2) classifiers per panel
- Minimum two (2) panels are required for protest management where possible and applicable

Intellectual Impairment (II)

- Minimum two (2) classifiers per panel
- Minimum two (2) panels are required for protest management where possible and applicable

Where necessary, IPC Athletics will appoint a Chief Classifier (CC) in addition to the classification panels to ensure a smooth classification process. At competitions with VI and II classification, a lead VI and II Classifier will be nominated from the appointed panels to assist the Chief Classifier in their areas of expertise.

International classification outcomes are recognised only if the following criteria are fulfilled:

- The competition is approved/sanctioned by IPC Athletics;
- The competition is open for other countries to enter;
- All classifiers conducting classification are IPC Athletics certified International Classifiers and duly appointed by IPC Athletics;
- IPC Athletics official documentation is used throughout the classification evaluation process and to record evaluation outcomes.

3 Communication Protocol

IPC Athletics will appoint classification panels on the basis of request and availability of classifiers. In accordance with the IPC Communication Protocol, IPC Athletics will officially notify the LOC contact person of the appointed panels and their respective contact details.

All required classification information must be directed through the IPC Athletics Office. IPC Athletics (ipcathletics@paralympic.org) is to be either communicated directly or copied (cc) on all matters relevant to the competition.

Note:

- All communication in relation to competition management matters (e.g. classification panel appointment process, classification paperwork, classification schedule) must be directly communicated with IPC Athletics.
- All communication in relation to classification operations (e.g. classifier travel and logistics) should be communicated directly with the appointed Chief Classifier (CC), with IPC Athletics in cc.
- All classification queries from delegations must be raised through the respective NPC and/or National Athletics Federation to IPC Athletics.

4 Classification Planning

4.1 Classification Equipment and Room Requirements

The LOC is required to provide all equipment and classification rooms as outlined in the appendices at their own cost. The LOC must provide IPC Athletics and the CC with a list of the classification equipment that will be made available to classifiers four (4) weeks in advance of the classification period.

Especially for VI classification, it is important to start planning at an early stage. For the equipment specific to ophthalmology, we recommend that the LOC co-operates with a local eye hospital.

4.2 Volunteers

The LOC should provide volunteers to assist classifiers with the administration work. Volunteers can assist with the check-in of athletes, copying and scanning paperwork, and filling in the basic demographic information on the classification forms. The number of volunteers needed

depends on the number of classification panels appointed; one volunteer per classification panel is recommended. The volunteers must speak English and will be introduced to their tasks by the CC before classification begins.

Although the National Body for an athlete is required to bring an interpreter to Athlete Evaluation, it is recommended that the LOC provide multilingual interpreters to ensure good communication between the classifiers and the athletes and/or coaches.

4.3 Classification Period

The classification period is the period before the competition begins when athlete evaluation takes place.

It is recommended that the LOC plans for a classification period of at least two full days, depending on the number of athletes to be classified.

Any sport class changes may affect the competition schedule and it is therefore preferred that all classification evaluations, including protest management, are completed at least the day before the start of a competition to allow start lists to be updated.

Sample classification schedules for each of the impairment types can be found in appendix 6 of this document. This gives an overview of the maximum number of athlete evaluations a panel can carry out in one day, helping the LOC decide the number of days required for classification.

4.4 Entry Information and Classification Scheduling

The classification evaluation schedule includes all athletes who are required to undergo athlete evaluation at a competition and allocates them with a specific time slot. Reviewing the entries as soon as they are available assists in the process of identifying those athletes who require classification evaluation. The LOC must therefore provide IPC Athletics with the final entries a minimum of four (4) weeks prior to the competition in excel format. Final entries must include:

- Athlete First Name
- Athlete Family name
- NPC
- SDMS number
- Events entered

IPC Athletics will identify and schedule all athletes with a 'New' or 'Review' Sport Class Status (with the exception of a Fixed Date of Review after the competition [e.g. R2018]) and who meet the below requirements for classification, where the schedule allows.

Classification Requirements

An athlete will only be permitted to undergo classification if he or she:

- Is registered and/or licensed with IPC Athletics pursuant to the relevant provisions in the IPC Athletics Rules and Regulations;

- Has been entered into the Recognised Competition where International Classification is to take place, and;
- Have provided and uploaded the required medical diagnostics documentation to SDMS.

Where a classification schedule is full,

- Athletes who are licensed will take priority over registered athletes*
- New Athletes will take priority over Review Athletes

*Athletes must be licenced prior to the final entry deadline of the respective competition where classification is taking place. Licencing an athlete after the final entry deadline will not give an athlete priority where the schedule is full or has been completed with registered athletes.

Athletes scheduled for classification must arrive at the competition one day prior to the classification period. If an athlete is scheduled for classification and does not attend, the athlete will not be permitted to compete in the respective competition (as per articles 4.5 and 4.6 of the IPC Athletics classification rules and regulations).

Athletes who have a Sport Class Status 'Confirmed' or 'Review with a Fixed Date' (after the competition) are not permitted to undergo classification.

Classification Schedule

The classification schedule is prepared by IPC Athletics. Once verified by the Chief Classifier, IPC Athletics will send the LOC the completed classification schedule which must be distributed to competing Nations in a timely manner together with the competition information.

5 Classifiers Arrangements

For IPC Athletics appointed classifiers the following must be covered by the LOC:

- Flights
- Ground transportation (transfers between the airport, hotel and competition venue)
- Incidental costs such as entry visas, travel to port of departure, short term parking at airport etc.
- Accommodation (single rooms in 3 star hotel or equivalent)
- Meals
- Per Diem

Classifier arrangements must be finalised and notified to concerned classifiers at least four (4) weeks in advance of the competition. Classifiers must approve their flight itinerary before the ticket is booked for them.

Classifiers should arrive one (1) full day prior to the commencement of the classification evaluation. In the case of classification for athletes with a physical impairment (PI) classifiers

must stay for the full period of the competition for in-competition assessment and should not depart any time prior to the close of the competition. It is recommended that the first round of each event for athletes with an Intellectual Impairment (II) are scheduled to take place in the first half of the competition. II Classifiers may depart following the completion of the first rounds of all II events. VI Classifiers may depart after the classification period. For classifiers who travel over eight (8) hours to a competition a full day should be added into arrangements to allow adequate rest and preparation before classification commences. The Chief Classifier may arrive two (2) days prior to the commencement of the classification to verify the classification facilities and equipment.

The LOC must provide a per diem to classifiers at a rate no less than of 20EUR* (or equivalent of amount in local currency) per day counted from the official day of arrival and including the official day of departure and must be paid to classifiers upon arrival.

*At IPC Competitions the per diem is as stipulated in the technical requirements.

IPC Athletics reserve the right to withdraw the appointed classifiers from the competition should the LOC not meet the minimum requirements.

6 Summary of Roles and Responsibilities in Classification Planning

IPC Athletics

- Appoint IPC Athletics classification panels, including a Chief Classifier and IPC Athletics certified classifiers and inform the LOC of the classifiers' contact details prior to the competition
- Identify athletes requiring classification evaluation according to their sport class and sport class status, registration/license status, submission of medical documentation, and appropriate application for medical reviews
- Prepare and notify the LOC of the classification evaluation schedule
- Verify and approve the equipment and facilities for classification provided by the LOC
- Provide relevant classification documentation to LOC/CC

Chief Classifier

- Liaises with the LOC to ensure that all travel, accommodation, visa applications and other logistics are arranged for the classifiers
- Gives guidance to the LOC to ensure the classification rooms and equipment meet the requirements of the Guidelines
- Liaises with the LOC to ensure the classification documents are prepared prior to a competition
- Establishes a suitable area with the LOC/TD for classifiers to observe athletes during first appearance
- Ensures that classification panels have access to start lists at least four (4) hours before commencement of each competition session or the evening before if the session starts in the morning
- Ensures the completed classification cards (electronically and hard copies) and classification outcome template are sent to IPC Athletics (at the cost of the LOC) within two (2) weeks after the competition
- Completes and forwards a post competition report to IPC Athletics using the agreed template including recommendations for future classification opportunities
- Responsible for collecting and management of protest fees on behalf of IPC Athletics as required, and handing over to the IPC Athletics TD appointed to that competition.

IPC Appointed Classifiers

- Conduct classification evaluation and assign initial sport class and sport class status as member of a classification panel
- Observation assessment during first appearance as member of a classification panel
- Support Chief Classifier on classification evaluation relevant matters

LOC

- Provides IPC Athletics and the CC with the final entries in excel format at least four (4) weeks prior to the competition to facilitate adequate planning including:
 - Athlete First Name
 - Athlete Family name
 - NPC
 - SDMS number
 - Events entered
- Publishes and circulates the classification schedule to all participating NPCs once received from IPC Athletics
- Arranges appropriate classifier arrangements as described above
- Arranges appropriate classification facilities and services
- Provides IPC Athletics and the CC with a list of the classification equipment that will be made available to classifiers four (4) weeks in advance of the classification period
- Sets and allocates an observation area during competition in consultation with CC/TD
- Selects and appoints classification volunteers to assist the CC in a number of administrative tasks, including but not limited to:
 - Completing Competition demographic information on the classification card;
 - Scanning and filing classification cards;
 - Assisting classifiers to develop a schedule of observation for athletes who require to be observed in first competition (first appearance).
- Sends a scanned copy of the classification forms to IPC Athletics
- Responsible for covering the cost of sending the original classification forms and classification outcomes to IPC Athletics Headquarters within two (2) weeks after the competition
- Prepares a report and send to IPC Athletics including recommendations for future classification opportunities.

7 Appendices

7.1 Appendix 1: Generic Room Requirements

IPC Athletics recognise there are generic requirements identified in this document (i.e. waiting, administration and refreshment rooms) that are the same for all impairment groups. If classification is offered for more than one impairment group, these generic work spaces can be shared if classification takes place within the same venue if logically possible, i.e. they do not need to be duplicated.

If classification is taking place in two different venues (i.e. PI Classification takes place at the competition venue and VI Classification takes place in a nearby hospital), the generic room requirements plus the specific requirements of the respective impairment group must be provided at each venue.

7.1.1 Registration/Waiting Room

- A comfortable, fully accessible waiting area for athletes and support personnel to wait prior to their classification evaluation.
- Secure with a manned entry point
- Large enough to accommodate 4-6 waiting athletes (per impairment group) and support personnel (up to 2 per athlete), and classification administration personnel

Proximity to Competition / Training site:

- Within the athletics venue (preferred) and within easy access to classification evaluation rooms

Furniture and Services:

- Registration desk and seating for classification administration personnel
- Seating for waiting athletes and support personnel
- Fully accessible toilet and washing facilities
- Appropriate refreshments e.g. water, tea, coffee, snacks

Technology:

- Computer with internet access as required for registration of athletes

7.1.2 Classification Administration Room

- Room for the co-ordination of all pre and post classification administration
- Location for the CC, Classifiers and classification administration personnel (volunteers) during the classification evaluation period and for the duration of the competition
- Room should be lockable

Proximity to Competition / Training site:

- Within the athletics venue (preferred) and within easy access to the waiting and classification evaluation rooms

Furniture and Services:

- Chairs/Desks for classifiers
- Work station for CC (services of work station to be determined by Chief Classifier and LOC)

Technology/Supplies:

- Computer/Laptop (minimum 1)
- Access to a Photocopier/Scanner and Printer
- Power supply (adapter plugs as required)
- Internet connection that can access to IPC SDMS, 1M bits/s Bandwidth and WiFi

It is very important that the classifiers have a reliable internet connection to access the IPC SDMS database. It is even recommended to have an internet connection in every assessment room.

- Access to competition information system
- Full range of office equipment including pens, paper, staples, staple remover, tape, paperclips, post-its, filing trays, A4 size envelopes. (Office equipment must also be made available in ALL assessment rooms)
- Local cell phone/Radio for Chief Classifier to communicate with LOC/TD

7.1.3 Recuperation and Refreshment Room

- Room for classifiers to recoup and get refreshments during the classification and competition period

Proximity to Competition / Training site:

- Within the athletics venue (preferred) and within easy access to the waiting and classification evaluation rooms

Furniture and Services:

- Chairs for classifiers
- Suitable refreshments e.g. water, cool drinks, tea, coffee and snacks (available for the duration of the evaluation and competition period)
- If the dining facility for lunch is not within close proximity of the classification evaluation rooms, the LOC must make provision to bring classifiers lunch on days of classification evaluation and competition
- Safe storage areas for Classifiers clothing and personal belongings

7.2 Appendix 2: Requirements for IPC approved PI Classification

The equipment and facilities listed below are necessary for the standardised classification of athletes with a Physical Impairment and must be approved by the IPC four (4) weeks prior to classification. It is the LOCs responsibility to meet the equipment standards below.

Phases of PI Classification:

- Physical Assessment
- Technical Assessment
- Observation Assessment

Pre-Competition

Physical Assessment: A physical assessment is conducted for all athletes with a physical impairment.

Technical Assessment: The Classification Panel may conduct a Technical Assessment of the Athlete which may include, but is not limited to, an assessment of the Athlete's ability to perform, in a non - competitive environment, the specific tasks and activities that are part of the sport in which the Athlete participates. Therefore access to a Track and Field Facility is required during the classification evaluation period.

7.2.1 Physical Assessment – Classification Room Requirements

The classification area must be located in a private setting. Ideally the rooms and waiting area will be closed off with one point of entry and exit. In addition to the Generic Room Requirements outlined in Appendix 1, the following rooms, equipment and facilities must be provided:

- Room 1: Physical Assessment Room (per classification panel) - 6m x 6m minimum for classification evaluation. This is to allow wheelchair access and movement of personnel around the bench and the maximum number of support personnel to classification.
- Room 2 (shared by panels): Classifiers will need access to a 6m x 20m minimum room with a floor surface suitable for wheeling, running, jumping, hopping, stretching, sprinting on the spot and other appropriate gross motor activity and etc. If the classification rooms are not within or immediately next to the competition/training venue, such room shall be made available.
- All rooms must be fully accessible and lockable.

Proximity to Competition / Training site:

- Classification rooms are to be located within close proximity of stadium track and field facility

Furniture and Services:

Room 1 (Per Room):

- One (1) table, two (2) chairs for classifiers
- Three (3) chairs for athletes and support staff
- One (1) variable height rehabilitation bench for assessment purposes
- Fully accessible toilet and wash facilities nearby
- Alcohol antiseptic gel – for hands or appropriate wash facilities in the room with soap and towels

A full detailed list of equipment for PI classification evaluation can be found below.

Technology:

- Sufficient power supply for laptops (adapters as required)
- Access to internet
- Access to a printer and a copy machine

Note: Classifiers must have access to an evaluation room during competition in case of reviews following observation in competition or protests.

7.2.2 Technical Assessment – Track/Field Facility

Classifiers will need access to the following in order to observe the athletes' performances during the pre-competition classification evaluation sessions (Technical Assessment).

- Track and Field facility with access to the track and throwing areas (shot, discus, javelin) for ambulant athletes and wheelchair athletes
- Competition Equipment and Implements to conduct evaluations (A full detailed list can be found in the equipment list below)

Technical assessments will generally be scheduled at the end of each classification session (i.e. immediately following the morning or afternoon session).

Transport to/from the classification evaluation area is required for the classifiers, athlete, delegation representatives and sport equipment if the distance to/from the athletic facility is significant.

During Competition

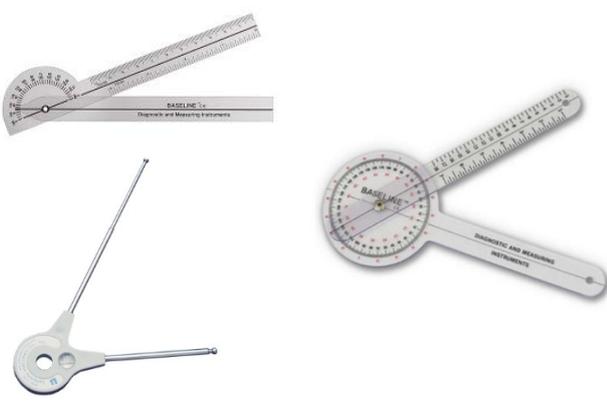
7.2.3 Observation Assessment

Classifiers will need to observe the athletes' performances during the competition and therefore require a dedicated area in the Athletics stadium in full view of the Field of Play. Access to the Field of Play may also be required. Confirmation of the suitability of the area should be jointly made between the Chief Classifier and Technical Delegate during pre-competition classification. Start lists must be made available to the international classification panels at least four (4) hours prior to commencement of each competition session or the evening before if the session starts in the morning.

7.2.4 Full Equipment List for PI Classification

Equipment	Quantity
Examination Bench (45 –50cms high and fully adjustable)	1 per panel
Pillow	1 per panel
Disposable paper towels and cleaning fluid to clean adjustable benches	1 per panel
Box of tissues	1 per panel
*Tape measure – steel	1 per panel
*Circumferential tape measure (preferred) or flexible narrow steel/plastic tape measure	1 per panel
*Reflex hammer	1 per panel
*Goniometer – full circle with long arms or equivalent (See picture below)	1 per panel
*Goniometer – small half circle goniometer (See picture below)	1 per panel
*Extendable Goniometer – (Recommended but not mandatory, see picture below)	1 per panel
Pins – to test sensation	2 per panel
Disposable paper towels and cleaning fluid	1 per panel
*Segmometer (See picture below)	1 per panel
Stadiometer (See picture below)	1
Indoor throwing implements - full range of weights for shot and discus including light weights	1 set
Throwing equipment including tie downs, shot, discus, javelin and club of varying weights	1 set
Boccia balls or equivalent	1 set
Volleyball	1
Tennis balls	1 per panel
Medicine ball (1 and 2 kg)	1 set

Pictures of PI Equipment

	<p>Stadiometer (Also to be made available in the Call Room for measuring Maximum Allowable Standing Height [MASH] during competition)</p>
	<p>Segmometer</p>
	<p>Goniometer – Small half circle goniometer</p> <p>Goniometer – Full circle with long arms or equivalent</p> <p>Extendable Goniometer - Arms can extend to 28 inches to measure large joints and retract to 8 inches to measure all but the smallest joints. Unlike standard goniometers that require the examiner to estimate alignment, the length of the extendable arms allows it to lie over anatomical bony landmarks.</p>

*In some cases IPC Athletics International classifiers will bring their own equipment to a competition. If an LOC needs to source the equipment marked with a *, IPC Athletics recommends the LOC liaises with the Chief Classifier prior to competition to see if it is necessary to be sourced by the LOC.

7.3 Appendix 3: Requirements for IPC approved VI Classification

The equipment and facilities listed are necessary for the standardised classification of Athletes with a visual impairment approved by the IPC. It is the LOCs responsibility to meet these equipment standards described below.

Basic Room requirements

Throughout the classification area (all spaces listed below), there may be no natural light or large variation in luminosity. The rooms shall be well lit with standard room illumination. A dimmer should be available as some exams require the room to be darkened.

- All rooms should be lockable and must have enough electricity outlets.
- There must be access to restrooms in the classification area.

In addition to the Generic Room Requirements outlined in Appendix 1, the following rooms, equipment and facilities must be provided:

VI Classification Rooms

7.3.1 Classification Evaluation Room

There must be one (1) room per classification panel each with:

- Minimum size of 7x3 meters
- Two (2) tables and five (5) chairs (1 table and 2 chairs being vertically height adjustable)
- One (1) computer with internet connection. Classifiers require reliable internet connection to access SDMS (IPC Athlete database). It is highly desirable to have internet connection in all assessment rooms.

7.3.2 Ancillary testing room

There must be one (1) room for ancillary testing shared by all panels with:

- Ideally in a quiet area.
- Two (2) tables and four (4) chairs (1 table and 2 chairs being vertically height adjustable)

7.3.3 VI Classification equipment

This list includes the equipment which is required in the field of ophthalmology and optometry. We suggest establishing contact with an equipment supplier, local hospital or clinic to rent the equipment for the Classification Period. Further explanation of the equipment is found below.

7.3.3.1 Classification Panel

This equipment is required in each classification panel room:

- Big set of large aperture lenses with trial frame (adult size - a small set of aperture lenses [100 pieces] is not sufficient), occluder, spherical, and cylinder lenses (266 pieces).
- Lensometer or Focimeter (automatic with printer is preferred)¹

- Slit Lamp with 90D, 78D or Superfield fundus lens and spare bulb Ophthalmoscope (direct, with adjustable light sensitivity) with recharger and spare bulb
- Disposable eye cleaning pads/tissues (small 5x5 cm)
- Hand cleaning liquid and disposable (paper) towels
- Static Autorefractor¹

¹If the technician is able to complete these tests, these may be shared by all panels in the Ancillary Testing room.

7.3.3.2 Ancillary testing

Equipment shared by all classification panels is stored in the ancillary testing room and includes:

- Automated perimeter (Goldmann VF Perimeter, Humphrey Field Analyzer, or Octopus Interzeag)²
- The software in automatic perimeters must be for full range fields (80° or more), not only for central visual fields. The reference stimulus/isopter is Goldman III/4 or the equivalent on other equipment.
- Topical medications (Drops)²
 - 1 bottle Dilating (tropicamide 0.5%)
 - 1 bottle Topical anesthesia (proparacaine 0.5%)

² In preparation the LOC should coordinate with the Chief Medical Officer for the event (or other relevant personnel) to access prescriptions as required.

Office supplies:

In addition to the office supplies outlined in Appendix 1, the following supplies must also be provided for VI classification:

- Metric measuring tape (7m minimum)
- Masking or similar tape (to be used on the floor)
- Marker (used to mark tape)
- Permanent ink pad (to collect finger prints from athletes, who cannot sign the classification form)
- Wet wipes (to clean the athlete's fingers after using the ink pad)

Technician

A trained technician must be available to explain the operation of the automated perimeter. This technician may also assist in using the static autorefractor and lensmeter.

A technician who is trained to conduct visual field assessments on the provided automated perimeter is highly desirable. Should no capable technician be available some athletes may not be classified. Due to regional diversity classifiers are unlikely acquainted with the specific equipment.

7.3.3.3 Equipment Photos

Slit lamp	
Fundus lens (90D, 78D or Superfield or equivalent)	
Set of trial lenses (spherical and cylinder lenses), 266pcs.	
Adult size trial frame (for trial lenses)	
Direct ophthalmoscope, portable (With charger or enough spare batteries)	
Lensmeter or Focimeter (Automatic with printer is <u>preferred</u>)	
Autorefractor with printer	
Automated Perimeter : Goldmann VF Perimeter is <u>preferred</u> , Humphrey Field Analyser or Octopus Interzeag, accepted.	
Eye occluder	
Tropicamide 0,5% - pupil dilating (topical eye drops)	
Proparacaine 0.5% - anaesthetic (topical eye drops)	
Disposable eye cleaning tissue/pads (small - 5x5 cm)	
Hand cleaning liquid	
Disposable (paper) towels	

7.4 Appendix 4: Requirements for IPC approved II Classification

The equipment and facilities listed are necessary for the standardised classification of athletes with an intellectual impairment approved by the IPC. It is the LOCs responsibility to meet these equipment standards described below.

Phases of II Classification in Athletics:

- Sport cognition test
- Sport specific test
- Observation in competition

In addition to the Generic Room Requirements outlined in Appendix 1, the following rooms, equipment and facilities must be provided:

7.4.1 Sport Cognition Testing Room

The sport cognition test is conducted for all athletes with an intellectual impairment who compete in IPC Athletics. The test is partly conducted with a touch screen which is provided by the IPC. The test takes around 1 hour. The assessment requires maximum effort and concentration from the athletes, which is why the rooms must be located in a quiet environment.

- Rooms should be in a quiet environment and at least 3m x 3m (One (1) room per classification panel)
- It is recommended that the room has curtains, because if the light in the room is too bright it would reflect on the computer screen which would impact on the assessment.
- Five (5) chairs and one (1) desk
- At least two (2) electricity outlets
- Optional: an extra table for administration

7.4.2 Sport Specific Testing – Track/Field Facility

In addition to the sport cognition test, athletes must complete a sport specific test. An athlete is required to complete a sport specific test in Track, Horizontal Jumps or Shot Put, depending on their chosen events.

Facilities

The sport specific test is conducted on the track and/or field and can take place at the competition or training venue or a warm-up track, if the below requirements are fulfilled. In order for the athletes not to be distracted from the tests, the venue where these tests are conducted may not be too busy with other athletes training or construction work (e.g. competition set up). The facilities/equipment required is as follows:

Horizontal Jumps

- Long jump lane

- The lane cannot be used for training while the assessments are ongoing
- The sand pit must be 7m long and 16m of runway must be available for the assessments.
- There must be a clearly recognizable take-off board.

Shot put

- Throwing area for shot put
- The area cannot be used for training while the assessments are ongoing
- Area must have a white stop board and white boundary lines
- 1 shot put of 4kg
- 1 shot put of 7,26kg

Track Events

- Track - standard 400m track. The three inner lanes will be blocked for classification and cannot be used for training.
- 11 pylons for pace time distances
- Markers, tape and/ or pylons to designate the three inner lanes as blocked and not available for training. These should be put around the outer line of the second lane

Observation in competition

Observation assessment is also mandatory in II classification in Athletics and takes place during First Appearance. They will record the competition in the respective events on camera, and may require access to the field of play. The positions from where the classifiers will observe the events are as follows:

- Shot put: Classifiers will sit in a position from where they have a clear view of the athlete performing a shot from the side. Their camera position would be on the side of the throwing circle. The camera position does not need to be directly next to the throwing circle, but the classifiers view may not be blocked.
- Horizontal Jumps: The classifiers will sit in a position from where they have a clear view of the athlete's take-off from the side. Their camera position would be on the side of the take-off board. The camera position does not need to be directly next to the long jump lane, but the classifiers view may not be blocked.
- Track: The classifiers would sit at two opposite ends in the stands. The first position is close to the start line and the second position is close to the finish line.

7.5 Appendix 5: LOC Classification Planning Check List

ITEM	TIMELINE	COMPLETED
Application for hosting IPC Athletics International Classification and Competition Approval	12 October 2016	<input type="checkbox"/>
Facility Identified and booked for Classification	12 October 2016	<input type="checkbox"/>
Area for observation during competition identified	Four (4) weeks prior to Competition	<input type="checkbox"/>
Travel, meals, accommodation and logistics organised and communicated to IPC Athletics Classifiers	Four (4) weeks prior to Competition	<input type="checkbox"/>
Final Entries supplied to IPC Athletics/CC	Four (4) weeks prior to competition	<input type="checkbox"/>
List of classification equipment sent to IPC Athletics and CC for approval	Four (4) weeks prior to competition	<input type="checkbox"/>
Distribution of final classification schedule	At least Two (2) weeks prior to competition	<input type="checkbox"/>
Classification documents prepared for classification evaluation	One (1) week prior to competition	<input type="checkbox"/>
Arrangements for airport pick up for IPC Classifiers		<input type="checkbox"/>
Room / services requirements met for classification administration and evaluation (all impairment groups)		<input type="checkbox"/>
Refreshments organised for during classification (pre competition & during competition)		<input type="checkbox"/>
Classification forms returned to IPC Athletics (electronically and hard copies)	Two (2) weeks after the competition	<input type="checkbox"/>
Report sent to IPC Athletics including recommendations for future classification opportunities	Two (2) weeks after the competition	<input type="checkbox"/>

7.6 Appendix 6: Classification Schedule Examples

PI Classification Schedule (2 Panels)

<Competition > Classification Schedule for Athletes with a Physical Impairment								
<p>Athletes -</p> <p>Must present to the Classification Centre 30 minutes before the allocated time on the classification schedule.</p> <p>Must bring a passport or some other official form of identification to classification.</p> <p>Will be required to read and sign a classification release form prior to presenting to the classification panel.</p> <p>May be accompanied by one athlete representative and/or an interpreter.</p> <p>Must be appropriately dressed in their sport clothes including shorts under tracksuits and sport shoes.</p> <p>Must bring their track chairs, strapping etc that they will be using in competition, to the classification session.</p> <p>Must ensure their throwing frames are at the stadium for technical assessments if necessary.</p>								
Date:								
Time	Panel	Family Name	First Name	NPC	SDMS	Gender	Class In	Status In
08:30	1							
	2							
09:15	1							
	2							
10:00	1							
	2							
10:45	1							
	2							
11:30	1							
	2							
12:15	1	Technical Assessments						
	2							
13:00	Lunch							
14:00	1							
	2							
14:45	1							
	2							
15:30	1							
	2							
16:15	1							
	2							
17:00	1							
	2							
17:45	1							
	2							
18:30	1	Technical Assessments						
	2							

VI Classification Schedule (1 Panel)

<Competition>								
Classification Schedule for Athletes with a Visual Impairment								
<p>Athletes:</p> <p>Must present to the Classification Centre 30 minutes before the allocated time on the classification schedule</p> <p>Must bring a passport or another official form of identification to classification.</p> <p>Will be required to read and sign a classification release form prior to presenting to the classification panel.</p> <p>May be accompanied by one athlete representative and/or an interpreter.</p> <p>Must bring visual correction aids used in training and competition to classification.</p> <p>Must bring medical diagnostic information that is completed by a certified ophthalmologist to classification.</p>								
Date:								
Time	Panel	Family Name	First Name	NPC	SDMS	Gender	Class In	Status In
08:30	1							
09:15	1							
10:00	1							
10:45	1							
11:00	Break							
11:15	1							
12:00	1							
12:45	1							
13:30	Lunch							
14:30	1							
15:15	1							
16:00	1							
16:45	1							

II Classification Schedule (1 Panel)

<Competition>

Classification Schedule for Athletes with an Intellectual Impairment

Athletes:

Must present to the Classification Centre 30 minutes before the allocated time on the classification schedule.

Should be accompanied by one support person. If needed, an additional interpreter can accompany the athlete to classification.

Must bring a passport or another official form of identification to classification.

Must bring visual correction aids to classification if needed.

*Please note that ID Classification in Athletics consists of two parts, a sport cognition test and sport specific test.

It is necessary that the athlete presents for both parts of the test.

Athletes should be appropriately dressed in sport clothes for the sport specific test.

Date:

Time	Panel	Family Name	First Name	NPC	SDMS	Gender	Events	Class In	Status In
1. Sport Cognition Test									
08:00	1								
09:00	1								
10:00	1								
11:00	1								
12:00	1								
13:00	1								
14:00	Lunch								
1. Sport Specific Test									
15:00	1								
15:30	1								
16:00	1								
16:30	1								
17:00	1								
17:30	1								