

**ADMINISTRATION CHECKLIST
ATHLETE CLASSIFICATION EVALUATION PROCESS**

TIMEFRAME	TASK
Prior to Athlete Arrival <i>(minimum 45 minutes prior to commencement)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure each room and facilities are set up with requirements for the sport. <input type="checkbox"/> Meet with Chief Classifier to discuss what administration support is required. <input type="checkbox"/> Check to ensure that required classification forms are ready for use. <input type="checkbox"/> Display signage to direct athletes to classification administration area. <input type="checkbox"/> Observers (eg trainee classifiers) approved by the Chief Classifier agree to the Observers Code of Conduct. <input type="checkbox"/> Confirm break times and plans for meals/refreshments with Chief Classifier
Athlete Arrives at Registration desk <i>(15 minutes prior to scheduled assessment time)</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Welcome Athlete, check schedule and advise approximate wait time <input type="checkbox"/> A member of the panel or allocated representative will brief the athlete and their accompanying representative regarding the procedures involved in the Classification Process including: <ul style="list-style-type: none"> - Introduce the classifiers - Explain the purpose and process for classification - Outline the consent form <input type="checkbox"/> Have athlete complete: <ul style="list-style-type: none"> - Classification consent form - Permission to video/photograph where required. - Athletes under 18 must have a witness <input type="checkbox"/> Photocopy medical documents as required, return originals to athlete. <input type="checkbox"/> Collect all documents and have ready for classifiers on a clipboard.
Physical and Technical Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Athlete is classified by classification panel. <input type="checkbox"/> Athlete representative (eg team representative/parent/guardian) may accompany athlete. Interpreter may accompany as an additional person where required. <input type="checkbox"/> Observers must adhere to the Observers Code of Conduct and are permitted only at the discretion of the Chief Classifier. <input type="checkbox"/> Protests and appeals period as appropriate.
Notification of Outcome	<ul style="list-style-type: none"> <input type="checkbox"/> Chief Classifier, or other approved representative, notifies Technical Delegate of Classification outcomes <input type="checkbox"/> Post copy of classification outcomes in team notices area <input type="checkbox"/> Advise athlete, or athlete representative when a copy of the final classification outcome will be provided to them, usually at the end of the event
Observation Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Athlete is observed in training and/or competition as required by the sport. <input type="checkbox"/> Protests and appeals period as appropriate. <input type="checkbox"/> The Chief Classifier or designated representative will check that all relevant sections of classification forms are completed.
Notification of Outcome	<ul style="list-style-type: none"> <input type="checkbox"/> Chief Classifier, or other approved representative, notifies Technical Delegate of Classification outcomes <input type="checkbox"/> Post copy of classification outcomes in team notices area <input type="checkbox"/> Athletes are provided with copies of classification outcomes.

	<ul style="list-style-type: none"> □ Inform athlete / athlete's representative that the classification outcome will be entered on Classification masterlist and will be shared with competition organisers, masterlist administrators and sports federations.
<p>Post Event Tasks</p>	<ul style="list-style-type: none"> □ Key classification outcomes are collated into a summary spreadsheet by the Chief classifier or delegated to administrative support if appropriate. □ Chief Classifier to provide documentation to National classification database administrator: <ul style="list-style-type: none"> - Classification summary spreadsheet - Original classification forms / classification card and copies of medical documentation - Consent forms - A copy of the outcomes is shared with NF/APC