

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 the recruitment, education, training, and development of Classification Personnel.

2. General provisions

2.1 International Federations must establish rules that contain a clear, transparent, and enforceable framework for the recruitment, education, training, and development of Classification Personnel that is consistent with this International Standard.

2.2 That framework must include:

2.2.1 the minimum expertise or experience levels that an International Federation requires of persons who wish to commence training to become a Classifier;

2.2.2 the minimum competencies required of each member of Classification Personnel, including Classifier Competencies;

2.2.3 the education and training that the International Federation will provide to Classification Personnel in order to allow them to: (i) obtain and/or maintain the competencies required of them by the International Federation; (ii) achieve and/or maintain Certification; and (iii) otherwise develop and enhance their skills and experience in Classification so that (a) any limitations placed on their Certification can be removed; and/or (b) they may be promoted to more senior Classification Personnel roles;

2.2.4 how the International Federation will administer the Certification and Re-Certification of Classifiers, including any limitations that may be placed on a Classifier's Certification;

2.2.5 the International Federation's policy regarding the identification and management of Conflicts of Interest; and

2.2.6 a Classification Personnel Code of Conduct.

PART II: CLASSIFICATION PERSONNEL AND THEIR ROLES

3. Classification Personnel

3.1 International Federations must appoint the Classification Personnel specified below. International Federations must require all Classification Personnel to sign confidentiality undertakings.

3.2 *Head of Classification*

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

3.2.2 The Head of Classification must, as a minimum, be responsible for performing and/or overseeing the following roles:

3.2.2.1 recruiting and appointing Classifiers;

3.2.2.2 organising and conducting Classifier education, training, Certification, Re-Certification, and development according to the International Federation's published Classifier pathway;

3.2.2.3 managing, maintaining, and updating a database to track Classifier activity, Certification, and Re-Certification;

3.2.2.4 overseeing the Classification Research on which the International Federation's Classification systems are based;

3.2.2.5 planning, designing, and executing programs and policies to ensure that the International Federation's Classification rules comply with the Classification Code and International Standards;

3.2.2.6 collecting feedback on issues that affect the International Federation's Classification rules;

3.2.2.7 monitoring and evaluating the status of Classification within the sport on a regular basis;

[Comment to Article 3.2.2.7: this may include, for example, the Head of Classification attending (or instructing other

Classification Personnel to attend) Covered Competitions where no Classification is due to take place in order to monitor and evaluate the outcomes of the International Federation's Classification systems.]

- 3.2.2.8 informing Classifiers of any changes in the Classification rules;
 - 3.2.2.9 managing, maintaining, and updating the International Federation's Classification Master List to ensure that the International Federation's Classification records are accurate;
 - 3.2.2.10 engaging with the International Federation's relevant bodies and committees on Classification matters; and
 - 3.2.2.11 communicating with all relevant external parties (including the IPC) in relation to Classification matters.
- 3.2.3 International Federations must specify in their rules the required competencies for a person to be appointed as the Head of Classification. These must include, as a minimum, the competencies listed in Articles 4.3 and 4.7 below.
- 3.2.4 International Federations may 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.
- 3.2.5 If an International Federation is unable to appoint the Head of Classification for a period of time, the International Federation may temporarily appoint another person, or group of persons, to perform the roles of the Head of Classification, provided that such person or each person in the group: (i) meets the competency requirements to act as the Head of Classification; and (ii) agrees to comply with the Classification Personnel Code of Conduct.
- 3.2.6 The Head of Classification may delegate specific responsibilities to other Classification Personnel within their International Federation.
- 3.2.7 The Head of Classification may also be appointed as a Classifier and/or Chief Classifier. In this situation, Article 43.4 of the Classification Code shall apply with equal effect to the Head of Classification.

3.3 *Chief Classifier and co-Chief Classifiers*

- 3.3.1 The Chief Classifier is a Classifier appointed by an International Federation to direct, administer, coordinate, and implement Classification matters for a specific Classification opportunity according to the Classification rules of that International Federation.
- 3.3.2 A Chief Classifier may be required by an International Federation to do the following, among other things:
- 3.3.2.1 identify Athletes who require Classification at a specific Classification opportunity, whether In-Competition or Out-of-Competition;
 - 3.3.2.2 supervise Classifiers and Trainee Classifiers to ensure that the International Federation's Classification rules are properly applied and to monitor their level of competencies and proficiencies;
 - 3.3.2.3 manage Protests in consultation with the International Federation and, if necessary, in consultation with the Head of Classification;
 - 3.3.2.4 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;
 - 3.3.2.5 communicate with and educate Athletes and Athlete Support Personnel regarding the Classification process;
 - 3.3.2.6 manage the International Federation's Classification Master List during a particular Classification opportunity;
 - 3.3.2.7 analyse and review the Classification processes during a Classification opportunity and recommend improvements to the Head of Classification; and
 - 3.3.2.8 report all relevant issues at a particular Classification opportunity to the Head of Classification.
- 3.3.3 International Federations must specify in their rules the competencies required for a person to be appointed as the Chief Classifier. These must include, as a minimum, the competencies listed in Article 4.3 and 4.6 below.

- 3.3.4 The Chief Classifier may delegate specific responsibilities to other Classification Personnel within their International Federation, and/or appointed persons in the local organising committee of a Competition.
- 3.3.5 Unless the International Federation specifies otherwise, a Chief Classifier must be appointed in addition to the Classification Panels at a Classification opportunity (i.e., a Chief Classifier should not sit on a Classification Panel, especially in cases where the International Federation appoints two or more Classification Panels at a Classification opportunity).
- 3.3.6 International Federations may appoint one or more co-Chief Classifiers:
- 3.3.6.1 in respect of each Eligible Impairment type (i.e., Physical Impairment, Vision Impairment, and/or Intellectual Impairment) catered for by the sport (in which case the relevant co-Chief Classifier will have primary responsibility for conducting the roles listed in Article 3.3.2 above in respect of their allocated Eligible Impairment type(s)); and/or
 - 3.3.6.2 where Classification happens at more than one location (in which case the relevant co-Chief Classifier will have primary responsibility for conducting the roles listed in Article 3.3.2 above in respect of their allocated location).
- 3.3.7 References in the Classification Code and International Standards to a 'Chief Classifier' shall include any co-Chief Classifier(s) appointed by an International Federation.
- 3.3.8 Co-Chief Classifiers must liaise regularly with the other co-Chief Classifiers in relation the performance of their roles.

3.4 ***Classifiers***

- 3.4.1 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.
- 3.4.2 International Federations must set and publish the minimum expertise or experience levels that it requires of persons who wish to commence training to become a Classifier.

- 3.4.3 In order to be Certified by an International Federation, Classifiers must demonstrate the minimum Classifier Competencies set out in Article 4.3. If International Federations require their Classifiers to have additional qualifications and/or competencies, they must specify those additional requirements in their rules.
- 3.4.4 International Federations may (but are not required to) differentiate in their training and Certification processes between Classifiers with specialist medical expertise (**Medical Classifiers**) and Classifiers with technical/sport experience (**Technical Classifiers**). Additional Classifier Competencies in respect of Medical Classifiers and Technical Classifiers are set out in Articles 4.4 and 4.5 below, respectively.
- 3.4.5 If an International Federation's Classification rules differentiate between Medical and Technical Classifiers, it is recommended that Medical Classifiers have primary responsibility among the Classification Panel members for conducting Stages 2 and 3 of the Evaluation Session, with assistance provided by any Technical Classifier(s) at the request of such Medical Classifier(s).
- 3.4.6 All Classifiers must apply the assessment methods established by the International Federation's Classification rules properly and consistently.
- 3.4.7 For the avoidance of doubt, International Classifiers may also conduct classification at the national level.

3.5 ***National Classifiers***

A National Classifier is authorised by a National Federation to conduct some or all aspects of classification at a national level. Unless also Certified as an International Classifier, a National Classifier cannot under any circumstances conduct international level Classification.

3.6 ***Trainee Classifiers***

- 3.6.1 A Trainee Classifier is a person who is in the process of formal training to become a Classifier.
- 3.6.2 International Federations may also use the designation Trainee Classifier to identify a Classifier who is participating in a component of Classification (i) that is currently the subject of a limitation on the Classifier's Certification; and (ii) in respect of which the Classifier is undertaking additional training with a view to removing that limitation.

3.6.3 International Federations may appoint an educator/mentor for Trainee Classifiers. International Federations must specify in their rules the qualifications and competencies that are required to perform the role of educator/mentor.

3.6.4 International Federations may appoint Trainee Classifiers to participate in some or all components of Classification if it is under the supervision of a Classification Panel and/or an authorised educator/mentor.

3.6.5 A Trainee Classifier cannot be appointed as a member of a Classification Panel.

3.7 *UHC Assessor*

3.7.1 As set out at Article 6.1 of the Classification Code, International Federations may delegate responsibility for conducting UHC Assessments (on a permanent or ad hoc basis) to a UHC Assessor.

3.7.2 International Federations must ensure that all persons acting as UHC Assessors have the skills and experience required to conduct UHC Assessments.

3.8 *Other Classification Personnel*

International Federations may specify a process for appointing other Classification Personnel beyond those listed above, including specific roles to manage Classification activities or development (including but not limited to Classification Research, education, or administration).

4. **Classifier Competencies**

4.1 International Federations must determine and publish:

4.1.1 their required Classifier Competencies (which must include, as a minimum, the competencies set out in Article 4.3); and

4.1.2 the additional competencies required of the Chief Classifier and Head of Classification (which must include, as a minimum, the additional competencies set out in Articles 4.6 and 4.7, respectively).

4.2 International Federations must ensure that all Classifiers meet the required Classifier Competencies and must assess Classifiers on an ongoing basis to ensure that they continue to meet the Classifier Competencies.

4.3 Classifier Competencies must include, as a minimum, that a Classifier has:

- 4.3.1 a thorough understanding of the:
 - 4.3.1.1 relevant sport and its rules, including the Classification rules of the International Federation;
 - 4.3.1.2 Classification Code and International Standards; and
 - 4.3.1.3 IPC Integrity Code, the code of ethics of the International Federation, and in particular the management of potential, perceived and/or actual Conflicts of Interest; and
- 4.3.2 the professional qualifications, level of experience and any other skills, competencies, and/or abilities (for example, physical and/or cognitive abilities) the International Federation determines the Classifier must have to conduct Classification in accordance with the Classification Code and International Standards.
- 4.4 The Classifier Competencies to be a Medical Classifier must also include that the Classifier has:
 - 4.4.1 a medical qualification as a doctor who has experience in dealing with Underlying Health Conditions that may lead to Eligible Impairments catered for by the Para sport in question; or
[Comment to Article 4.4.1: for example, relevant medical qualifications would include qualification as an ophthalmologist for those Medical Classifiers assessing Vision Impairment, or as a psychologist for those assessing Intellectual Impairment.]
 - 4.4.2 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.
- 4.5 The Classifier Competencies to be a Technical Classifier must also include that the Classifier has:
 - 4.5.1 at least a basic knowledge of the ways in which an Athlete's Eligible Impairment(s) can affect their ability to execute specific tasks and activities fundamental to the sport;
 - 4.5.2 an extensive Para sport background (as specified by the International Federation); and
 - 4.5.3 a minimum number of years' coaching experience (as specified by the International Federation) or other relevant 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.

4.6 In addition to the Classifier Competencies, a Chief Classifier must have the following additional competencies:

4.6.1 a minimum number of years' experience as a Classifier in the relevant sport (as specified by the International Federation);

4.6.2 knowledge and experience of each stage of the Classification process;

4.6.3 the ability to communicate clearly and accurately in English;

[Comment to Article 4.6.3: Chief Classifiers must in particular be able to provide a complete explanation of the following matters to the Classification Panel, Athletes and Athlete Support Personnel: (i) any findings made by the UHC Assessor, Classification Panel, Protest Panel, or Appeal Body; (ii) the procedures of the Evaluation Session (including eligibility requirements and Minimum Assessment Criteria), Protest procedures, and the procedure following any designation or tracking code being assigned to an Athlete; and (iii) matters concerning Intentional Misrepresentation, including the behaviours that may constitute that offence, and how violations will be investigated and prosecuted.]

4.6.4 effective communication skills, including the ability to provide a complete explanation of the following matters to the Classification Panel, Athletes and Athlete Support Personnel in English:

4.6.5 the mentorship skills to provide training or mentoring to Classifiers;

4.6.6 effective interpersonal skills;

4.6.7 effective management and teamwork skills;

4.6.8 effective decision-making skills; and

4.6.9 effective organisation skills.

4.7 In addition to the Classifier Competencies, the Head of Classification must have the following additional competencies:

4.7.1 the competencies described at Articles 4.6.1 to 4.6.8 above;

4.7.2 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; and

- 4.7.3 experience and continuing participation in training and Certification of Classifiers, such as teaching and supervising/mentoring instructors at basic and advanced workshops.

[Comment to Article 4.7: International Federations may specify further requirements for a person to be eligible to be appointed as the Head of Classification (for example, a requirement that the person must have acted as a Chief Classifier for that sport for a specified number of years).]

PART III: CLASSIFICATION PERSONNEL RECRUITMENT, TRAINING, DEVELOPMENT AND CERTIFICATION

5. Recruitment and retention of Classification Personnel

- 5.1 To deliver the required quality and quantity of Classification Personnel, International Federations must have published strategies addressing how the International Federation will:

- 5.1.1 identify prospective Trainee Classifiers;
- 5.1.2 appoint its Classification Personnel (including how Classifiers will be appointed to individual Classification Panels, and how the Head of Classification and Chief Classifier will be appointed to their respective roles);
- 5.1.3 retain existing Classification Personnel and encourage them to remain active;
- 5.1.4 manage Classifier wellbeing, including protecting them from abuse, harassment, and bullying; and
- 5.1.5 re-engage non-active Classification Personnel.

6. Classification Personnel training and development

- 6.1 International Federations must demonstrate a commitment to the ongoing professional development of Classification Personnel, including by providing appropriate training and education to ensure that they can (i) obtain and/or maintain the competencies required of them by the International Federation; (ii) achieve and/or maintain Certification; and (iii) otherwise develop and enhance their skills and experience in Classification so that (a) any limitations placed on their Classification can be removed; and/or (b) they may progress

to more senior Classification Personnel roles. International Federations must specify the details of all such training and education in their rules.

6.2 International Federations should support National Federations and National Paralympic Committees in training and developing National Classifiers. In particular:

6.2.1 International Federations should make resources used to train and educate Classifiers and Trainee Classifiers available to National Federations and NPCs for the purpose of training National Classifiers (including translations where appropriate).

6.2.2 International Federations must engage with National Federations and NPCs to cooperate and support a pathway to enable National Classifiers to become International Classifiers.

6.2.3 International Federations must publish a schedule of Classifier and Trainee Classifier education sessions with sufficient notice and frequency to enable National Federations and NPCs to identify and send Trainee Classifiers to attend such education sessions.

7. Classifier Certification

7.1 Classifier Certification is the process by which an International Federation assesses and confirms that a Classifier has met the Classifier Competencies.

7.2 International Federations may provide in their rules that a Classifier's Certification may be subject to certain limitations, including but not limited to:

7.2.1 a limitation on the type of Eligible Impairments that the Classifier is Certified to assess (i.e., Physical Impairments, Vision Impairment and/or Intellectual Impairment);

7.2.2 a limitation on the stages of Classification and/or assessments within an Evaluation Session that the Classifier is Certified to conduct;

7.2.3 a limitation on the level of Competition or event at which a Classifier is Certified to act as a Classifier;

7.2.4 a limitation on whether the Classifier is Certified as a Medical Classifier or a Technical Classifier (if relevant); and

7.2.5 a limitation on the time period for which the Certification is valid, subject to any future Re-Certification.

7.3 If International Federations include limitations on Certification in their rules, they must:

- 7.3.1 also specify within their rules (i) the additional competencies that a Classifier must demonstrate in order to remove the limitation; and (ii) how those additional competencies will be assessed by the International Federation; and
 - 7.3.2 establish and implement: (i) a mechanism to record any limitations imposed on an individual Classifier's Certification; and (ii) appropriate systems to ensure that Classifiers do not conduct any aspect of Classification that is outside of the scope of their Certification (other than as a Trainee Classifier, as part of their training to become Certified in that aspect of Classification).
- 7.4 International Federations must make provision in their Classification rules for administering Classifier Certification, which must include:
- 7.4.1 the requirements and processes for Classifier Certification and Re-Certification, including details on how the Classifier Competencies (and any additional competencies required in order to remove any applicable limitations on Certification) will be assessed as part of the Certification and Re-Certification processes; and
 - 7.4.2 a process for monitoring performance and identifying and handling performance concerns, including procedures for the withdrawal of Certification as further described in Article 7.5.2 below.
- 7.5 In particular, International Federations must state in their Classification rules that:
- 7.5.1 the Classifier's Certification must be reviewed within a specific timeframe to ensure that the Classifier has retained the relevant competencies;
 - 7.5.2 a Classifier may have their Classifier Certification removed if, without limitation, (i) the International Federation is no longer satisfied that the Classifier possesses the required Classifier Competencies; (ii) the Classifier breaches the Classification Code of Conduct; and/or (iii) to cover any period of ineligibility imposed on that Classifier under the International Federation's rules; and/or
 - 7.5.3 that a Classifier whose Certification was removed pursuant to Article 7.5.2(i) may regain their Certification if they subsequently satisfy the International Federation that they have re-attained 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 in 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 they are a National Representative. Other roles, whether paid or voluntary, with NPCs 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.
- 8.4 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 (i.e., cannot participate in any Evaluation Sessions e.g., as a Trainee Classifier), or receive or maintain Certification as an International Classifier; or (ii) be appointed or retain an appointment as a Chief Classifier or Head of Classification:
- 8.4.1 an international athlete who is currently competing in any Para Sport, or who has retired from the same Para sport less than four years ago;
 - 8.4.2 a national team coach or assistant coach involved in any Para Sport, or who has retired from the same Para sport less than four years ago; or
 - 8.4.3 Athlete Support Personnel (other than coaches) with direct involvement with the national team or athletes, or who have had such involvement in the last two years.
- 8.5 For the avoidance of doubt, Article 8.4 does not restrict persons covered by that provision from training or acting as National Classifiers.
- 8.6 Classification Personnel must not take on any other roles and responsibilities at Covered Competitions and Classification opportunities where they are acting as Classifiers that would impact their ability to carry out the Classification process/their responsibilities. International Federations may assign other roles to Classifiers provided that such roles can be managed without interfering with the Classifier roles and responsibilities.

- 8.7 All 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.
- 8.8 International Federations must also include a provision in their rules 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.
- 8.9 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.

9. Classification Personnel 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 Personnel Code of Conduct.
- 9.2 International Federations must provide in their Classification rules that all Classification Personnel must comply with the relevant Classification Personnel Code of Conduct.
- 9.3 Each International Federation's Classification Personnel 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 Personnel 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 throughout all stages of the Classification process;
 - 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 that 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;
 - 9.4.11 comply with the Classification Code and the International Standard for Classification Data Protection; and
 - 9.4.12 comply with all of the International Federation's safeguarding rules.
- 9.5 International Federations must have in their Classification rules procedures for reporting and investigating complaints of non-compliance with the Classification Personnel Code of Conduct that must include procedures for taking disciplinary measures against Classification Personnel found to be in violation of the Classification Personnel Code of Conduct.

ANNEX 1: DEFINITIONS AND INTERPRETATION

Defined terms (denoted by initial capital letters) in the Classification Code, 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:

Certification has the meaning given to it in Article 7.1, i.e., the process by which an International Federation assesses and confirms that a Classifier has met the Classifier Competencies. The words 'Certify' and 'Certified' shall be interpreted accordingly.

Classifier Competencies means the qualifications and abilities that an International Federation requires a Person to demonstrate in order to be Certified as a Classifier.

Conflict of Interest means 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 they have in conjunction with the Paralympic activities. This also applies to spouses, family members, businesses, or organisations to which members of the Paralympic Family may belong.

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 3.2.

International Classifier has the same meaning as 'Classifier' (as distinct from a National Classifier).

Medical Classifier has the meaning given to it in Article 3.4.3 - i.e., a Classifier with specialist medical expertise.

National Classifier means a person trained, certified, and/or authorised by a National Federation to carry out some or all aspects of national level classification, in conjunction with a National Federation. The role of a National Classifier is further described in Article 3.5.

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

Technical Classifier has the meaning given to it in Article 3.4.3 - i.e., a Classifier with specific sports' experience.

