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# Classifier policy

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## Introduction

The purpose of this document is to define requirements and procedures related to World Archery classifier education and training, assessment, reaccreditation, and appointment.

## Version

This document is produced by the head of classification and checked by the communications department of World Archery. It was approved as bylaw by the executive board in February 2023 and took effect on 1 March 2023.

This document is subject to updates whenever necessary.

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## 1. General information

The classifier policy is a document that describes the process to accredit international classifiers and procedure to appoint them to classification panels. It also describes performance assessment and components for re-accreditation. It has been designed in accordance with the sections of the International Paralympic Committee's classification programme related to [Classification Education and Classifier Training](#).

The World Archery classification committee shall use this document to design and carry out the four processes. The content of this system shall be made available to all international classifiers and classifier candidates, and to all national federations affiliated to World Archery.

### 1.1 Terminology

#### **International classifier**

International classifiers are technical officials with relevant medical professional credentials who are trained and accredited to assess impairments in athletes and assign classifications as a member of a classification panel in accordance with World Archery rules included in the classifiers handbook and book 3, appendix 2 of the World Archery rulebook.

International classifiers may be appointed to any World Archery sanctioned event including world ranking events, World Archery Para Championships, Paralympic Games or other multisport Para Games.

#### **Chief classifier**

The chief classifier is a senior international classifier appointed by the classification committee to direct, administer, co-ordinate and implement classification matters for a specific competition according to the World Archery classification rules.

#### **International classifier candidate**

An international classifier candidate is a classifier who has completed the first step (first level of education) in becoming an international classifier. Candidates may be appointed to a classification panel at any World Archery sanctioned event including world ranking events and World Archery Para Championships. An international classifier must be present on any panel that includes an international classifier candidate.

#### **National classifier**

A national classifier is a classifier trained and authorised by individual national federations. National classifiers are able to assess local athletes and assign national classifications. The classification committee recommends that all national classifiers are trained using World Archery classification programme, rules and documents to ensure consistency within national and international classification panels and will provide national federations with resources and instructors when requested. Experience and training as a World Archery trained national classifier is a requirement to moving into the ranks as an international classifier candidate.

## Classification committee

This committee is responsible for regulating the classification of para athletes according to the International Paralympic Committee's Code of Classification. Its members manage the training, education and (re-)accreditation of international classifiers. The committee coordinates revisions of the classification system with the para archery committee, supports research programmes on impairments and archery, and manages the master list of classified athletes.

### 1.2 List of World Archery classifiers

The classification committee is responsible for keeping an updated list of all active World Archery trained classifiers. The list will be available on the World Archery classification webpage and shall include:

- International classifiers
- International classifier candidates
- World Archery trained national classifiers

### 1.3 Appointment of classification panels

The classification committee is responsible for the appointment of international classifiers and international classifier candidates on classification panels at World Archery recognised world ranking events, World Archery Para Championships and Paralympic Games if required.

Before the end of each calendar year, each international classifier and international classifier candidate will be asked to provide their availability for all known World Archery events requiring classification panels. Two panels will be assigned by the head of classification to all world ranking events and World Archery Para Championships. The local organising committee will be responsible for all costs associated with travel, accommodation and board for all panel members from the day prior to the first classifications up to and including the final qualification events. In specific circumstances, local organising committee may request that only a single panel be required. The classification committee will take into consideration the number of potential classification requests, the size of the competition and any other factors presented by the local organising committee in their request.

Any world ranking events approved after the start of the new year will be sent to the classifier team to request availability and appointment.

## 2. Entry competencies

- A. Entry-level professional qualifications include physiotherapy, occupational therapy or a medical degree specialising in neurology, physiatry, sport medicine or orthopedics.
- B. Professional training and experience in functional assessment including:
  - Assessment of muscle power – Manual Muscle Testing
  - Assessment of joint movement – Goniometric measurement
  - Assessment of hypertonicity – Modified Ashworth Scale
  - Assessment of balance and stability
- C. A basic understanding of the sport of archery, including basic technical skills and rules of play

- D. A thorough understanding of the World Archery classifiers handbook and rulebook 3, appendix 2.

## 3. Certification pathway

### 3.1 International classifier candidate

To be considered for promotion to international classifier status, a World Archery trained national classifier must have:

- A. Attended and successfully completed a World Archery national classifier seminar.
- B. Demonstrated participation in national classification panels completing a minimum of five (5) national classifications over a minimum period of three (3) years.
- C. Attended a World Archery classifier candidate seminar which includes theory, practical and examination components. These seminars will be held in conjunction with the World Archery Para Championships to allow practical exams and observation of international classifications at this event. Additional seminars may be requested by continental associations. The classification committee will determine the need for more international classifiers representing the continental association as well as the availability of trained instructors/trainers.
- D. Passed successfully the written exam with a minimum grade of 80%.
- E. Passed successfully a practical examination.
- F. Had a certification period of a minimum two (2) years as a national classifier.

### 3.2 International classifier

To be considered for promotion to international classifier status, a classifier candidate must have:

- A. Demonstrated availability for involvement in international classification panels over the past two (2) years.
- B. Participated in a minimum of two (2) classification panels over the past three (3) years.
- C. Received positive classifier candidate assessment reports from the chief classifier of the panels.
- D. Attended classifier conferences, virtually or in-person, organised by the classification committee every two (2) years.
- E. Passed successfully the re-certification examination with a minimum grade of 85%.
- F. Had a certification period of a minimum two (2) years as an international classifier candidate.

### 3.3 International classifier re-certification

- A. Classifier conference attendance (in person or virtually) and successful completion of re-certification exam with a minimum grade of 85%. Classifier conferences will be held at the World Archery Para Championships held every two (2) years.
- B. Regular completion of mandatory case study assignments contained in each issue of the World Archery classifiers newsletter in the last two (2) years.
- C. Availability and/or involvement in a minimum of two (2) international classification panels over the last three (3) years.
- D. Senior classifier assessment reports.
- E. The classifier must be in good standing with and supported by his /her member association.
- F. Period of certification as international classifier – international classifiers must apply for re-certification every four (4) years.

### 3.4 Chief classifier

- A. Assessment by classification committee.
- B. Appointment as deputy chief classifier.
- C. Assessment report from chief classifier.

## 4. Non-compliance with classification rules

### 4.1

The classification committee may apply a warning, suspension or withdraw a classifier's accreditation in accordance with the process below if, in the opinion of the classifiers committee, the classifier has not applied rules and procedures to the required standard.

### 4.2

The classification committee has the right to consider any case where an international classifier or classifier candidate was appointed. There must be a written defined case/issue identified during a classification event.

### 4.3

The classification committee shall determine, by a majority vote, whether the infraction requires a warning, suspension or withdrawal of accreditation based on the following definitions:

- A. A warning will be considered for a minor infraction which does not impact the results of classification.

- B. A suspension will be considered when the infraction is deemed to be of a serious nature and is of a reputational risk to World Archery.
- C. A withdrawal of accreditation will be considered when the infraction is deemed to be intentional and/or of a more serious nature and gives a reputational risk to World Archery. A withdrawal of accreditation will also apply if a second suspension is given. A withdrawal of accreditation will be permanent in these cases.

#### 4.4

When the classification committee is advised of an infraction that requires consideration of a warning, suspension or withdrawal of accreditation, the following will apply:

- A. The classification committee may issue a warning when it considers appropriate and shall notify the classifier of the warning and the reasons therefor.
- B. The classification committee may issue a temporary suspension, which shall not be longer than 60 days, in circumstances where the classification committee believes that immediate action is required prior to consideration of a suspension or a withdrawal of accreditations. If a temporary suspension is issued, the classification committee will notify the classifier, the World Archery secretary general and the relevant continental and national associations of the classifier of the temporary suspension and the reasons therefor. In the case of a temporary suspension, the classifier may submit a response to the classification committee requesting reconsideration within 14 days following the issuance of the temporary suspension. If such a response is submitted to the classification committee, the classification committee will then make their decision within 14 days from the receipt of the classifier's response and will so notify the classifier, the World Archery secretary general and the relevant continental and national associations of the classifier.
- C. The classification committee may issue a suspension of any period (without issuing a temporary suspension) or a withdrawal of accreditation by notifying the classifier, the World Archery secretary general and the relevant continental and national associations of the classifier of its intent to issue a suspension or a withdrawal of accreditation and require the classifier to show cause why the classification committee should not issue a suspension or a withdrawal of accreditation. The classifier shall submit a response to the classification committee as to why he/she should not be suspended or have his accreditation withdrawn within 14 days following the issuance of the notice of intent to suspend or withdraw the accreditation of the classifier. The classification committee will consider any such response and notify the classifier of the classification committee decision, which may include a suspension or a withdrawal of accreditation, within 60 days of the expiration of the period for the classifier to respond to the classification committee, with a copy to the executive board through the World Archery secretary general, and the relevant continental and national associations of the classifier.
- D. During his/her suspension, a classifier who has been suspended (either temporary or otherwise) may not act as a classifier at the continental or international level unless the classification committee has decided on specific reinstatement requirements of the classifier which have to be reasoned in the decision.

- E. The decision to issue a suspension (other than a temporary suspension) or a withdrawal of accreditation may be appealed to the executive board.
- F. During his/her suspension, if the classifier wishes to be reinstated at the end of the suspension period, the classifier is required to continue with the usual World Archery classifier re-certification process as outlined above except for making themselves available for duty appointments. A suspended classifier will not get an international appointment during his/her suspension period.

## 5. Withdrawal of accreditation due to inactivity

If a classifier fails to comply with the requirements specified in article 3.3 over the re-certification period, he/she shall be notified by the head of classification with a “warning of inactivity” asking the reasons for his inactivity and for a declaration that he wants to continue as a World Archery international classifier. The classification committee shall review the case again after 90 days of the notification being sent, taking into consideration the documentation received from the classification concerned. If the classification committee confirms its previous decision of inactivity, the classifier shall be notified that his/her accreditation is withdrawn effective immediately. Copies of this letter shall be sent to his/her member association and continental association.

## 6. Classifier code of conduct

All World Archery classifiers must:

- A. Comply with the World Archery Code of Ethics and Conduct.
- B. Act as neutral evaluators in determining sport class and sport class status for all athletes.
- C. Perform their duties courteously, respectfully, competently, consistently and objectively for all athletes.
- D. Maintain confidentiality of athlete evaluation information in accordance with the International Standard for Athlete Evaluation.
- E. Comply with the International Standard for Classification Data Protection.
- F. Declare any actual, perceived or potential conflicts of interest.
- G. Not assume any other role and responsibility that conflicts with their duties as classification personnel at a competition.

[Comment to article 6.G: Classifiers must avoid taking on any other roles and responsibilities at competitions where they are acting as classifiers. For example, a classifier must not act as a technical official at a competition, such as a judge or other sport official, when acting as a classifier in that same competition. Similarly, classifiers must declare any pre-existing personal or professional relationship(s) that may give rise to the perception or possibility of that relationship affecting their ability to make an objective decision or assessment when acting as a classifier.]



## 6. Classifier pledge

As a World Archery international para archery classifier, I pledge:

- To safeguard the dignity of the athlete with a disability, and the sport of archery;
- To oppose discrimination on the basis of disability, or discrimination related to race, gender, nationality, ethnic origin, religion, philosophical or political opinion, marital status or sexual orientation;
- To maintain confidentiality of all health-related athlete information;
- To display courtesy and respect to athletes, and all others involved in the sport;
- To perform all assigned duties competently, consistently, and objectively;
- To declare any potential conflicts of interest that could be perceived as using the international para archery classifier role to obtain advantages or benefits of any kind.