



# **U.S. Paralympics**

National  
Classification  
Policies & Procedures

Information for  
Local Organizing Committees  
(LOCs)

## **Request for National Classifiers / National Classification**

To assist with the provision of National Classifiers at domestic competitions, local organizers must submit a written request to U.S. Paralympics by June 30 [winter sports] or November 30 [summer sports] of the preceding year. The request must include:

- Competition Name and Location
- Address of the venue(s) to be used for classification and competition
- Date(s) and time(s) for classification
- Date(s) and time(s) for competition
- Primary Local Organizing Committee (LOC) contact(s)
- Number of classification panels that the LOC is requesting (# of classifiers that comprise a panel will be defined on a sport-by-sport basis and identified in the sport-specific classification policies, procedures and system)
- Sport(s) for which classification panel(s) are being requested [if event is multi-sport]

U.S. Paralympics will make an effort to provide classifiers wherever possible, contingent upon classifier availability. Priority in scheduling will be given to those competitions that submit their requests by the June 30 / November 30 deadlines.

National classification will only be conducted and national (athlete) classification status recognized if the following criteria are fulfilled by the LOC:

1. The competition is sanctioned/approved by the IPC recognized national or international sport governing body
2. The competition is open to all disability groups / competitors for the relevant sport
3. All classifiers / classification panel(s) are appointed by U.S. Paralympics

## **Appointment of National Classification Panel(s)**

U.S. Paralympics will appoint the classification panel(s) based on the availability of classifier(s). U.S. Paralympics will officially notify the LOC of panel assignments and pertinent contact details.

The LOC shall be expected to cover all travel (flight / ground transportation) and accommodation (lodging / meals) costs for classifier(s) appointed to the classification panel(s) for the competition, as well as any other costs associated with conducting classification at the competition.

The Chief Classifier (appointed for the competition) and U.S. Paralympics (relevant staff) should be copied (cc) on all event correspondence originated by the LOC regarding classification matters.

## **Determination of Athletes to be Classified**

The classification timetable is contingent upon the athletes who have submitted entries to participate in the competition. Provision of the final entrant list is necessary to identify the athletes that will require classification at the competition.

The LOC will be required to provide a list of athletes entered into the competition (by sport for multi-sport events) to U.S. Paralympics a minimum of three (3) weeks prior to the start of the

competition. If the final entry deadline is earlier than three (3) weeks prior to the competition start date, it is preferable that this list is submitted earlier than the minimum deadline. An entry cutoff date must be stipulated in the published competition information.

U.S. Paralympics shall determine if classification scheduling is feasible or to be offered to athletes who submit late entries.

U.S. Paralympics will develop the classification timetable for the competition by comparing the entrant list for the sport to the National Sport Classification Database.

U.S. Paralympics will provide a classification timetable (by sport for multi-sport events) to the LOC, and it will be the responsibility of the LOC to communicate any pertinent classification information and the timetable to athletes, parents, coaches and teams as relevant.

### **Classification Period**

The LOC must clearly indicate the classification date(s) and times in the published competition information. This information must be submitted to U.S. Paralympics along with the written request from the LOC for appointment of national classification panel(s) to the competition.

The classification period should conclude a minimum of four (4) hours before the start of the competition to ensure that adequate time is available to make any necessary changes (due to classification) with regard to competition programming, seeding, and / or start lists.

### **Classification Facility**

The LOC is responsible for providing necessary space and equipment to conduct classification at the competition.

The following are the minimum requirements for the LOC:

- A room (with appropriate privacy) at the venue
- Check-in area adjacent to classification room (including table, chairs and signage for classification)
- One bench / massage table per classification panel
- 2-3 chairs in each bench area
- Dividers / screens between benches for privacy
- Cleaning / disinfecting agent (i.e. wipes) for each bench
- Tables (1 per panel) + chairs (2-3 per panel) in the classification room for paperwork / classifier work area
- Any additional sport-specific facility requirements will be defined on a sport-by-sport basis and identified in the sport-specific classification policies, procedures and system
- A suitable area for observation during competition (confirmation of the suitability of the area to be used for competition observation shall be made with the Chief Classifier upon arrival at the event)
- Wireless internet available in facility / competition venue

## **Ineligible Athletes**

If an athlete is declared ineligible (i.e. does not meet minimal disability requirements) for the respective sport following the classification panel conducted prior to the commencement of the competition, the LOC has the discretion to allow the athlete to compete in preliminary heats / events or multi-disability competition provided that the inclusion of ineligible athlete(s) does not impact the right to compete or ability to advance through rounds / to finals for those athletes who are Paralympic eligible for the respective sport.

## **Summary of Roles & Responsibilities – National Classification**

### **U.S. Paralympics**

- Appointment of classification panel(s)
- Verification of athletes to be classified
- Development and approval of classification timetable
- Provision of relevant classification documents, national sport database and / or other information to Chief Classifier appointed for the competition

### **Chief Classifier (for event)**

- Management and securing of all classification documents during the classification period and competition
- Spokesperson for the classification panel(s) at the competition
- Communicate with U.S. Paralympics staff in regard to pre-competition needs, issues/concerns, post- competition follow-up
- Allocate appropriate national classification status for each athlete classified by the panel(s) at the competition
- Return all ORIGINAL classification documents from the competition to U.S. Paralympics within 7 days of the conclusion of the competition

### **LOC**

- Receive requests for classification (if applicable) along with the competition entries
- Provide entry list to U.S. Paralympics at least three (3) week prior to the competition
- Notify athletes, coaches, parents and teams in regard to the classification timetable and any other pertinent classification information for the competition
- Cover travel and accommodation costs for all appointed classifier(s) for the competition
- Accredite classifiers for the competition and provide access to all appropriate areas of the venue to conduct the classification process
- Identify appropriate classification facility / observation for competition area(s) at the competition venue