

## Australian Classification Masterlist and Data Administration

### What is a classification masterlist?

The sport classification masterlist is a record of those athletes that have undergone classification in a particular sport.

### Usage of Masterlist

The Australian Classification Masterlist has a number of purposes including:

#### **Competition management**

- Confirm whether an athlete has a classification and the status
- Determine if an athlete needs attend a classification assessment.
- Determine the protest opportunities that may be available for an athlete

#### **Participation trends**

- Allow for collection of data for reporting
- Analysis of trends of athlete competing within the sport.

#### **Performance purposes**

- Collate data about classification risks
- Monitor athletes within high performance programs
- Identification of future talent

### **1. What information should be included in the classification masterlist?**

The following headings are suggested to be included in the full masterlist

#### ***Public information:***

- State
- Date of Birth
- First Name
- Surname
- Gender
- Classification\*
  - (NE is also a class)
- Classification Level\*
  - (International, National, Provisional)
- Classification Status\*
  - (New, Review, Confirmed)
- Review Date (if applies)
- Conditions that may apply
  - (Code exceptions etc)

#### ***Private information:***

- Date of Classification
- Event where classification took place
- Diagnosis
- Eligible Impairment
- Reason for Review
  - if Review status allocated
- Comments
- Classifier Name 1
- Classifier Name 2
- Classifier Name 3
- Classifier Name 4
- Athlete Address
- Suburb
- State
- Postcode
- Phone
- Mobile
- Email

\* This may be repeated in sports where different disciplines are awarded a separate class, with each field labeled accordingly.

An example copy of the masterlist is available on the APC website

## **2. Using the masterlist to determine who is eligible to attend National Classification**

When an athlete is classified they are given both a class and a status, which determines whether or not they will be seen again for classification and at what level. It is a breach of procedure to schedule an athlete for classification when they shouldn't be and can lead to an Appeal against the process.

The only athletes eligible for national classification are those who:

- Do not hold a classification (New)
- Have a provisional classification (PrR)
- Have a National Review status (NR)
- Have a National review with a fixed review date of the current or previous year (eg NR 2013).
- Not Eligible (NE) athletes following their first evaluation with a national panel are entitled to a review by a second panel.. Classifiers should not be the same as the first NE evaluation, unless this was more than 18 months prior.

Athletes with a confirmed status or with fixed review date later than the current year are NOT able to have their classification reviewed unless: they have requested and received an approved Medical review; as the outcome of a Protest or Appeal; or the classification rules for the sport have changed

**Always check and encourage the athlete/coach to check the status of their classification against the masterlist.**

## **3. Recording data in the classification masterlist**

- The classification administrator upon receipt of classification forms should check forms for accuracy and follow up with classifiers any omissions or discrepancies in the paperwork including.
  - Consent form signed by athletes / guardian
  - Athlete name on all relevant pages
  - Class AND status provided on summary sheet and on classification card
  - Classifier name, date & signatures on all relevant pages
- Confirm with event deliverer that athlete has received a copy of the classification outcome. If not, a copy is forwarded via email/post.
- Enter Classification Results into Classification Masterlist, cross referencing whether athletes already have a classification listed in the masterlist.
- Retain a record of the previous classification data for each athlete into a historical data section of the masterlist.
- If your sport has more than one discipline and the athlete receives a new classification in one discipline only, the masterlist will need to reflect this. The previous classification for the updated discipline should be updated (but a record

retained in the historical records), and the other class be maintained on the current masterlist.

- Record on original classification data form that data entry process is complete.

#### **4. Storage of classification paperwork and information**

- All original classification paperwork is to be stored in a confidential locked cupboard within the National Federation office. It is suggest that this information be stored alphabetically.
- It is discouraged that classifiers keep copies of classifications in their personal premises.
- Suggest that a scanned copy of all classification paperwork be retained on server
- The official masterlist should be stored with restricted access to only to those individuals that require access.

#### **5. Publishing the online Version of the Masterlist**

- A current version of the masterlist should be available online at all times. A full version of the masterlist is not to be published due to confidentiality. Other those items that are relevant to competition management need to be made available.
- Generally the following fields are publicly displayed on the masterlist State, DOB, First Name, Surname, Class, Classification Level, Classification Status, Review Date.
- Create and publish a copy of the masterlist (current classification records only) for the website. Masterlists are generally published sorted alphabetically by surname and in both PDF and ZIP files for event users are uploaded

#### **6. Provision of masterlist to Key contacts and stakeholders**

- Regularly update APC and key stakeholders to educate that masterlist is online.
- Provide a full copy of the masterlist to the APC on a 3 monthly basis to [classification@paralympic.org.au](mailto:classification@paralympic.org.au)

#### **7. Annual Audit of Masterlist**

It is recommended that an annual audit of the masterlist occur in December where the following occurs:

- Drop the review date of the current year for any athletes with a provisional or national level classification so that their status becomes NR or PrR. This serves as a reminder on the masterlist that these athletes need to present for classification at the next competition where classification is held.
- Athlete who are due for review the following year; those with a provisional classification, or those who are Not Eligible with review status are proactively contacted to encourage them to seek classification opportunities the following year.