

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:

Chief Classifier means 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. The role of a Chief Classifier is further described in Article 4.3.

Classification Code of Conduct means a code of conduct for Classification Personnel as described at Article 9.

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

Classifier (also referred to, where relevant for the purposes of this International Standard, as an **International Classifier**) means a person authorised as an official and certified by an International Federation to evaluate Athletes as a member of a Classification Panel. The role of a Classifier is further 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 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 has the meaning given to the term in Article 2.1 of the IPC Code of Ethics: “a direct or indirect interest in or any relationship with any outside organisation or person that might affect, or be reasonably misunderstood by others to be affecting his / her objectivity, judgement or conduct in carrying out the duties and responsibilities that she or he has in conjunction with the Paralympic activities”.

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 appointed by an International Federation responsible for the direction, administration, coordination, and implementation of Classification matters for that International Federation. The role of the Head of Classification is further described in Article 4.2.

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

National Classifier means a person 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. The role of a National Classifier is further 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 who is in the process of formal training to become a Classifier for that International Federation. The role of a Trainee Classifier is further described in Article 4.6.

3. General provisions

3.1 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.

3.2 This framework must include:

3.2.1 Entry Criteria;

3.2.2 Classifier Competencies;

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

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

3.2.5 a Classification Code of Conduct.

3.3 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 An International Federation may, at its discretion, appoint more than one person to share the role and duties of the Head of Classification. If this occurs, the International Federation should communicate this information to its membership and the IPC, and ensure that the contact details of the Head of Classification are available.
- 4.2.6 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 Classification Code of Conduct).
- 4.2.7 The Head of Classification will be required by the International Federation to perform, at a minimum, the following roles:
- 4.2.7.1 recruit and appoint the Classifiers who will sit as a member of the Classification Panels that will conduct Classification;
 - 4.2.7.2 advise the International Federation technical committee or related committees on Classification matters;
 - 4.2.7.3 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;
 - 4.2.7.4 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;
 - 4.2.7.5 organise and conduct Classifier education, training, certification and Re-certification according to the International Federation's published Classifier pathway;

- 4.2.7.6 manage, maintain and update the International Federation's Classification Master List to ensure that the International Federation's Classification records are accurate;
 - 4.2.7.7 manage, maintain and update a database to track Classifier activity, certification and Re-certification;
 - 4.2.7.8 inform Classifiers of any changes in the Classification rules;
 - 4.2.7.9 collect feedback on issues which affect the International Federation's specific sport and Classification rules; and
 - 4.2.7.10 communicate with all relevant external parties, such as the IPC;
- 4.2.8 The Head of Classification may delegate specific responsibilities and/or transfer specific tasks to designated Classification Personnel within that International Federation.
- 4.2.9 The Head of Classification may also be appointed as a Classifier and/or Chief Classifier. In this situation, Article 8.6 of the Classification Code shall apply with equal effect to the Head of Classification.

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 below, and Article 8.6 of the Classification Code, 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.
- 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 Eligible Impairment Assessments and/or Minimum Impairment Criteria Assessments;
 - 4.4.6.2 to apply the assessment methods established in the International Federation's Classification rules properly and consistently; and
 - 4.4.6.3 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 Sport Class Assessments; 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 Relevant Competitions.

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 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:
 - 5.3.1.1 relevant sport and its rules, including the relevant International Federation's Classification rules;
 - 5.3.1.2 Classification Code and the International Standards; and
 - 5.3.1.3 IPC Code of Ethics, International Federation's Code of Ethics, and in particular the management of potential, perceived and/or actual Conflicts of Interest; and
 - 5.3.2 the professional qualifications, level of experience and any other skills, competencies, and/or abilities (for example, physical and/or cognitive abilities) the relevant International Federation determines the Classifier must possess to conduct Classification in accordance with the Classification Code.
- 5.4 The Classifier Competencies to be a Medical Classifier must also include that the Classifier has:
- 5.4.1 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 in question; or
 - 5.4.2 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 in question.
- 5.5 The Classifier Competencies to be a Technical Classifier must also include that the Classifier has:
- 5.5.1 at least a basic knowledge of activity limitation provoked by the Eligible Impairments catered for by the Para sport in question;
 - 5.5.2 an extensive Para sport background; and
 - 5.5.3 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 in question.

- 5.6 In addition to the Classifier Competencies, a Chief Classifier must have the following additional competencies:
- 5.6.1 a minimum number of years' experience as a Classifier in the relevant sport (the minimum to be decided by the International Federation);
 - 5.6.2 knowledge and experience of each stage of the Classification process;
 - 5.6.3 the knowledge and communication skills to provide a complete explanation of any findings to the Classification Panel, Athletes, and Athlete Support Personnel;
 - 5.6.4 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';
 - 5.6.5 the mentorship skills to provide training or mentoring to Classifiers;
 - 5.6.6 the ability to communicate clearly and accurately in English to a good level;
 - 5.6.7 good interpersonal skills;
 - 5.6.8 good management and teamwork skills;
 - 5.6.9 good decision-making skills; and
 - 5.6.10 good organisation skills.
- 5.7 In addition to the Classifier Competencies, the Head of Classification must have the following additional competencies:
- 5.7.1 the competencies described at Articles 5.6.1 to 5.6.5 above;
 - 5.7.2 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;
 - 5.7.3 experience and continuing participation in training and certification of Classifiers, such as teaching and supervising/mentoring instructors at basic and advanced workshops;

- 5.7.4 the ability to communicate clearly in English to an excellent level;
- 5.7.5 excellent interpersonal skills;
- 5.7.6 excellent management and teamwork skills;
- 5.7.7 excellent decision-making skills, even in difficult circumstances; and
- 5.7.8 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 the pathway for Classifier development and certification;
 - 6.2.3 how it will provide Continuing Education for Classifiers to progress to higher certification levels; and
 - 6.2.4 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 identifying and 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 should 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 Federations 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 Classification 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.

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 and, where applicable, the International Federation's own integrity code / code of ethics.
- 8.2 International Federations must identify, record, and keep updated a register of actual and potential Classification Personnel Conflicts of Interest.
- 8.3 Classification Personnel have a potential or actual conflict if associated with a National Federation or NPC.
- 8.4 Classification Personnel 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 Classification Personnel 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 fulfilling their Classification Personnel role.
- 8.6 International Federations must also include in their Classification Code of Conduct a provision that enables the International Federation to determine, in its sole discretion, whether or not any Classification Personnel have an actual or potential Conflict of Interest.
- 8.7 International Federations have the right not to appoint Classification Personnel, or withdraw appointments of Classification Personnel, 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 There is an objectively high risk of an actual, perceived, or potential Conflict of Interest arising in circumstances where a person has (or has recently had) a close association or role with a national sport team is also involved in Classification. Accordingly, the following persons cannot: (i) commence practical training to become an International Classifier, or receive certification as an International Classifier; or (ii) be appointed as a Chief Classifier or Head of Classification:
 - 8.8.1 An international athlete who is currently competing in any Para Sport, or who has retired from the same Para sport less than 4 years ago; or

- 8.8.2 A national team coach or assistant coach of the same Para sport who has retired less than 4 years ago; or
- 8.8.3 Athlete Support Personnel other than coaches, with direct involvement with the national team or athletes, in the last 2 years.
- 8.9 Other roles, whether paid or voluntary, with NPC's or National Federations may also lead to actual or perceived Conflicts of Interest in relation to acting as Classification Personnel for the same Para sport. International Federations must include in their Conflict of Interest policy, how such Conflicts of Interest will be identified and managed.
- 8.10 For the avoidance of doubt, a person who has a close association or role with a national sport team may become a National Classifier.
- 9. Classification 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 Classification Code of Conduct.
- 9.2 International Federations must provide in their Classification rules that all Classification Personnel must comply with the relevant Classification Code of Conduct.
- 9.3 Each International Federation's Classification 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 Classification Code of Conduct must require Classification Personnel 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 Classification Personnel, and notify the International Federation if this ceases to be the case;
 - 9.4.8 maintain excellent hygiene and sanitation during the Classification process;
 - 9.4.9 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 Classification Code of Conduct that must include procedures for taking disciplinary measures against Classification Personnel found to be in violation of the Classification Code of Conduct.