**CLASSIFICATION IMPLEMENTATION PLAN**

**CHECKLIST**

|  |
| --- |
| **NATIONAL FEDERATION CLASSIFICATION IMPLEMENTATION PLAN** Sport Event: Location: Competition dates: Classification dates: NSO-National Sport organisationOC-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.
 | NFNF/OCOC |  |  |
| 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).
 | OCOCOC |  |  |
| Classifier travel and transportation | * Arrange flights/transport in consultation with classifiers.
* Arrange ground transport as required for classifiers.
 | OCOC |  |  |
| 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.
 | NFOCNFOCOC |  | [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.
 | OCOCOCOCOCOCOCOC |  |  |
| 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.
 | OCOCOCOCOC |  |  |
| 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.
 | OCOCOCOCNFNF |  | [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/) |