



# Guidelines for Hosting World Para Alpine Skiing International Classification

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## World Para Alpine Skiing

Adenauerallee 212-214  
53113 Bonn, Germany  
[www.WorldParaAlpineSkiing.org](http://www.WorldParaAlpineSkiing.org)

Tel. +49 228 2097-200  
Fax +49 228 2097-209  
[WorldParaAlpineSkiing@paralympic.org](mailto:WorldParaAlpineSkiing@paralympic.org)



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## 1 Introduction

The purpose of this document is to provide guidelines for a Local Organizing Committee (LOC) seeking to host international classification evaluations at an World Para Alpine Skiing sanctioned competition. It applies to classification for athletes with physical and visual impairment.

This document has been aligned with the IPC Classification Code and International Standards which are available on the IPC website under: <http://www.paralympic.org/Classification/Code>

World Para Alpine Skiing and Snowboard acts as the International Federation of alpine skiing and snowboard for athletes with impairment (for snowboard please refer to Guidelines for Hosting World Para Snowboard International Classification Evaluations).

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

World Para Alpine Skiing and Snowboard seeks to improve the delivery of classification at every opportunity and therefore invites feedback through the Local Organizing Committee (LOC) and Chief Classifiers as a means of achieving this.

## 2 Application for World Para Alpine Skiing international classification

To assist with the provision of World Para Alpine Skiing international classification panels at a competition, adequate and early notice is required. A LOC requesting international classification panels must notify World Para Alpine Skiing by 2<sup>nd</sup> of May by sending an Expression of Interest Form to host World Para Alpine Skiing international classification evaluations. This may be completed concurrently with a Sanctioning Application Form for an World Para sanctioned competition. The respective forms are available on the World Para Alpine Skiing website: <http://www.WorldParaAlpineSkiing.org/Downloads>

**An Expression of Interest requesting international classification panels must be received by no later than 2 May.**

World Para Alpine Skiing will provide international classification panels where possible and in a manner matching the classification demands of all teams.

For World Para Alpine Skiing sanctioned competitions the following classifier appointments will be made:

- Ideally four (4) classifiers for athletes with physical impairment (PI), one of them being the Chief Classifier
- Ideally four (4) classifiers for athletes with visual impairment (VI), one of them being the Lead VI Classifier

International classification outcomes can only be recognized if the following criteria are fulfilled:

- The competition is sanctioned by World Para Alpine Skiing (open to all nations), and the classification opportunity is announced by World Para Alpine Skiing
- All classifiers conducting the classification are certified and duly appointed by World Para Alpine Skiing
- World Para Alpine Skiing official documentation is used throughout the classification process to record classification outcomes

### **3 Communication protocol**

World Para Alpine Skiing will appoint classification panels on the basis of LOC requests and availability of classifiers. In accordance with the IPC Communication Protocol World Para Alpine Skiing will officially notify the responsible person in the LOC of the appointed panels and their respective contact details.

All communication in relation to competition management and classification (e.g. classification panel appointment process, planning, paperwork) must be directed to World Para Alpine Skiing.

All classification requests from delegations must be raised by the respective NPC and/or National Skiing Federation to World Para Alpine Skiing, and not by individual athletes.

### **4 Classification planning**

#### **4.1 Classification equipment and room requirements**

The LOC is required to provide all equipment and classification rooms as described in the appendices at their cost.

Especially for VI Classification, it is important to start planning this at an early stage. For the equipment specific to ophthalmology, the LOC must cooperate with a local eye hospital.

#### **4.2 Classification period**

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

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

LOCs should clearly advertise the classification date(s) and times within the competition information.

#### **4.3 Entry information and classification schedule**

A classification schedule includes all athletes who will undergo athlete evaluation during the classification period, and allocates them a specific time slot. There will be two classification schedules – one for PI Classification and one for VI Classification.

All athletes, who have a sport class status 'New' or 'Review', and who are entered for the competition are required to undergo classification. They need to arrive at the competition based on the classification schedule.

Athletes, who are entered for the competition, but have a sport class status 'Confirmed' or 'Review with Fixed Review Year' after the competition, are not required to undergo classification.

To undergo classification and to be entered for competitions, athletes must be licensed with World Para Alpine Skiing by their NPC or NSF.

*For more information on Sport Class and Sport Class Status, please refer to the [World Para Alpine Skiing Classification Rules and Regulations](#).*

In order to make and duly publish the classification schedule, the date of final entries should be scheduled at least 10 days before the competition.

World Para Alpine Skiing prepares the classification schedule in consultation with the LOC. Once confirmed by the Chief Classifier, it will be circulated to the respective NPC/NSF and published on the World Para Alpine Skiing website:  
<http://www.WorldParaAlpineSkiing.org/Calendar>

World Para Alpine Skiing will determine if classification is offered to athletes with late entries. If a visually impaired athlete wishes to only undergo classification, but does not want to compete, the NPC needs to inform World Para Alpine Skiing one (1) month prior to the classification opportunity. After official approval by World Para Alpine Skiing, athlete can undergo classification.

Please refer to WPAS Classification Rules and Regulations for observation assessment concerning athletes with physical impairment.

Requests for changes in the classification schedule by a NPC/NSF must be directed to World Para Alpine Skiing.

The classification schedule provides 45min slots for VI athletes, and 30min slots for PI athletes. Additionally, provisional slots for protest assessments and ancillary testing (only applicable to VI) need to be left open in the classification schedule. The working time for each classifier should not exceed 9h per day, and a 1hr lunch break should be included.

#### 4.4 Classification evaluation priority

World Para Alpine Skiing will always try to offer slots for classification for all athletes required to undergo athlete evaluation. If, however, not enough slots can be offered, World Para Alpine Skiing sets the following priorities:

- Athletes who are licensed take priority over athletes who are not licensed.
  
- Athletes who are duly entered into the competition, and will compete at that competition, take priority over athletes who were entered after the entries deadline or who will not compete.

It is preferred that classification evaluations are completed at least 3hrs before the team captains meeting (on the evening before the start of a competition) including protest management, to ensure that start list is completed in time for TCM (Team Captain's meeting).

#### 4.5 During observation in competition

Athletes with physical impairment might need to be observed in competition to ascertain their sport class. For **“observation assessment” to take place**, the LOC must ensure access for the classification team to the field of play (into training and competition slopes) and if needed (agreed between classifier, WPAS and LOC), the LOC must lend skis and boots to the classifiers free of charge.

## 5 Classifiers' arrangements

Classifiers are highly qualified personnel for the sport of World Para Alpine Skiing and the specific competition. In respect of their work and time, it is important to ensure a good service level.

World Para Alpine Skiing is responsible for:

- Booking and covering **the classifiers' flights**
- **Covering costs for the classifiers' visa, transportation** to their port of departure
- Per diem

The LOC is responsible for:

- Providing transfers from the airport to the hotel and back, and from the hotel to the classification area
- Booking accommodation for all classifiers in single rooms and at a 3-star (European standard) hotel or equivalent at their cost
- Providing three meals a day for **the classifiers'** entire stay, including drinks
- Providing snacks and drinks at the classification area
- Providing high speed internet connection to all classifiers (preferably at the classification facility)
- Lending skis and boots to classifiers for observation assessment (if needed and requested)
- Providing lift ticket to classifiers for observation assessment

Travel arrangements should be finalised and notified to concerned classifiers at least four (4) weeks in advance of the competition. PI classifiers will stay for the entire classification and the competition observation period unless otherwise communicated. VI classifiers will stay for the classification period only. Usually, the arrival day is the day before the beginning of the classification period.

LOCs have to follow the arrangements outlined above otherwise all appointed classifiers will be withdrawn from the competition.

## 6 Summary of roles and responsibilities in international classification planning

### 6.1 World Para Alpine Skiing

- Verify and approve the facilities for classification provided by the LOC
- Appoint World Para Alpine Skiing classification panels (PI and VI), including a Chief Classifier, and inform the LOC of the **classifiers' contact details**
- Prepare and notify LOC and NPCs of the classification evaluation schedule, publish the schedule on the WPAS webpage, and be in contact with NPC for requests for schedule changes
- Provide relevant classification documentation to the LOC
- Arrange appropriate travel for the appointed World Para Alpine Skiing Classifiers
- Provide a per diem to **classifiers at a rate of €20 per day** of official duty

### 6.2 Chief classifier

#### 6.2.1 General

The CC is responsible for the direction, administration, coordination, and implementation of classification matters at a competition including visual impairment. A CC is the representative of the World Para Alpine Skiing and Snowboard on classification related matters towards all third parties (for example: NPCs, athlete support personnel, LOC and Technical Delegates). All preparation for, actions during, and reporting after an event are their responsibility, which will be delegated as needed.

#### 6.2.2 Prior to classification event

Prior to an event includes all actions taking place before arrival at the competition venue.

The CC is responsible for:

- To approve the classification schedule
- Communicating with Lead VI Classifier
- Responsible for liaising with the LOC to ensure the classification documents are prepared prior to a competition;
  - World Para Alpine Skiing classification forms
  - Athlete consent forms
  - Observation during competition forms
  - Protest forms
  - NE Waiver forms

- Liaising with the sport to ensure that all travel, accommodation, visa applications and other logistics are arranged for the classifiers; and
- Giving guidance to the LOC/WPAS, ensuring the classification rooms and equipment meet the requirements of the IPC sport guidelines for hosting classification. In VI this is supported by the Lead VI Classifier.

In case the CC encounters challenges with any of the above, he/ she will notify WPAS.

### 6.2.3 During classification event

This includes all activities from arrival at the event, throughout the classification evaluation period.

The CC is responsible for all classification panels at that competition for all impairment types. The CC may organise a meeting with all classifiers (if not, at least meet with the Lead Classifier(s), providing general information about number of athletes, sport classes, medical documentation submitted, and updated forms (especially new classification forms).

The CC is responsible for:

- Responsible for the on-site conduct of the classification according to the World Para Alpine Skiing Classification Rules and Regulations.
- Serving as the liaison between classification panels and NPCs as the primary contact person for questions/clarification and the submission of protests and appeals;
- Liaises with the LOC to ensure that classification documents are printed and provided;
- Ensuring that all athletes scheduled to be classified undergo classification, informing WPAS if otherwise.
- Ensuring the Technical Delegate (TD) is informed of any sport class changes;
- Contacting an NPC immediately if an athlete does not present himself for classification as scheduled and determines if athlete is permitted to be rescheduled (see Articles 4.5-4.6 of World Para Alpine Skiing classification rules and regulations);
- Responsible for checking the appropriate completion of classification evaluation forms and verification of classification outcomes
- Contacting the Lead VI Classifier should there be any protests or appeals submitted in relation to VI Classification; and
- Completing the overview of classification outcomes (VI included) and deciding with the LOC where the classification outcomes will be published (timings in accordance with the WPAS Classification Rules and Regulations).

Any of these tasks may be designated to other classifiers for that event.

#### **6.2.4 Post classification event**

This includes all activities to be done upon completion of the classification evaluation period.

The CC is responsible for:

- Sending electronically the Classification Results Submission Template as soon as practically possible after the classification (this allows the WPAS to upload the classification outcomes before Team Captains Meeting in order to have the correct start lists ready);
- Responsible for sending the original classification forms to World Para Alpine Skiing within 48 hours after the competition
- Completing and forwarding a post competition report to the WPAS including VI classification section using the agreed template including recommendations for future classification opportunities; and
- Corresponding and liaising with the Head of Classification and WPAS to follow up any outstanding issues with evaluation outcomes.
- After sending all necessary information, deletes from personal computer any athlete data used during classification.
- Responsible for collection and management of protest fees on behalf of World Para Alpine Skiing

#### **6.3 World Para Alpine Skiing appointed classifiers**

- Bring the classification equipment as required by World Para Alpine Skiing.
- Conduct athlete evaluation and assign sport class and sport class status as a member of a classification panel, according to the World Para Alpine Skiing Classification Rules and Regulations.
- Observation assessment during first appearance as a member of a classification panel
- Support the Chief Classifier

#### **6.4 Local organizing committee (LOC)**

- Provide the classifier arrangements as described above
- Provide all required classification equipment and rooms, according to Chapter 7 of this document.



- Provide the complete entry list, including the athletes SDMS numbers, to World Para Alpine Skiing for the competition at least 14 days prior to the competition to facilitate adequate planning
- Provide World Para **Alpine Skiing with the teams' arrival times as soon as available**
- Send the classification schedule to all teams, and publish it on the website
- Copy the classification forms sent by World Para Alpine Skiing
- Set and allocate an observation area during competition in consultation with the Chief Classifier and /or the Technical Delegate
- Select and appoint classification volunteers (if available) and define their roles
- Provide transport to/from the classification evaluation area is required for the classifiers, athletes and delegation representatives
- Prepare a report and send to World Para Alpine Skiing including recommendation for future classification opportunities

## 7 Classification room and equipment requirements

All rooms (waiting area, administration rooms and assessment rooms) should be in proximity of each other, must be fully accessible, and must have accessible rest rooms and wash facilities nearby. Drinks should be provided for athletes, classifiers and support personnel.

Signs should be put up to ensure that teams can find the classification area and the different rooms.

If PI and VI Classification are conducted in the same area then the waiting and registration area and classifier administration rooms can be shared by all classification panels, provided they are large enough.

For VI classification, the rooms must be operational for the classification period only. The PI classification area must be operational for the classification and the competition period.

### 7.1 Requirements for PI classification

#### Basic room requirements

- Classification evaluation room (1 room/ classification panel)
  - Area for athletes to be seen by classification panel
  - Each room should be 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 accompanying persons to classification
  - All rooms to be fully accessible and lockable
  - The rooms must provide privacy to the athletes/ must not be open to public view
  - Internet access in the classification room must be provided
- Athlete waiting / Registration room
  - Seating for athletes and support personnel to wait prior to their classification evaluation
  - Large enough to accommodate 4-6 waiting athletes and support personnel
  - Registration desk and seating for volunteers or LOC staff, with a sufficient number of copies of the classification forms, two copies of the classification schedule, pens, stapler and staples
- Classifier administration room
  - Room for the co-ordination of all pre - and post-classification administration

- Room should be lockable
- Desks and seating
- Computer with internet access
- Power supply
- Access to a printer and a photocopier
- Access to a scanner (preferred)
- Full range of office equipment including pens, paper, stapler, staples, staple removers, post-its, etc.

#### PI Classification equipment (in each classification evaluation room)

- One table and at min. four chairs
- One variable height rehabilitation bench for assessment purposes
- Cleaning fluid for the rehabilitation bench
- Portable screens
- Goniometer
- Ruler
- Tape measure
- Garbage bins
- Hand sanitizer
- Power supply

#### Volunteers

The LOC should provide volunteers to help the classifiers with the administration work. Volunteers can help with the check-in of athletes, copying and scanning paperwork and to fill in basic 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 should speak English and be introduced to their tasks before classification begins.

See separate document below for requirements for VI classification.