



# PA Classification Standard: Classification Personnel and Training

March 2021

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# 1. Purpose

- 1.1 Classification Personnel are fundamental to the effective implementation of classification. Classifiers are Sport Federation officials responsible to conduct athlete evaluation according to the specific requirements of that Sport Federation.
- 1.2 This document:
  - Sets out the position, role and responsibilities of Paralympics Australia (PA) with regards to classification personnel and training, as the national Paralympic member of the IPC and in accordance with the IPC Athlete Classification Code and Standards (IPC Code) and the IPC Model of Best Practice for National Classification; and
  - Provides a framework for the common technical and operational procedures of National Sporting Organisations (NSOs) and National Sporting Organisations for people with disability (NSODs) who deliver the Australian Para-sport program and/or eligibility assessment.
- 1.3 This document should be read in conjunction with the IPC Code, IPC Code of Ethics, relevant International Sport Federation (IF) Classification Rules, PA Athlete Classification Policy and other relevant PA policies and standards.
- 1.4 In the event that this Standard fails to provide for a matter covered by a provision in the IPC Code, the provision appearing in the IPC Code shall apply and be regarded as being part of this Standard.
- 1.5 A list of definitions and abbreviations is provided at the end of this Standard.

# 2. Who does this Standard apply to?

- 2.1 This Standard applies to:
  - PA employees, contractors and volunteers
  - Selected athletes and appointed officials of Paralympic Teams
  - PA member organisations, their member organisations, athletes and athlete support personnel and any other persons (paid or unpaid) who are engaged by the PA member to support classification activities.
  - Any other organisations or individuals engaged by PA for classification purposes

- 2.2 PA will only recognise Australian classification activities that are conducted within the scope of this Standard and other PA Policy. This Standard does not apply to sports opportunities provided by PA members for athletes with impairments outside of the IPC Code (eg hearing impairment, transplant recipient).
- 2.3 The delivery of classification services for each sport in Australia is the responsibility of the Australian member organisation of the relevant IF, unless otherwise agreed by the IF member, PA and Sport Australia. For the purposes of this Standard, the term NSO/NSOD is used to refer to the organisation approved by the IF member, PA and Sport Australia for the delivery of the Australian Para-sport program

### 3. International Sport Federation Roles and Responsibilities

- 3.1 IF Classification Rules must be in compliance with the IPC Code. The IF is required, by way of their classification rules to:
- 3.1.1 Appoint classification personnel to support the delivery of classification including Head of classification, Chief classifiers, classifiers, trainee classifiers and classification panels.
- 3.1.2 Develop and maintain a clear and transparent process for the recruitment, education, training, certification and re-certification of classifiers including
- Entry criteria such as minimum age, qualifications;
  - The required mode of education and training necessary to obtain and maintain classifier certification, including Re-certification;
  - Classifier competencies;
  - Classifier certification; and
  - A Classifier code of conduct.

- 3.2 The IPC Code recommends that IF's make classifier training and education resources available to NSO/NSODs and National Paralympic Committees for the purpose of National classifier training.
- 3.3 Each IF is responsible for any classification personnel certified, training or engaged in activities associated with international level classification.

## 4. PA Roles and Responsibilities

- 4.1 PA has the following roles and responsibilities:
- Develop and support the implementation of a national classification program in accordance with this Standard;
  - Provide support, education and resources to enable its members to comply with this Standard;
  - Monitor compliance and address non-compliance of its members to this Standard;
  - Provide general education to build classification awareness within the Australian sports community, para-athletes and other relevant stakeholders (including media & spectators) in relation to this Standard; and
  - Facilitating professional development and networking opportunities for classifiers on generic and special interest topics.

## 5. NSO/NSOD Roles and Responsibilities

- 5.1 PA adopts an inclusive approach for Australia's Para-sport system, with the expectation that Para-sport and classification programs are equally recognised and embedded within the structure, systems, people and pathways of an NSO/NSOD.

NSO/NSODs are expected to:

- 5.2 Implement a national model that conforms with IF Classification Rules as much as is practical, and in any event, ensure IPC Code Compliance.
- 5.3 Establish a classification personnel and training program and associated procedures that includes:

- 5.3.1 Appoint, train and develop a number of key classification personnel including but not limited to classification administrators and classifiers. Each of whom will have a key role in the organisation, administration and delivery of classification.
- 5.3.2 Include classifiers as part of the NSO/NSOD officials program ensuring that provisions, insurances, training opportunities and terms of engagement exist for classifiers as they do for other NSO/NSOD officials.
- 5.3.3 In line with the NSO/NSOD officials program, NSO/NSOD's are to develop a clear and transparent system for the recruitment, education, training, certification and re-certification of national level classifiers including:
- Providing classifier education and training opportunities for developing classifier certification, ongoing development and re-certification processes;
  - Defining classifier competencies;
  - Defining classifier equipment and resource requirements; and
  - Implementing a code of conduct.
- 5.3.4 Develop a clear set of professional conduct standards which all classification personnel must comply with. These standards should align with the IPC Code of Ethics, PA Code of Conduct and be in accordance with this Standard.
- 5.3.5 Develop a set of procedures for reporting, investigation and subsequent disciplinary action as a result of violation of the standards outlined in Article 7.6.1.
- 5.4 Ensure appropriate safeguards are in place to protect the physical and psychological health and wellbeing of all classification personnel involved in NSO/NSOD classification activities.
- 5.5 Clearly outline the codes of conduct and expectations of their members, athletes, athlete support personnel, classification personnel and any other persons or organisations engaged by them within their classification system in relation to this standard.
- 5.6 Develop and deliver classification education and awareness programs for athletes, athlete support personnel, member organisations and any other relevant stakeholders (including media and spectators) in relation to this Standard.

- 5.7 Integrate changes made by their IF to classification rules in respect to classification personnel and training, within six months after the IF change is made and align any changes as closely to the IF system as is practical.
- 5.8 Collaborate with PA in the continuous improvement of national classification activities in relation to the Standard.

## 6. Key Classification Personnel

An NSO/NSOD's must appoint a number of classification personnel including:

### 6.1 NSO/NSOD Classification Management and Administration

6.1.1 Each NSO/NSOD shall appoint a key person/persons to ensure that the following obligations are met by the NSO/NSOD:

- Facilitate compliance with the IPC Code, IF Classification Rules and PA Athlete Classification Policy and Standards.
- Development of NSO/NSOD classification program, policies and procedures and expectations of their members.
- Development of a program plan including short and long term planning.
- Management of NSO/NSOD classification budget and financial reporting
- Manage classification personnel recruitment, training and performance management.
- Embedding safeguards and integrity practices within the NSO/NSO classification program including but not limited to: child safety, physical and mental wellbeing support, dispute resolution processes; management of classification intelligence, investigations and intentional misrepresentation.
- Management of classification requirements of NSO/NSOD high performance programs.
- Planning and organisation of national athlete evaluation opportunities and appointment of classification panels.
- Classification data storage and protection
- Management of NSO/NSOD classification masterlist.

- Classification education and awareness programs for stakeholders.
- Classification research and administration.
- Changes to classification systems.
- Key contact for classification topics and enquiries with the relevant IF, other NPCs and other key stakeholders.

6.1.2 NSO/NSODs are recommended to delegate the above responsibilities to a number of key personnel including but not limited to:

- A Classification Manager/Coordinator;
- Classification administrator for data management purposes (may be the same role as the above management role);
- A NSO/NSOD appointed Classification Advisory Group or NSO/NSOD appointed Head of classification including representation of both classifiers and athlete representative/s;
- Embedded within other areas of NSO/NSOD business, such as embedding classifier education within officiating department, classification integrity within NSO/NSOD member services; and
- NSO/NSOD members by way of agreement.

6.1.3 Any classifier designated to some or all of the responsibilities may also be appointed as a classifier and/or Chief classifier at any classification opportunity/event.

6.1.4 NSO/NSODs are recommended to establish a mechanism for feedback from an athlete representative/s. This may be by appointing an athlete representative on to their Classification Advisory Panel or by some other communication method.

## 6.2 Classifier Roles

### 6.2.1 Classifiers

- Classifiers are Sport Federation officials responsible to conduct athlete evaluation as a member of a classification panel according to the specific requirements of that Sport Federation.

### 6.2.2 Classification Panel



- A group of classifiers appointed by a Sport Federation to determine sport class and sport class status in accordance with the classification rules of that Sport Federation is termed a classification panel.

### 6.2.3 Chief Classifier

- A classifier appointed by the Sport Federation to direct, administer, coordinate and implement classification matters for a specific competition or event according to the sport rules is termed a Chief Classifier. The NSO/NSOD may determine whether to appoint a specific Chief Classifier and whether this classifier will or will not act as a member of a classification panel for the event.

## 7. Levels of Classifiers in Australia

There are two recognised levels of classifiers:

- International level classifiers
- National level classifiers

### 7.1 International Level Classifiers

7.1.1 International level classifiers are those classifiers that have met the IF classifier certification requirements responsible for conducting athlete evaluation at IF sanctioned events. The certification, training, development and monitoring of IF classifiers is the responsibility of the relevant IF.

7.1.2 Australian classifiers who hold an active international level classifier certification, can:

- be recognised by the NSO/NSOD as meeting the necessary competencies as a national level classifier; and
- are expected to contribute to their NSO/NSOD and sport at a national level unless their conduct or other certification requirements prevent it.

7.1.3 At the discretion and with the endorsement of their NSO/NSOD, national level classifiers may participate in international level classifier training opportunities. All classifiers progressing to international level classifier training should have undergone national level classifier training prior to presenting to international level training. While undergoing training these classifiers may be termed international level trainee classifiers.

7.1.4 Where a classifier holds an international level classification, but no longer wishes to classify at an international level, the classifier may continue to conduct national level classification as long as all NSO/NSOD required certification requirements are maintained.

## 7.2 National Level Classifiers

7.2.1 National level classifiers are those classifiers that have met the NSO/NSOD classifier certification requirements responsible for conducting NSO/NSOD athlete evaluation opportunities. The certification, training, development and monitoring of national level classifiers is the responsibility of the relevant NSO/NSOD.

## 7.3 National Level Classifier Certification and Competencies

7.3.1 NSO/NSODs must have within their classification rules a clear description of competencies required in order for a person to gain and maintain certification as a national level classifier.

7.3.2 NSO/NSOD classifier competencies must include that a classifier has:

- an understanding of the NSO/NSOD Classification Rules;
- an understanding of the relevant sport and its rules;
- A basic understanding of the IPC Code and PA Athlete Classification Policy and Standards; and
- the professional qualifications & registrations, level of experience and any other skills or competencies the relevant NSO/NSOD determines the classifier must possess to conduct athlete evaluation.

7.3.3 It is recommended that NSO/NSODs model their competencies as closely to their respective IF classifier competencies.

7.3.4 A person who is in the process of achieving the NSO/NSOD competencies is termed a national level trainee. An NSO/NSOD may appoint national level trainee classifiers to participate in some or all components for athlete evaluation under the supervision of a national level classification Panel in order to develop the necessary competencies to achieve certification.

## 7.4 National Level Classifier Education Model and Classifier recruitment.

7.4.1 NSO/NSOD's are to develop a model for classifier education training and development which should include, but is not limited to, the following components:

- Prerequisite criteria:
  - Candidate qualifications and experiences such as current medical, vision or Physiotherapy registrations for medical classifiers and relevant technical expertise for technical classifiers
  - Required state and/or national criminal clearances (including police clearances and working with children safeguards).
  - Minimum age.
  - Any pre-requisite first aid/injury prevention qualifications

7.4.1.1 Theoretical modules (online or face to face):

- Classification governance and conceptual framework
- General NSO/NSOD Para-sport education including technical, sport safeguards and integrity modules
- Classification specific assessment methods
- Safety and risk management
- Complaints handling and disputes
- Legal and ethics
- Data management and documentation
- Communication skills
- NSO/NSOD classification administration processes

7.4.1.2 Practical learning opportunities – both formal and informal

7.4.1.3 Ongoing professional development opportunities, such as forums, updates, discussion boards, peer mentoring and other formal and informal methods.

7.4.1.4 Reflective practice opportunities.

7.4.1.5 Maintaining certification and re-certification processes.

7.4.2 NSO/NSODs are encouraged to aim at a minimum to have 2 international (1 full panel) and 2 national classifiers (1 full panel) certified in their sport.

7.4.3 NSO/NSODs are encouraged to consider geographical spread, frequency of classifier engagement, maintenance of classifier skills, classifier availability and principles of diversity and inclusion in the recruitment of their classifier workforce.

## 7.5 National Level Classifier Certification Process

7.5.1 Once a national level trainee has achieved the classifier competencies of a national level classifier they may be certified by the NSO/NSOD.

7.5.2 The NSO/NSOD must include provisions in their classification rules for:

- a process for the certification of national level classifiers;
- quality assessment and ongoing education for the period of certification;
- a process for handling substandard performance, including options for remediation and/ or withdrawal of certification;
- a process for re-certification of national level classifiers; and
- a process for non-active national level classifiers.

7.5.3 An NSO/NSOD may determine whether National level classifier certification is subject to any limitations, including but not limited to:

- a limitation on the impairment type, such as physical, vision or intellectual, for which a classifier is certified to act as a classifier;
- a limitation on the components of athlete evaluation for which a classifier is certified to conduct, such as some classifiers conducting either medical or technical components;
- a limitation on the level of competition or event at which a classifier is certified to act as a classifier eg more senior classifiers at higher levels of competition;
- that the classifier certification is subject to certain recertification conditions (see 8.8.1) .
- that a classifier may lose classifier certification if the NSO/NSOD is not

satisfied that the classifier possesses the required classifier competencies; and/or

- that a classifier may regain classifier certification if the NSO/NSOD is satisfied that the classifier possesses the required classifier competencies.

7.5.4 It is recommended that the NSO/NSOD models their certification system to the IF system, as is practical and relevant.

7.5.5 Certification of classifiers is completed once an officials agreement has been signed by the national level classifier.

7.5.6 The Officials Agreement should outline the roles, responsibilities and conditions of classifiers operating within the NSO/NSOD, including but not limited to the other NSOD/NSOD officials requirements such as :

- Expected duties, locations of work and hours as classifier
- Code of conduct (See article 7.6)
- Expenses
- Resources and equipment
- Confidentiality
- Conflicts of interest and reputation
- Intellectual property
- Work health and safety
- Insurances
- Termination
- Waiver and release
- Provisions and safeguards eg Working With Children checks, police clearance and any specific qualifications;
- Any other operational requirements;
- Link to any relevant NSO/NSOD Code of Conduct or other classification

policy.

7.5.7 It is recommended that NSOs/NSODs adopt, and modify where necessary, their existing NSO/NSOD Officials agreement to include classifiers within its scope.

## 7.6 National Level Classification Personnel Code of Conduct

7.6.1 NSO/NSODs must establish a classification personnel Code of Conduct that includes that personnel:

- accept the fundamental Para-sport values of honesty, human rights, fairness, justice, non- discrimination and personal integrity;
- act with dignity, integrity and equality;
- safeguard athletes' interests, priorities and opportunity to participate in fair competition and excel in sport;
- safeguard athletes' physical and psychological health and wellbeing;
- comply with local public health advice and review any health risks associated with the delivery of classification activities. Classification should be implemented in accordance with standard infection control procedures, relevant state and national work health and safety legislation and any other NSO/NSOD requirements.
- conduct themselves with integrity, maintaining a high standard of personal conduct and avoid any behaviour or action that would tarnish or give the impression of tarnishing the reputation of the Paralympic Movement;
- have no undisclosed 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 their objectivity, judgement, or conduct in carrying out the duties and responsibilities that they have in conjunction with the NSO/NSOD classification activities. Any potential conflicts of interest are to be declared (refer to 8.7.2);
- avoid assuming any other role and responsibility that conflicts with their duties as classification personnel at a competition, unless authorised by the NSO/NSOD. For example, a classifier should avoid acting as a technical official, coach or health care professional at a Competition

when acting as a classifier in that same competition.

- avoid any improper use of information or assets;
- not seek or accept gifts or gratuities from any organisation or individual outside of the NSO/NSOD (or its members);
- perform their duties courteously, competently, consistently and objectively for all athletes;
- respect athletes and athlete support personnel, ensuring a courteous and collaborative environment during the classification process.
- maintain confidentiality of classification information and abide by other NSO/NSOD data protection mechanisms.
- perform classification duties and related responsibilities while not being under the influence of alcohol or illegal substances.
- comply with any NSO/NSOD Code of Conduct or other requirements as outlined by the NSO/NSOD.

7.6.2 NSO/NSODs must also include in their classification personnel code of conduct a process that enables the NSO/NSOD to determine, in its sole discretion, whether or not a classification personnel has an actual, perceived and/or potential conflict of interest. NSO/NSODs have the right not to appoint classifiers, or withdraw appointments of classifiers, who are in personal or professional relationships that might, in the view of the NSO/NSOD, give rise to an actual, perceived or potential conflict of interest.

7.6.3 NSO/NSODs must have within their classification 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 classifiers found to be in violation of the classifier code of conduct. The NSO/NSOD may impose a variety of sanctions from verbal or written reprimand to suspension or revoking their certification as a classifier in Australia.

## 7.7 Maintaining Certification as a National Level Classifier

7.7.1 To retain certification as a national level classifier, the classifier must meet the criteria set by the NSO/NSOD. This may include but is not limited to:

- Participation in a minimum number or scope of classification activities

over a prescribed period of time;

- Complete ongoing professional development opportunities, such as forums, updates, discussion boards, peer mentoring and other formal and informal methods;
- Completion of any compulsory reflective practice opportunities; and
- Maintenance of professional registrations or clearances (such as criminal or working with children) relevant to the role of classifier.

#### 7.8 Storage and disclosure of classifier details.

7.8.1 Classifiers details are to be stored confidentially within an NSO/NSOD database, in accordance with the NSO/NSOD Privacy policy. It is recommended that certification levels, dates of training, validity of any licensees, special skill areas, personal contact information and any other information pertaining to NSO/NSOD officials is maintained.

7.9 NSO/NSODs are requested to seek consent and subsequently share the contact details of their classifiers with PA. Any details received by PA will be stored in confidentially and accordance with the PA Privacy Policy.

#### 7.10 National Level Classifier Resources and Equipment.

7.10.1 NSO/NSODs are to supply classifiers with:

- their respective sports officials uniform,
- any classification specific tools or assessments required to assist them to perform national level athlete evaluations,
- the required guidelines and relevant classification documentation in order to deliver national level athlete evaluation.

## 8. Definitions

This Standard uses the defined terms in the IPC Code and PA Classification Policy. Further defined terms specific to this Standard are as follows:

**Classifier Certification:**

the processes by which an NSO/NSOD must assess that a classifier has met the specific classifier competencies required to obtain and



	maintain certification or licensure.
<b>Classifier Competencies:</b>	the qualifications and abilities that the NSO/NSOD deems necessary for a classifier to be competent to conduct athlete evaluation for sport(s) governed by the governing sport federation.
<b>Continuing Education:</b>	the delivery of higher knowledge and practical skills specified by an NSO/NSOD to preserve and/or advance knowledge and skills as a classifier in the sport(s) under its governance.
<b>Entry Criteria:</b>	standards set by an International Sport Federation relating to the expertise or experience levels of persons who wish to be classifiers. This may, for example, include former athletes or coaches, sports scientists, physical educators and medical professionals, all of whom have the qualifications and abilities relevant to conduct all, or specific parts of, athlete evaluation.
<b>Entry-level Education:</b>	the basic knowledge and practical skills specified by an NSO/NSOD to begin as a classifier in the sport(s) under its governance.
<b>Maintaining Certification:</b>	the advanced training, education and practice necessary for continued competency as a classifier.
<b>Re-certification:</b>	the process by which an NSO/NSOD must assess that a classifier has maintained specific classifier competencies or can regain certification after having lost it.

## 9. Relevant policies, codes and standards

- [IPC Athlete Classification Code and International Standards](#)
- [IPC Classification Code Model of Best Practice - National Classification](#)
- [IPC Code of Ethics](#)
- [PA Classification Standard - Eligible Impairments](#)
- [PA Classification Standard - Athlete Evaluation](#)
- [PA Classification Standard - Protests and Appeals](#)
- [PA Classification Standard – Classification Data Protection](#)
- [PA Classification Standard – Intentional Misrepresentation](#)
- [PA Code of Conduct](#)
- [Other PA policies](#) (including but not limited to People Protection Policy and Privacy Policy)