

## CHECKLIST PLANNING FOR ATHLETE CLASSIFICATION EVALUATION

| Step   | Requirements   | Timeframe                       |
|--|--|---------------------------------|
| <b>Request for Classification</b>              | <ul style="list-style-type: none"> <li><input type="checkbox"/> LOC submits classification expression of interest to host in conjunction with an event to APC/ NF</li> <li><input type="checkbox"/> Request approved by APC and NF</li> </ul>  | minimum 4 months prior          |
| <b>Development of Execution Plan</b>           | Plan established between APC/ NF, Chief classifier and LOC: <ul style="list-style-type: none"> <li><input type="checkbox"/> Classifier appointments and communication</li> <li><input type="checkbox"/> Venue, facilities and equipment for classification</li> <li><input type="checkbox"/> Accommodation, meals and per diems</li> <li><input type="checkbox"/> Resources including support personnel</li> <li><input type="checkbox"/> Processes and procedures for protests and appeals</li> </ul>                 | minimum 4 months prior          |
| <b>Pre-Competition Tasks</b>                   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Inclusion of classification information in event entry package</li> <li><input type="checkbox"/> Appointment of a chief classifier and classification panel</li> <li><input type="checkbox"/> Invitation letter sent to all classifiers, with details of event, classification program and accreditation details</li> </ul>  | minimum 3 months prior          |
| <b>Classification Logistics</b>                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Classifiers flights arrangements finalised</li> <li><input type="checkbox"/> Classifier transport, meals, per diems and accommodation organised</li> <li><input type="checkbox"/> Venues finalised and equipment sourced.</li> </ul>   | minimum 2 months prior          |
| <b>Athletes for Evaluation</b>                 | <ul style="list-style-type: none"> <li><input type="checkbox"/> LOC send complete athlete entries to APC/NF for Verification</li> <li><input type="checkbox"/> Athlete Information sheet and assessment forms finalised</li> <li><input type="checkbox"/> Athlete names verified against masterlist</li> <li><input type="checkbox"/> Preparation and dissemination of the Classification Schedule to athletes teams (2 weeks prior)</li> </ul>  | minimum 1 month prior           |
| <b>Athlete Presentation for Classification</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Athlete presentation, collation of documentation</li> <li><input type="checkbox"/> Classification process briefing and signing consent forms</li> <li><input type="checkbox"/> Classification assessment (physical &amp; technical)</li> <li><input type="checkbox"/> Allocation of initial sport class and sport class status</li> <li><input type="checkbox"/> Athletes, Technical Delegate and teams notified of classification outcomes</li> </ul> | during event                    |
| <b>Athlete Observation</b>                     | <ul style="list-style-type: none"> <li><input type="checkbox"/> Notification of changes resulting from observation assessment during First Appearance</li> </ul>   | during event                    |
| <b>Protests</b>                                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Notification of protest outcome to relevant parties</li> </ul>   | as applicable                   |
| <b>Post Event Tasks</b>                        | <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide copy of classification outcomes to athletes</li> <li><input type="checkbox"/> Acknowledgements and thank you's</li> <li><input type="checkbox"/> Post-event report</li> <li><input type="checkbox"/> Update Australian classification master list</li> </ul>   | maximum 2 weeks after the event |