

MANUAL FOR ORGANIZING
**IPC SWIMMING CLASSIFICATION &
CLASSIFICATION COURSES**

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Acknowledgements

The majority of information in this publication has been developed from previous IPC Swimming documents including the IPC Swimming Handbook (2005) and Procedures at National Championships (2006).

The contribution of the IPC Swimming classifiers to the sport is recognized and highly appreciated.

IPC Swimming

The purpose of the Manual...

...is to provide procedures for those wishing to conduct international classification and/or organize a classification course at IPC Swimming competitions.

These procedures are mandatory for any organizer who has requested IPC Classifiers to a competition or championships.

The document is created to follow the IPC Classification Code and Standards:

http://www.paralympic.org/release/Main_Sections_Menu/Classification/Code/

While it is recognized that Local Organizing Committees (LOC) run the actual competition, classification evaluation is a direct responsibility of IPC Swimming. Compliance with procedures is required to ensure that all parties – swimmers and classifiers are best protected so that ideal conditions are provided for the conducting of classifications and training courses.

The IPC is responsible to appoint one senior classifier as Chief Classifier (CC) for the particular event. This person is charged with the operational provisions of the classification at that event and will report to the IPC Swimming Head of Classification (if a different person).

APPLICATION FOR IPC SWIMMING CLASSIFIERS AND INTERNATIONAL CLASSIFICATION

To assist with the provision of IPC Swimming Classifiers at a competition an adequate notice is required. Organizing Committees requiring classifiers should notify IPC Swimming in the year preceding the competition by sending the Application for Competition Approval:

http://www.paralympic.org/release/Summer_Sports/Swimming/Downloads_and_Forms/

IPC Swimming will endeavour to provide classifiers where possible. Priority will be given to competitions that apply early, though a regional spread of international classification opportunities will be ensured. Applications for classifiers to attend your competition will close by 30 September of the preceding year of a proposed competition. Applications received after this time should not expect to have IPC Swimming Classifiers in attendance.

DEADLINE FOR APPLICATIONS FOR PROVISION OF CLASSIFIERS & CLASSIFICATION COURSES:

30 SEPTEMBER OF A CALENDER YEAR PRECEDING A COMPETITION

Please be specific with the numbers of classifiers that you are requesting for the competition. For international classification to take place a team of at least two IPC Swimming classifiers (one medical and one technical) is required. Where possible a team of two internationally authorized (Level 2) classifiers will be allocated to your competition.

International classification status can be granted if the following criteria are fulfilled:

- The competition is approved/sanctioned or IPC competition
- The competition has open entry
- All classifiers conducting the classification are appointed by IPC Swimming.

The original evaluation sheets need to be forwarded to IPC Swimming within ten business days after the competition by the Event Chief Classifier.

Only the classification team appointed to classify can allocate IPC Swimming status.

IPC COMMUNICATION PROTOCOL

IPC Swimming will appoint classification team/s based on the LOC requests and availability of classifiers. In accordance with the IPC Communication Protocol IPC Swimming will officially notify the LOC of the appointed team and their contact details.

All required classification information must be directed through the IPC Swimming Office. Please ensure that you either communicate directly to or copy the IPC Swimming Sport Manager (ipcswimming@paralympic.org) on all matters relevant to your competition.

The IPC Swimming Sport Manager is to be copied on all competition relevant communication.

Points to keep in mind

- All communication must be copied through the IPC Swimming Sport Manager in relation to a competition
- The appointed Chief Classifier (CC) for a competition and the IPC Swimming Head of Classification (if a different person) must receive all communication relating to classification that has been sent to headquarters in a timely manner
- All classification requests must be copied on the NPC and/or National Swimming Federation.

CLASSIFICATION PLANNING

Application for IPC Swimming Classification

Swimmers entering a competition may or may not require classification. This is only determined by verification of swimmers as they enter a competition. There is also a responsibility on the NPC/National Swimming Federation entering the athlete to apply for classification if the athlete:

- does not have an IPC Swimming International Classification and wish to have one (in the license database they have to be registered as N athletes)
- has an R status
- has a C status and has a condition which is progressive and the change in their impairment potentially changes their class (medical document are required to be sent to IPC Swimming)
- has a C status and has acquired an additional impairment or aggravating condition to an existing medical status (medical document are required to be sent to IPC Swimming).

IPC Swimming Regulations should be followed in terms of the time required to apply for a review of classification

Swimmers that are seeking review due to a change in their impairment must request this by applying to IPC Swimming. All reviews are considered and a decision is made by the Classification Working-Group. Swimmers requesting review must complete a review request form found on the IPC Swimming website accompanied by all appropriate documentation in English.

Please collate and submit all individuals' supportive information in relation to the athletes' impairment/disability. This is to verify that they will meet the minimum eligibility of IPC Swimming and to determine if further documentation is warranted. It also assists with the timetabling of classification to be conducted.

Entry Information

Classification timetabling depends on the swimmers that are entered into a competition. Provision of the entry list as soon as it is available assists in the process of identifying swimmers that will require classification.

The LOC must provide the final entries minimum four weeks prior to the competition. If the final entry time is more than four weeks prior to the competition start, it is recommended to provide the entry list earlier than the minimum four weeks. An entry cut off time must be stipulated in the entry package. IPC Swimming will determine if classification is offered to swimmers with late entries.

To remember:

- Entry lists should be supplied to the IPC Swimming office at the time of close of entries. This should be no later than four weeks prior to the commencement of the competition.

Allocation for classification

Clearly advertise the classification date(s) and times within your competition information. Please co-ordinate this information with IPC Swimming before the announcement.

Timing of Classification appointments:

- 45 minutes per bench if no course is conducted
- One hour per bench if a course is being conducted (see section on course requirements)

Break: One hour for lunch

Total time period: no more than nine hours (e.g. from 8:00 to 17:00)

See Appendix 3 for sample timetable.

Classifications should be completed at least four hours before the start of a competition. This is to ensure any changes are relayed to the individuals responsible for the start lists and programming and to allow the athlete to focus on his race.

Timetable verification

The timetable is not released until IPC Swimming has approved the classification schedule and swimmers to be classified. Final verification of swimmers status, reviews etc is made by IPC Swimming.

Once approved by IPC Swimming, it is the LOC's responsibility to advise the relevant NPC/individual about the classification timetable in timely manner.

CLASSIFICATION FACILITY

Pre-competition

Rooms for classification should be set up to allow privacy for the swimmers during the bench testing.

The room should be located at the pool and within a distance that allows easy access to the pool for the water test. The pool lane identified for classification must be at least 25 meters (m) in length.

The following are minimum requirements and are considered the responsibility of the LOC:

- A room suitable for classification is booked at the pool
- Identified Check in Desk/Reception and waiting area. This area should ideally have signage, chairs and be manned by a volunteer or LOC staff. All swimmers should report to this area on arrival. The volunteer/LOC Staff shall notify the CC of non attending swimmers.
- Adequate number¹ of benches, tables and chairs (two per bench)
- Dividers / screens between benches to provide privacy
- Each classification area is to be at least three meters wide & three meters in length – this is to allow wheelchair access and movement of personnel around the bench and the maximum number of accompanying persons to classification
- Provision of cleaning agents for the benches to maintain hygiene and for the classifiers to wash their hands

¹ The total number of tables required will be determined by the Chief Classifier for the event

- Consent forms are kept at desk and issued to the individuals attending classification according to the timetable
- Two additional tables set up for paper work in the classification area (not in the screened portion)
- An outside lane of the pool must be reserved for water testing. The lane closest to where the classification room is located is preferred. The identified lane should have at least one starting platform.

During classification sessions

- Suitable refreshments are provided to the classifiers (including the trainees)
- Drinking water must be provided at all times
- Lunch is also to be provided on the days of classification.

During competition

All swimmers are observed during competition and a suitable area should be identified to accommodate the number of classifiers (and trainees) attending to view competition. The area should be located at about the midpoint of the pool (25m mark for a long course competition). Ideally the position chosen should be in the stands and not at pool level. The classifiers should be able to view all lanes and access to the viewing area restricted to classifiers only.

Confirmation of the suitability of the area should be made with the Chief Classifier and TD on arrival for the competition during pre-competition classification.

Suitable officials' services (refreshments and meals) should be granted for classifiers performing observation during competition.

CLASSIFIERS' ARRANGEMENTS

For IPC Swimming appointed classifiers travel (e.g. flight and ground transportation and incidental costs such as travel insurance, taxi costs to port of departure, short term parking at airport), accommodation and all meals are to be met by the LOC.

Travel arrangements should be finalized at the latest eight weeks in advance of the competition. For classifiers travelling over eight hours to a competition sufficient time should be added into arrangements to allow adequate rest and preparation before classification commences.

For example: If a classifier arrives at 23:00 and has travelled for eight hours, classification should not commence the following day.

Internet connection is to be provided (preferably at the classification facility).

Organizers have to follow the arrangements outlined above otherwise all appointed classifiers will be withdrawn from their competition.

SUMMARY OF ROLES & RESPONSIBILITIES IN CLASSIFICATION PLANNING

Role of IPC Swimming

- Appointment of IPC Swimming authorized classifiers
- Verification of swimmers to be classified according to their license status and appropriate application for reviews and accepted protests
- Verification of suitability of timetable before general release
- Provision of relevant classification documentation to CC
- Provision of spreadsheet to CC with all swimmers entered with disability information and rule exceptions
- Approve classification facilities and equipment.

Chief Classifier

- To approve classification evaluation schedule
- To provide
 - IPC Swimming Classification Evaluation Sheets
 - Consent forms
 - Waivers
 - Paper calculations sheets
 - Observation during competition forms.

IPC Appointed Classifiers

Bring the IPC Swimming Classification Manual and the necessary classification equipment (goniometer, tape measure, pens etc) and IPC Swimming provided communication device (handset, head set and batteries).

Role of LOC

- To receive classification applications with the entries and forward these to IPC Swimming for verification.
- Provision of entry list to IPC Swimming for the competition at least four weeks prior to the competition to facilitate adequate planning.
- Provide IPC Swimming with a draft timetable based on athlete's travel arrangements and applications received, four weeks prior to the competition.
- Notify swimmers and NPCs of the time table once confirmation is received from IPC Swimming that the timetable is suitable.

- Arrange appropriate travel, accommodation, all meals, and local transport at the competition for the appointed IPC Swimming Classifiers
- Identify appropriate facility for classification at the pool and book the swimming lane
- Identify an observation area for competition
- Provide Officials' Services to the IPC Swimming Classifiers during classification & observation during competition

CLASSIFICATION COURSES

The following information applies to IPC Swimming approved courses conducted at an IPC Swimming acknowledged competition. The requirements are in addition to the above stipulated procedures.

IPC Classification Courses are conducted under the following conditions:

- Minimum of four days as outlined below to include:
 - one-half day theory
 - minimum of 1,5 days for classification of swimmers
 - minimum of two days of competition
- Trainees are required to observe the competition for the full duration of the championship.

Note: This does not include translation of the course. It is recommended that an additional day be provided if course translation is required.

The application to conduct a course is found on the Application for competition Approval Form. This application must be sent to IPC Swimming by 30 September in the year before the event is planned.

Once a course is approved, an application form to attend a course is developed in conjunction with IPC Swimming (Appendix 2). All dates must be verified before the final form is approved by IPC Swimming. Approved courses and the respective application forms will be posted on the IPC Swimming website.

Only applicants that have completed the online course can be accepted for practical course. Not all applicants that complete an online course will be automatically accepted.

Applications are accepted on the basis of the date received by IPC Swimming. Additional consideration is given to ensuring that the numbers of medical and technical trainees that attend the course are evenly matched. (For example: a course planned for four trainees will accept two medical trainees and two technical trainees if enough applications were received).

Dates on the form should allow:

- Adequate time to arrive at a course (the day before if the course is in the morning)
- Adequate time to depart a competition.

Course participants must be available to attend for the duration of the course including up to the conclusion of the competition. Course attendance

is only acknowledged by certificate if a participant has fully attended the course.

Closing date for applications to a course should be at least eight weeks prior to the commencement of a competition.

Courses should be advertised at least four months in advance on the IPC website.

Numbers of attendees

- Up to four trainees if only two International Classifiers are present
 - LOC is entitled to half the trainee positions
- Up to six) trainees if four IPC Swimming Classifiers are present
 - LOC is entitled to four of the trainee positions.

Venue for Course

An appropriate room must be provided for the course. Usually a total of two hours is required. The room should include the following:

- Adequate numbers of chairs for participants and the team
- White board with marker pens or flip chart
- Tables for writing notes
- Light refreshments.

Numbers of swimmers to be classified

- The number of swimmers to be classified is to be determined by the number of authorized classifiers present. Only two benches are to operate for the classification of the swimmers with one full team [one medical and one technical]. This ensures that classifications of the swimmers and the education of the trainees are conducted according to best practice. This also enables the two authorized classifiers to adequately supervise the full classification procedure for each swimmer. A timetable is to be produced which includes the following:
 - If starting from 8:00 – 6:00 scheduled with breaks in the morning (30 minutes), lunch (one hour) and afternoon (30 minutes).
 - One hour is to be allocated per swimmer per team e.g., two benches operating two swimmers classified per hour – max 16 swimmers classified per day.
- or
- If starting from 9:00 – 5:00 scheduled with break scheduled for lunch (one hour)
 - One hour is to be allocated per swimmer per team e.g., two benches operating two swimmers classified per hour – max 14 swimmers classified per day.

Selection of host swimmers to be classified

- The organizers should prioritize and select the most appropriate swimmers requiring international classification, approved by the CC. The number of swimmers that are to be classified in the allocated time period (either 14 or 16), should not be exceeded. The host nation should be given the right of having at least half of the positions available for the classification of their swimmers. The other half is allocated to the international competitors.

SUMMARY OF ROLES & RESPONSIBILITIES IN CLASSIFICATION COURSES

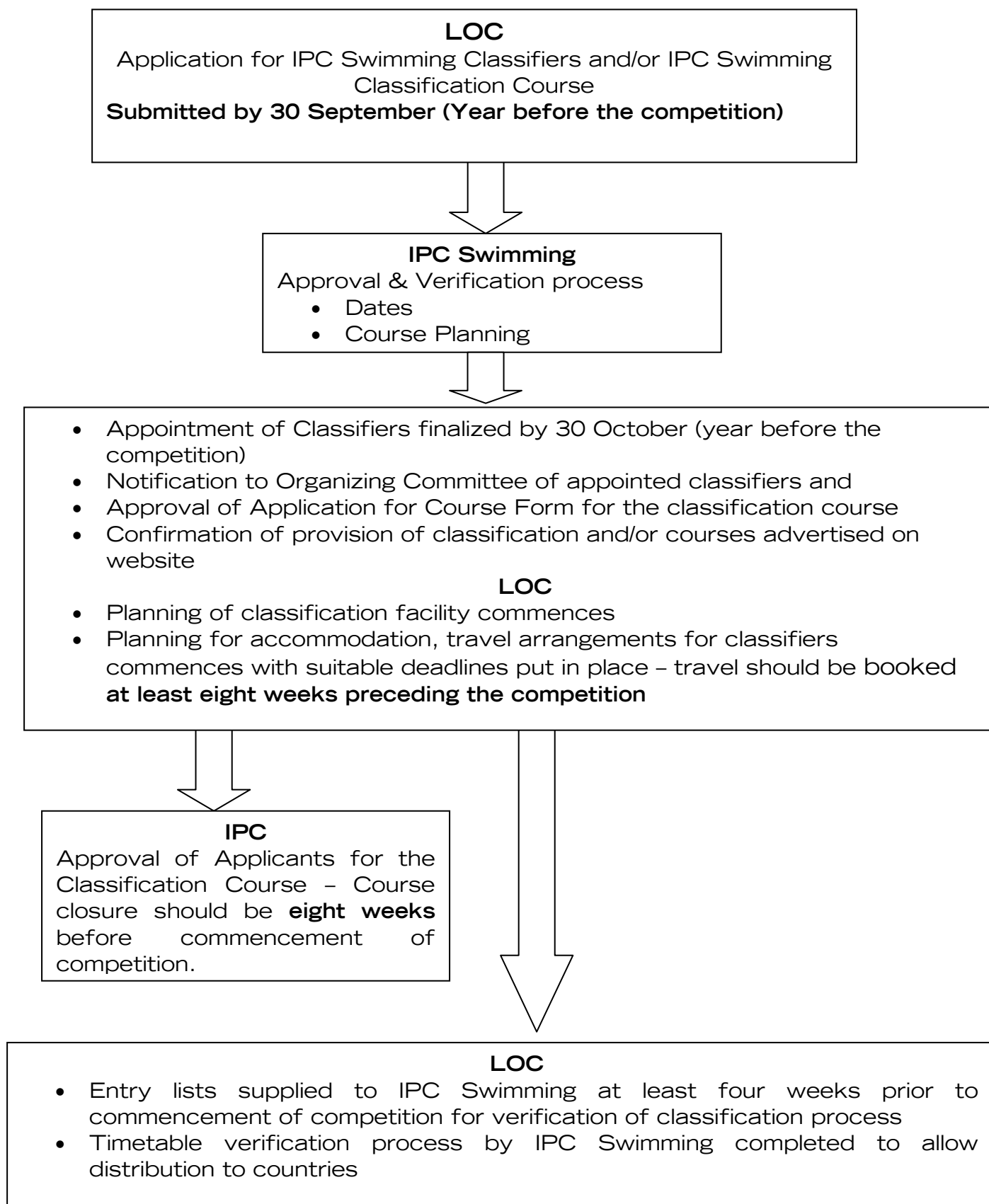
Role of IPC Swimming

- Approval of applicants
- Appointment of course presenter
- Letter from IPC Swimming to trainees stipulating requirements for course:
 1. Full attendance
 2. Equipment to bring:
 - Current IPC Swimming Classification Manual
 - Pens Black/Blue
 - Pen Red
 - Highlighter (orange in color)
 - Pencil
 - Eraser
 - Goniometer (if a medical person)
 - Metal Tape Measure (in cm)
 - Clipboard
 - Note book for workshop

Role of LOC

- Communicate with applicants in terms of booking of suitable accommodation, meal availability and transport to the facility for the workshop, classification and competition
- Communicate to the applicants location of the course and other games relevant information
- During course – coffee, tea, water and a light snack should be provided
- Identify suitable room for course, to include chairs and tables, a white board/flipchart with markers
- Plan and timetable for the number of benches as stipulated by IPC Swimming

OVERVIEW OF PROCESS WITH TIMELINES



ORGANIZERS CHECKLIST

ITEM	DATE	COMPLETED
Application for IPC Swimming Classifiers	By 30 September	<input type="checkbox"/>
*Application IPC Swimming Classification Course	By 30 September	<input type="checkbox"/>
Classification Application for Swimming Competition	Released in competition entry package	<input type="checkbox"/>
Facility Identified for Classification		<input type="checkbox"/>
Equipment Identified for classification		
Benches		<input type="checkbox"/>
Chairs and Tables		<input type="checkbox"/>
Dividers/Screens		<input type="checkbox"/>
Cleaning Materials		<input type="checkbox"/>
Internet connection		<input type="checkbox"/>
Pool lane booked for water testing		<input type="checkbox"/>
*Room identified for Course		<input type="checkbox"/>
Chairs and Tables		<input type="checkbox"/>
Whiteboard/flipchart & Markers		<input type="checkbox"/>
Area for observation during competition identified at pool		<input type="checkbox"/>
		<input type="checkbox"/>
Travel, meals & accommodation organized for appointed IPC Swimming Classifiers	Eight weeks prior to Competition	<input type="checkbox"/>
*Communicate with applicants in terms of booking of suitable accommodation, meal availability, and transport to the facility for the workshop, classification and		<input type="checkbox"/>

competition.		
*Communicate to the applicants location of the course and other games relevant information		<input type="checkbox"/>
Entry List Supplied	Four weeks prior to competition	<input type="checkbox"/>
Timetable Verified by IPC Swimming		<input type="checkbox"/>
Distribution of Final Timetable		<input type="checkbox"/>
Arrangements for airport pick up for IPC Classifiers		<input type="checkbox"/>
Refreshments for during classification (pre competition & during competition)		<input type="checkbox"/>
*Refreshments for during course		<input type="checkbox"/>

* Only for organizers that are hosting a classification course

APPENDICES

- **Appendix 1:** IPC Swimming International Classification Application
- **Appendix 2:** Application Form for Classification Course
- **Appendix 3:** Example of Classification Timetable

IPC Swimming International Classification Application

This information is to assist the NPCs when requesting classification of their swimmers at open championships offering international classifications.

It is recommended that the NPC check the athletes' database for the swimmers classification status and for new swimmers the classification manual prior to requesting classification and attending the competition.

Athletes requesting international classification must have a license issued by IPC Swimming.

- ✓ Apply to the organising committee of the relevant competition and IPC Swimming in the required timeline for a time slot for the classification of swimmer.
- ✓ Classification ideally commences two days prior to the first day of competition
- ✓ The NPC must ensure that the athlete has reached the international level by competing at national level first.
- ✓ The organizers in conjunction with the Chief Classifier will prepare the classification schedule according to the required time slots on a 'first come first serve' bases.
- ✓ The organizers will confirm the time slot for the classification of the swimmer. If you do not receive confirmation then it is to be assumed that the request has not been received. The confirmation of the time slots will be within a maximum of 14 days prior to the start of the competition.
- ✓ The swimmer applying for classification must be entered into and compete during the competition.
- ✓ If no time is requested for the classification of swimmers than do not arrive at the competition expecting the swimmers to be classified.
- ✓ If a swimmer does not attend at the allocated time then he/she will not be able to be classified at this competition, except when a reasonable explanation for the failure to attend is accepted by the Chief Classifier.
- ✓ Each swimmer is required to be accompanied during the classification procedure. The swimmer will not be classified unaccompanied.
- ✓ If the swimmer does not speak English the swimmer is required to be accompanied with an English speaking person. The non-English speaking swimmer will not be classified when they do not understand the classification procedure.
- ✓ All swimmers are required to complete the consent form prior to the commencement of the test.
- ✓ The swimmer attending classification for visually impaired is required to bring their glasses and/or contact lenses to classification.
- ✓ The swimmer is required to wear a swimming costume for the classification procedure. Underwear is not appropriate
- ✓ The swimmer with a newly acquired impairment e.g., spinal cord lesion, head injury or brain lesion should present for classification only if the athletes condition is stable and a medical clearance for sport has been given by a doctor. This also includes an operation that may affect the ability of the swimmer.

- ✓ If the swimmers diagnosis or syndrome is unusual, medical documentation by an appropriate specialist doctor confirming the diagnosis is required when attending classification. The medical documents are required to be in the swimmers language as well as translated into English. Please see the Medical Data Submission Form on the IPC Swimming website.
- ✓ If the swimmer is not able to complete the physical examination without pain during the application of any of the testing methods, the classification cannot be deemed successful and the athlete will be granted a sport class 'Non-Eligible'. The athlete may present for classification again at next occasion when its applications has been approved.

In connection with *[insert the name of competition/championships]* classification will be offered for swimmers of the participating countries. There will be IPC Swimming Classifiers at the meet so that an international classification can be made for swimmers who need to be internationally classified for the first time or to have their classification confirmed.

There will be no classification during the competition. Classification will only take place from *[insert day, date and time that classification is available]*

If you have any swimmers who would like to be classified internationally please indicate them on this form and return a copy to *[Name of Competition Organizer/Nominated Responsible Person]* not later than *[day and date]*.

Swimmers to be classified:

Team name: _____

Approximate arrival time in *[Location of Competition]*: Day: _____ Time: _____

Name of swimmer:	Date of Birth	Impairment information:	Classification (if any):	Classification status:
Bill Bloggs	16-06-1992	CP hemi right	S7-SB7-SM7	N
Mary Blank	27-11-1988	Spinal cord injury-para/tetra/spina bifida	S5-Sb4-SM5	R

Please add rows according to the need.

Please note:

- All international level swimmers who do not have an international classification are required to attend classification. Swimmers without IPC Swimming license can compete at the *[Name of Championships]* but they will not be eligible for IPC Swimming rankings and record lists.

- Due to the large number of swimmers wishing to be classified at this competition please be aware that requests submitted will be treated in order of application i.e. those who apply first will be given priority. A classification schedule will then be compiled and additional classification requests will **not** be possible.
- Once IPC Swimming has compiled a list you will be notified of the time and date that your swimmers will be invited for classification.
- We regret to inform you that if a swimmer does not attend at the allocated time then he/she will not be able to be classified at this competition.
- You may need to arrange travel for your swimmer who needs classifying accordingly. Classification starts on *[Day & Date]*. Swimmers requiring to be classified are required to arrive in *[Location of competition & date]*.

Name of the Local Organizing Committee:

Address:

E-Mail:

APPLICATION FORM FOR CLASSIFICATION COURSE

IPC Swimming is inviting you to apply to attend the Functional Classification System [FCS] practical course to be conducted in conjunction with the [Name of Championships] to be held in [Location & Date]

Programme:

- Arrival date:
- Theory session:
- Classification of athletes:
- Competition dates:
- Departure date:

The trainee classifiers are required to arrive latest on the [Date]. The theory session will be conducted [time & date], with classifications on the [Date] and observation during competition on [Date].

Attendance numbers will be restricted to [insert number] participants for the classification course and it is therefore necessary to apply for a position. Trainee Classifiers are required to have completed the IPC Swimming on-line course to be eligible to attend the practical course. Each application will be assessed according to the knowledge of the applicant. Successful participants will be notified by email. Each successful participant will be required to bring with them the classification manual and other relevant documentation.

All successful applicants are required to attend the full course i.e. theory sessions, practical session involving the classification of the swimmers and attendance for the full duration of the competition.

All applicants are to be fully conversant in the English language.

All details are to be printed

NAME:.....

ADDRESS:.....

COUNTRY:.....

TELEPHONE:.....

FAX:.....

EMAIL:.....

Date of completion of the IPC Swimming online course:

List attendance of authorized FCS courses within the past two years:

<u>Competition</u>	<u>Country</u>	<u>Presenters Names</u>
1.....		
2.....		
3.....		
4.....		

List the IPC Swimming competitions where you have classified athletes with disability within the last two years. Identify the disability of the swimmers classified or competing.

<u>Competition</u>	<u>Country</u>	<u>Disability type</u>
1.....		
2.....		
3.....		
4.....		

Are you conversant with the English language Yes/No

Type of trainee *[circle which is applicable]:*

- | | |
|---------------------------------------|------------------------|
| 1. Medical Classifier | Doctor/Physiotherapist |
| 2. Technical Classifier | Coach/Trainer |
| How many years have you been coaching | |
| Former Swimmer | Yes/No |

Please return the completed application form by the [date] to:

IPC Swimming
E-mail: ipcswimming@paralympic.org

Or by fax: +49 228 2097 209

Example of Classification Timetable

Day & Date		
Time	Team 1	Team 2
9:00	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
10:00	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
11:00	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
12:0	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
<i>LUNCH</i>		
14:00	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
15:00	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
16:00	Name of Swimmer (Country Code) IPC Status/New Disability Description	Name of Swimmer (Country Code) IPC Status/New Disability Description
<i>FINISH</i>		

IPC Swimming formally recognizes the work of Jane Buckley in creating this document.



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