**CLASSIFICATION IMPLEMENTATION PLAN**

**CHECKLIST**

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| **NATIONAL FEDERATION CLASSIFICATION IMPLEMENTATION PLAN**  Sport Event:  Location:  Competition dates:  Classification dates:  NSO-National Sport organisation  OC-Organising committee | | | | |
| **Classification Area** | **Activity to be Completed** | **Responsibility** | **Timeframe** | **Comments/Resources** |
| Request for Classification | Event organisers work with the NF to have this approved. |  |  |  |
| Identify key personnel for classification planning | * Identify lead classifier and other relevant contact’s details | NF/OC |  |  |
| Identify athlete numbers for classification | * Work with lead classifier to identify athletes requiring classification and ensure medical diagnostics forms, if required, for these athletes are submitted within the required timelines. | NF/OC |  | [Medical Diagnostic Forms](https://paralympics.org.nz/pathway/classification/classification-forms/) |
| Classifiers/panels and ccommunication | * Identify number of panels required. * Identify and appoint medical and technical classifiers as required for the sport. * Communication with classifiers regarding event details. | NF  NF/OC  OC |  |  |
| Classifier accommodation and meals | * Arrange accommodation for classifiers. * Arrange for classifiers to be counted in officials’ meals during competition. * Arrange meals outside of competition (e.g., breakfasts at hotel and lunch / evening meals as required). | OC  OC  OC |  |  |
| Classifier travel and transportation | * Arrange flights/transport in consultation with classifiers. * Arrange ground transport as required for classifiers. | OC  OC |  |  |
| Allowance | * Arrange per diem as required and provide to classifiers before event or on their arrival. | NF/OC |  |  |
| Classification Information and distribution | * Prepare initial classification information fact sheet for athletes. * Provide a copy of all entries to the NSO immediately following close of entries. * Prepare final information for athletes and classification schedule for distribution. * Send information and schedule to teams and athletes. * Provide final schedule, competition program and start list to classifiers. | NF  OC  NF  OC  OC |  | [Classification Schedule](https://paralympics.org.nz/pathway/classification/classifiers/) |
| Facilities and venue for Classification | Athlete Evaluation   * Confirm exclusive use of the classification assessment room. * Modify room as required to ensure privacy (e.g., panels / cover windows). * Confirm access to sports area (e.g., pool) for practical assessment. * Confirm access to tables / chairs. * Confirm access to pillows and towels. * Arrange area for classifiers to view during competition. * Confirm access to a private room for classifiers during competition where they may be able to reevaluate athletes.   Administration   * Confirm access to tables / chairs for administration area. * Arrange signage for venue to direct athletes to classification. | OC  OC  OC  OC  OC  OC  OC  OC |  |  |
| Equipment needs & Technology support | * Source local equipment required for medical assessment (e.g., massage tables, ). * Confirm access to sport specific equipment for technical testing. * Antiseptic wipes, hand sanitizer, box of tissues, paper towels. * For classification of athletes with visual impairment, check details with chief classifier as to what specific they require. * Confirm access to internet and Wi-Fi. | OC  OC  OC  OC  OC |  |  |
| Administration resources including personnel | * Identify personnel to support the classification administration process. * Obtain contact details for teams/athletes competing and scheduled for classification. * Arrange accreditation as required * Arrange administration space close to the classification room, equipment (e.g., stationery, printer/scanner). * Print classification paperwork and other documents required for the day. * Have all athlete medical information accessible. | OC  OC  OC  OC  NF  NF |  | [Classification Consent Form and other relevant documents](https://paralympics.org.nz/pathway/classification/classifiers/) |
| Prior to athlete arrival (day before event) | * Ensure all room and facilities are set up with requirements. * Chief classifier confirms what administration support is required. * Ensure all classification forms are ready for use. * Display signage to direct athletes to classification administration area. * Observers approved by the chief classifier and code of conduct signed. * Confirm break times and plans for meals/refreshments. |  |  |  |
| Athlete arrival (15 mins prior to scheduled time) | * Athlete and support person welcomed. * Athlete identity verified; consent form completed. * All documents collected and ready for classifiers. |  |  |  |
| Physical and Technical Assessment | * Classification panel introduces themselves. * Athlete briefed on the procedures to be taken for classification. * Assessments conducted. * Sports class allocated but may be pending observation in competition. * Athlete advised when and where to receive final notification of outcome. * Protest and appeal process explained in brief. |  |  |  |
| Notification of outcome | * Chief classifier, or representative, notifies technical delegate of classification outcome. * Classification outcomes posted on team notices. |  |  |  |
| Observation assessment | * Athlete is observed, if required, in first appearance by classifiers to verify sport class outcome. * Athlete evaluations forms checked, completed, and signed. |  |  |  |
| Notification of final outcome | * Notification of final outcome posted. * Protest period begins according to sport rules. * Technical delegate informed. * Protests managed according to sport classification rules. |  |  |  |
| Post event tasks | * Outcomes will be loaded onto the Classification master list and formal certification provided to the athlete. * All Classification paperwork scanned and stored in a protected space. * Post event report completed. |  |  | [Certification and Report Templates](https://paralympics.org.nz/pathway/classification/classifiers/) |