



WORLD ARCHERY
FEDERATION
FÉDÉRATION
MONDIALE
DE TIR À L'ARC



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World Archery Para Archery

A Handbook for Classifiers

Amended 2013

A Handbook for Archery Classifiers

Classification Rules

1. Archery Sport Classes for Classification Purposes

Archery will be comprised of the following classes

- W1
- W2
- ST
- VI
- NE

2. Functional Classification System

This classification system uses disability profiles and a numerical calculation of the ability to walk as a guideline.

3. Locomotor Disabilities

3.1. All movement abilities are tested by the:

- Assessment of points for muscle strength testing and/or
- Assessment of points for co-ordination testing and/or
- Assessment of points for joint mobility.

3.2. 320 Points have been allocated to an able-bodied archer

This total is used to calculate the relevant classification.

Body segments

- Arms 180
- Trunk 40
- Legs 100
- Total 320

3.3. The minimal handicap to be eligible to compete is either

- a loss of 25 points in the arms
- or a loss of 20 points in the trunk
- or a loss of 25 points in the lower limbs
- Amputation of the forearm above the wrist [no wrist joint present]

- Amputation into the lower 1/3 of the leg above the ankle [no ankle joint present]

3.4. Observation of the archer shooting follows and updates the points calculation assessments

This will demonstrate the functional abilities applied in the shooting. The classifiers require access to the field of play at all times

4. Classification Procedure

4.1. Each International classification team shall consist a minimum of 2 authorised International classifiers, at least one of them having a medical background [e.g. physiotherapist or doctor.]

4.1.1. There must not be a panel of 2 International Classifier Candidates.

4.1.2. For World Ranking Tournaments it is recommended that a minimum of 1 panel is present, for Paralympics, World Championships & Regional Championships 2 panels will be required to be compliant with the IPC Classification Code. If possible a classifier will not be involved in the classification of an archer from their own country, this will not always be possible and in this case, the classification will be on review status.

If due to unforeseen last minute problems [e.g. missed flight or illness within the last 48 hours] the classification can proceed with one classifier. In this case, classification will be on review status.

4.2. A National Classification may be completed by one person.

4.3. Complete personal details must appear on the Classification Report.

4.4. A Medical Report must be submitted making use of the Medical Intake Form. Template is available on WA web site.

If no medical report is submitted then classification will not take place and the archer will not be allowed to compete in the tournament.

4.5. Testing is to be done on a horizontal medical testing bench maintaining professional codes of conduct.

4.5.1. Use of the Daniels & Worthingham or Kendall Manual Muscle Testing Methods.

4.6. Perform the Bench Test: appropriate test(s) from the following tests have to be selected.

- Assessment of points for muscle testing and/or
- Assessment of points for dysfunction (co-ordination) testing and/or
- Assessment of points for joint mobility
- Any combination which demonstrates the archers disability can be used
- Type of amputations & indicating any other loss of functional ability

4.7. For the archer who has multiple disabilities the tester assesses which of the disabilities (muscle strength, coordination, range of movement) is functionally more severe and then test accordingly.

4.7.1. Make a note of anything not covered by the wording on the form.

4.8. Make a note of the assistive devices, providing they are allowed within the rules.

4.9. Perform the shooting test and if necessary update the point assessment

Note: it is very important to complete the shooting test when the shoulder function is affected.

4.10. **PAIN** (IPC CODE)

If an athlete experiences pain during classification that alters their performance of these tests, then the results of the tests are not valid and the athlete cannot be assigned a class. Without official classification, athletes cannot compete. "It will be up to the classification panel to decide if the athlete should be declared "Not Eligible" for Para-Archery".

However, if the athlete's medical intake form indicates a recognised medical disability but there is a concurrent pain issue at the time of classification, the athlete will be deemed "Did Not Complete Classification" and would be asked to present at a later classification opportunity to continue classification.

Painful conditions which may prevent a classification panel from assigning a class may include temporary musculoskeletal trauma (e.g., strained medial ligament of the knee; immediate post-surgery situations), arthritis and fibromyalgia. Specific attention should be given to athletes who present with psychosomatic complaints and/or hypochondria with physical, visual and/or intellectual impairment as a secondary health condition. These athletes typically should not be eligible to compete.

4.11. **REVIEW** (IPC CODE)

Avoid assigning confirmed sport class status to athletes who are young, inexperienced or recently injured. The following guidelines are useful in this regard:

- Athletes with congenital motor disorders or who are injured when they are young should be allocated Review sport class status until they are judged to be skeletally mature.
- The incomplete paraplegic should be Review sport class status until at least 18 months post injury.
- The person with a brain injury should be Review sport class status until at least 4 years post injury.

4.12. Intentional **Misrepresentation During Evaluation** (IPC Code)

An Athlete who, in the opinion of the Classification Panel, is intentionally misrepresenting skills and/or abilities shall be considered in violation of the Classification Rules.

If the Athlete intentionally misrepresents skills and/or abilities, the Athlete will not be allocated a Sport Class or Sport Class Status, and will not be permitted to compete at that Competition in that Sport.

5. Assessment of Points

5.1. Muscle strength testing

- 0 - Total lack of voluntary contraction.
- 1 - Trace, faint contraction without any movement.
- 2 - Poor, contraction with very weak movement when gravity is eliminated.
- 3 - Fair, contraction with movement against gravity.
- 4 - Good, contraction against gravity and some resistance.
- 5 - Normal, contraction of normal strength against full resistance.

5.2 Dysfunction (co-ordination, spasticity, athetosis, ataxias) testing

- 0 - No functional movement at all.
- 1 - Very minimally co-ordinated movements and/or very severely restricted range of movement due to severe hypertonic muscle stiffness.
- 2 - The sequence of movement is very difficult and can only be carried out very slowly and uncoordinated and/or not more than 25% range of movement during fast repetition and/or severely restricted range of movement with severe spasticity- hypertonic muscle stiffness present.
- 3 - The movements can only be carried out slowly but roughly without faults and/or no more than 50% range of motion by fast repetition and/or moderate range of movement with moderate spasticity with tone restricting movement and/or moderate co-ordination problems.
- 4 - The movements are slightly uncoordinated and/or no more than 75% range of motion by fast repetition and/or slight increase in muscle tone.
- 5 - Normal.

5.2.1. Archers with spasticity, ataxia and/or athetosis will be tested with rapid repetitive movements.

5.2.2. Associated reactions of upper and lower limbs have to be watched carefully during a shooting test.

5.2.3 Reactions and co-ordinating effect of the antagonistic muscle must be taken into consideration for upper limbs and the upper trunk.

5.2.4. Testing should be repeated with the neck turned into the shooting position, in order to note influence of the postural reflexes.

5.2.5. Evaluation of the trunk co-ordination must be done mainly in the shooting test, considering that some incorrect positions or movements are caused by the technical level reached by the athlete and/or by incorrect shooting equipment or assistive devices used and not by functional disabilities.



5.3. Range of Movement testing

- 0 - No range of movement
- 1 - Minimal range of movement
- 2 - 1/4 movement
- 3 - 1/2 movement
- 4 - 3/4 movement
- 5- Full range of movement

5.4. The functional Reach test is to be performed to evaluate the standing and sitting balance. The balances are qualified as Normal, Fair, Poor, None.

6. SPORT CLASS PROFILES for classification purposes

6.1. **W1**

Defined as a tetraplegic archer in a wheelchair or comparable disability.

6.1.1. Practical Profile

Arm: Limitation in functional range of movement, muscle strength or co-ordination.
plus

Trunk: poor or non-existent muscle control affecting static balance, while the bow is raised in the shooting position

and/or

Lower limbs: usually considered non-functional due to amputation, limitation in range of movement, strength and/or control (this means minimal ability to walk or no ability to walk)

6.1.2. Disability Profile

Tetraplegia, Quadriplegia, Triplegia or severe Diplegia with limitation in control of upper extremities or upper extremity spasticity (spasticity grade scale for muscle tone 2-4) / (this is likely to mean limitation of draw weight due to decreased function in the shoulder and string arm elbow function and/or limitation of function of one or both hands, not including the wrist). Double amputation below the knee associated with hip fusion or double above the knee amputation with short stumps (i.e. proximal 1/3). Both of these conditions must also be associated with amputations in both arms or limitations in functional range of movement, strength or control of one arm.

Archers with lower limbs disability that allow for wheelchair, and has normal functioning of one arm but has sufficient impairment in the other arm that preclude fair participation in other classification.

6.2. **W2**

Defined as paraplegic archer in a wheelchair, or a comparable disability.

6.2.1. Practical Profile

Arms: no limitations in functional range of movement, strength or control.

Trunk: control can range from good to non-existent affecting static balance, with the bow raised in the shooting position.

Lower Limbs: considered non-functional due to amputation, limitation in range of movement, strength and/or control (minimal ability to walk over long distances)

6.2.2. Disability Profile

Paraplegia severe diplegia without limitation in control of upper extremities varying degrees of impairment in trunk balance.

Moderate to severe spasticity in lower extremities (Spasticity grade scale 3 or more).

Double knees (above or below) amputation with no prosthesis.

Double amputation above knee when approved by the panel of International classifiers.

6.3. **ST**

Defined as standing archers or those shooting from a stool [if allowed by the classifiers as agreed at their classification]

6.3.1. Practical Profile: The function in the lower limbs means they are able to walk longer distances.

6.3.2. They are required to reach the minimum handicap in the functional evaluation.

Minimum disability with a loss of 25 points in two legs or a minimum of 7cms shortening in one leg.

Amputation into the lower 1/3 of the leg [above the ankle joint]

Amputation into the lower 1/3 of the forearm [above the wrist]

6.4 **VI**

6.4.1. Visually Impaired archers must be classified by an International classifier, authorised to classify those who have a visual impairment.

6.5. Non Eligible

If an archer does not reach the minimum disability either because he/she scores insufficient points or their diagnosis does not feature in those recognised for Paralympic sport, they will be classified Ineligible. This means they are not able to participate as a Para-archer. However they may be permitted to use an assistive device in able-bodied competitions if their classification card so specifies.

7. Sports Equipment and Assistive Devices

7.1. Personal equipment must comply with WA Rules except that detailed in 7.2.

7.2. Some assistive devices are allowed, if authorised by an official WA Para-Archery Classification panel. Classifiers must complete the assistive device section on the classification form noting the approved equipment.

All equipment in addition to that compliant with WA rules must be declared to & approved by the Classification panel and be included on the Classification Form.

- wheelchair
- stool
- release aid
- bow bandage
- elbow splint
- wrist splint
- body support or strapping
- block for foot
- Stool
- Prosthesis [if a prosthetic arm is used on the bow arm then the attachment to the bow MUST comply with WA rules as found in Book 3 chapter 21
- Leg strap

A moulded back such as "Jay" back may be allowed by the classification panel provided it complies with the World Archery rules.

7.2.1. Wheelchair

- A wheelchair can be used with a minimum disability with the loss of 50 points in lower limbs and/or trunk.
- A wheelchair of any type may be used, provided it subscribes to the accepted principle and meaning of the word wheelchair.
- No part of the wheelchair may support the bow arm whilst shooting.

For W2 archers, the sides or protusions of the back support of the chair may not be further forward than half the width of the archer's body at each side.

The highest point of the chair must be at least 110mm below the armpit at assessment while sitting upright, to make sure that there is NO support to the bow arm while shooting at any distance.

- Feet and footplates must not touch the ground.
- The wheelchair must not exceed the shooting space on the line, allowed by WA [1.25m]
- A wheelchair may be allowed by the classification panel if the archer does not score 50 points, as assessed by the functional reach test.

7.2.2. Stool

- A stool [no back] may be used with a minimum disability of 38 points in the lower limbs and/or trunk.
- A stool may be allowed by the classification panel even if the archer doesn't score 38 points but have poor standing balance assessed by the functional Reach test.
- A stool of any type may be used, provided it subscribes to the accepted principal and to the meaning of the word.
- The area of contact with the ground framed by the legs of the stool and the feet of the archer [i.e. the maximum area that is taken up] must not exceed 60cm wide x 80cm along the shooting line [from the back leg of the stool to the front of the foot].

7.2.3. Wheelchair / Stool for amputee

- For double below knee amputee, they are entitled to a stool.
- For double above knee amputee, they are entitled to wheelchair.
- For double amputee, one above knee, the other below knee, they can be on wheelchair or stool depending on their functional reach test (Poor result is any reach of 15 cm or less. Fair result is a reach of 16cm - 25cm. Beyond 25cm is a good result).
- For a fair result, they can use stool. For poor result, they can use a wheelchair. For good result but archers still want to use stool, please follow up with a shooting test.
- For single amputee below knee, no stool unless they have poor functional reach test. If fair but still want a stool, please follow up with a shooting test.
- For single amputee above knee, no stool unless they have poor or fair functional reach test. If they have good functional reach test but still want a stool, please follow up with a shooting test.
- For non-amputee standing archers, they are allowed a stool if their functional reach test is poor. If fair, please follow up with shooting observation if they want a stool. If they have Normal result in the functional reach test, they are not allowed to use a stool.

7.2.4. Permitted Body support / Strapping

- A body support or single chest strap may be used by individuals who classify as W1 or W2 with a disability of T1-5 [no functional abdominals].
- It can be used when the sitting balance (static and dynamic) is poor.
- The protrusion, forward from the front of the main vertical support of the chair back may be no longer than half of the trunk.
- Only W1 archers are allowed to use simultaneous protrusion and strapping. They may use any wheelchair that is within the rules and amount of body support/strapping to maintain body stability as long as no support is given to the bow arm whilst shooting.
- Body support can be used in conjunction with the altered chair back as allowed in 7.2.1 bullet point 4

7.2.5. Release aid

In W1 Archers with disabilities in the string fingers are allowed to use a mechanical release aid.

7.2.6. W1 equipment

To shoot in the W1 sport class, archers may use a recurve bow with a release aid or a compound bow with a maximum draw weight of 45lb. In the W1 sport class the compound bow sight must not include a prism, lens, peep sight or levelling device.

Archers belonging to sport class W1 with upper limb disabilities may chose to shoot in the Compound Open division using the equipment permitted under World Archery rules.

7.2.7. Bow bandaged

Archers with bow arm disability may use the bow either tied or bandaged to the hand.

7.2.8. Bow arm splint

Archers with bow arm disability may use an elbow or wrist splint release aids that include wrist support should be declared to the classifiers to be noted on their card.

7.2.9. String arm wrist splint

Archers with string arm disability may use a wrist splint.

7.2.10. Assistant

W1 and ST archer with a severe arm disability unable to nock arrows may if agreed by the classification panel have a person to load their arrows into the bow. Such a person must not adjust the bow sight until the end of the shooting signal. Such a person must not be a disturbance to other archers and must wear the same uniform as the archer.

7.2.11. Block

Devices to raise a foot or part thereof, attached or independent of the shoe, are permitted provided that the devices do not present an obstruction to other athletes at the shooting line position or protrude more than 2cm past the footprint of the shoe. The device may not be fixed to a stool.

8. Use of Classification Cards

8.1. As soon as possible after the end of the archer's examination, he/she will be provided with a copy of the classification card.

8.2. The archer **MUST** take the classification card with him/her to all competitions & produce it at equipment inspection to enable any records set to be ratified or to use the score for ranking.

8.3 Athletes must only compete with authorised equipment at all times to allow for records claimed to be ratified.

9. Protests Against Classification

9.1. Any protests against classification must be made in writing & must be submitted within 30 minutes of the end of the Qualification round.

9.2 NO protest by team or archer about a classification issue can be made after this period.

9.3 The Chief Classifier may make a protest "under exceptional circumstances" at any time

9.4 There is no legal liability to classify everybody. To say that someone is "not eligible or not classifiable" is not saying they are not disabled.

We are not questioning their disability it is just that some disabilities do not fit into the para-archery system.

10. Special note

Archers who do not have a classification are not permitted to shoot in match play competitions but may shoot in other Para-Archery events but not claim Para-Archery records or be included in the ranking list.



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******Advice to countries******

All archers **MUST** bring their classification card to equipment inspection [either plastic or paper can be accepted]. After 1 April 2014 the classification card must be dated November 2013 or later to be acceptable.

If an archer comes to equipment inspection with any of their equipment such as wheelchair, prosthetic limb, protrusion not compliant with the rules **THE ARCHER WILL NOT BE ALLOWED TO SHOOT.**



Appendix 1

Protests & Appeals

1. Protests

1.1. The term "Protest" is used in these Rules as it is in the IPC Classification Code International Standard for Protests and Appeals. It refers to the procedure by which a formal objection to an Athlete's Class is made and subsequently resolved.

1.2. A successful Protest will result in Athlete Evaluation being conducted by a Classification Panel, which will be referred to as a "Protest Panel".

1.3. An Athlete's Class may only be protested ONCE in any Competition

This restriction does not apply to protests submitted in exceptional circumstances

1.4. Protests should be resolved in a manner that will minimise the impact on Competition participation, and Competition schedules and results.

1.5. Protests may only be submitted during a Competition & up to 30 minutes after the end of the Ranking Round. Once this period has passed NO further protests may be made [save for Protests made in Exceptional Circumstances].

2. Athletes who may be Protested

2.1. Athletes with a Review status [R] may be protested by the official representative of a National Federation or The Chief Classifier.

2.2. Athletes with a Permanent Status [C] can only be protested in "Exceptional Circumstance"

3. Protest Procedures during Competitions

3.1. Protests may be submitted by the official representative of National Federation who is authorised to submit Protests [for example, the Chef de Mission, Team Manager] and/or the Chief Classifier.

3.2. The Chief Classifier for the event shall be the person authorised to receive Protests.

3.3. An Athlete's Sport Class may be protested, either by the Athlete's National Federation or a different National Federation within one (1) hour of the Classification Panel's decision regarding Class being published. If the Classification Panel makes its decision following "First" Appearance, a Protest can only be made up to 30 minutes after the end of the Ranking Round. No further protests may be made except "in exceptional circumstances"

3.4. Protests must be submitted in ENGLISH on a designated Protest Form obtained from the Chief Classifier for the event Information required with the protest.

- The name, nation of the athlete whose class is being protested;
- Details of the decision being protested;
- The reason for the protest,
- Any documents and other evidence to be offered in support of the protest;
- The signature of the National Federation representative or the Chief Classifier, where applicable;
- A fee of one hundred (100) Euros There is no fee for a Protest "in exceptional circumstances"

4. Procedure

4.1. Upon receipt of the Protest form, the Chief Classifier will review the documentation to determine if there is a valid reason for a Protest and if all the necessary information is included.

If the Chief Classifier thinks that there is no valid reason for a Protest, or the Protest form has been submitted without all necessary information, the Chief Classifier will decline the protest and notify all relevant parties.

The Protest fee will be retained

4.2. If the Protest is declined the Chief Classifier will explain why to the National Federation as soon as is possible.

4.3. If the Protest is accepted, the Chief Classifier will if possible [availability of classifiers cannot be guaranteed & further classification may need to be completed at a later date] appoint a Protest Panel to conduct a new Athlete Evaluation.

The Protest Panel shall consist of, at least *two (2) classifiers*.& shall comprise classifiers of equal or greater level of certification as those involved in the most recent classification.

4.4. The Members of the Protest Panel must not have been involved in the evaluation that led to the most recent allocation of the Athlete's Class, unless the most recent evaluation took place more than eighteen (18) months prior to the Protest being submitted.

4.5. The Chief Classifier will notify all relevant parties of the time and date for the Athlete Evaluation that will be conducted by the Protest Panel.

4.6. All documentation submitted with the Protest form will be provided to the panel.

4.7. If the protest is upheld then the Protest fee will be returned.

5. Protests in Exceptional Circumstances

5.1. A Chief Classifier may make a Protest in Exceptional Circumstances in respect of any Athlete at any time during or prior to a Competition.

Exceptional circumstances may result from

- A change in the degree of impairment of an Athlete;
- An Athlete demonstrating significantly less or greater ability prior to or during Competition which does not reflect the Athlete's current Class
- An error made by a Classification Panel which has led to the Athlete being allocated a Class which is not in keeping with the Athlete's ability.

5.2. The procedure for the making of a Protest in Exceptional

Circumstances shall be as follows

- The Chief Classifier shall advise the Athlete and relevant National Federation &/or National Paralympic Committee that a Protest is being made in Exceptional Circumstances.

5.3. Athlete Evaluation following a Protest shall follow the same process as any classification. All relevant parties shall be notified of the Protest decision on completion of the latest classification

5.4. The decision of the Protest Panel is final and is not subject to any further Protest.

6. Responsibility for Ensuring Compliance with Protest Rules

6.1. A National Federation making a Protest is solely responsible for ensuring that all Protest process requirements are observed.

6.2 The Chief Classifier may decline a Protest because no valid reason for a Protest has been identified by the National Federation, or the Protest form has been submitted without all necessary information.

The National Federation may resubmit the Protest if it is able to remedy the deficiencies identified by the Chief Classifier in respect of the Protest with in the time allocated [this time will be stated when the forms are returned]

6.3. If a National Federation resubmits a Protest, all protest procedure requirements will apply.

7 Appeals

The term "appeal" refers to a procedure by which a formal objection to the manner in which classification procedures have been conducted is submitted and how it may be subsequently resolved.

Para-archery has designated the International Paralympic Committee Board of Appeal on Classification (BAC) to act as the appeal body for Para-archery. The detailed rules of procedure in respect of Appeals to the BAC are provided by the IPC. The IPC will be responsible for

establishing the BAC in accordance with the IPC BAC Bylaws, which are part of the IPC Handbook.

The BAC shall have jurisdiction to review classification decisions in order to ensure that all appropriate class allocation procedures have been followed; and/or ensure that all appropriate Protest procedures have been followed.

8. Classifiers

It is usual for archery classifiers to either be a medical doctor or a physiotherapist, in certain circumstances other persons will be trained.

A good knowledge of archery is helpful. It is also required that you become a member of your National archery Federation.

8.1. National Classifier

- Is required to attend a classification seminar [both theory & practical elements] & is observed during assessment.
- A National Classifier may classify athletes from their own country & send evidence of classification to the Head of Classification for ongoing monitoring.
- It is recommended that classifications done in their own country are submitted to the classification committee to be reviewed
-

8.2. Candidate International

- Is required to attend a seminar, be able to participate in the discussions & demonstrate a deeper understanding of what is required.
- Have submitted their classification cards for assessments by the Head of Classification and classification committee
- Participate in an open book written paper
- Complete a case study annually
- Indicate availability to be part of a panel at least once every two years.

8.3. International Classifier

- Be a member of an International Classification panel to be observed by the Head of Classification.
- Make themselves available to be part of classification panels where an International panel is required, at least once every two years.
- Complete a case study annually.

8.4 Chief Classifier

Takes charge of the arrangements for the designated competition and liaise with competition organisers to:

- See arrangements are in place for their flights.
- accommodation & local transport

- obtain a start list from them & provide a list of the athletes who will need to be Classified
- provide the organisers with classification papers that will need to be prepared for the competition
- Request the organisers notify the countries which of their athletes need to attend for classification with a copy of the schedule supplied.
- make sure there are suitable rooms & equipment available for classification
- organise facilities for photocopying
- organise internet access

9. Head of Classification

Organise & run classification seminars at all International competitions & by invitation in other countries.

- Monitor National & International classifiers
- Maintain the international database
- Attend Para-archery committee meetings
- Provide and/or oversee the ongoing education of classifiers and classifier candidates including the provision and marking of case studies, assessment of classifier performance, and the accreditation/re-accreditation of classifiers and classifier candidates.

10. Assistant Classifier

If it is not possible to recruit a classifier for a region then should a person who is either a coach or an archer can attend the seminar to obtain the necessary information to enable them to work with a doctor or physiotherapist who can do the physical assessment & therefore enable them to allocate a temporary class to their athlete.

11. Invitation to classifiers for International events

Classifiers will be asked for their availability & then from the list be invited to competitions by the Head of Classification [after consultation with the Para-archery committee].

The request for availability should state venue, times & dates of classification & should include arrival & departure dates.

It is expected that the classifiers will be present for the whole competition [in exceptional circumstances a shorter period may be agreed]

Details of how travel including flights will be arranged.

When a classifier is offered an invitation to be part of a classification panel they should reply promptly either to accept or reject the invitation.

12. Classifier expenses

Classifiers can expect travel including flights & local travel to be provided

- Accommodation & meals for the period of the invitation

- Classifiers are International Technical officials the same status as the International judges.

13. Competition Organisers Responsibilities

- An invitation to the Head of Classification must be issued as soon as possible to allow for the invitation to be issued to the panel of classifiers.
- As soon as the final entries are received the list of all those entered with class, DOB, event entered, should be sent to the Head of Classification. This will allow the Head of Classification to identify those who need to be classified & to provide the organisers with a classification schedule to forward to the countries affected.
- They should make available a suitable private room with an area nearby for waiting. The room must have in it a treatment couch with pillow & sheets or paper rolling towel to cover, cleaning fluid for the couch, 5 chairs, a table, hand washing /cleansing facilities, drinking water, and copies of classification papers.
- Facilities for photocopying to allow the athletes classified to be provided with a copy of their form
- Internet access has to be provided.
- Classifiers must have access to the field of play & chairs should be provided.

14. Classifier Responsibility at an Event

- To work to their professional codes of conduct.
- To follow the classification rules.
- To complete all relevant paperwork.
- If in doubt class must not be given until archer is observed shooting.
- A copy of the classification card must be provided as soon as possible to the athlete.
- At least one classifier must be on the field during competition and practise unless the Chief Classifier has made other arrangements.
- Protests must be dealt with as outlined in Appendix 1.
- The completed assessment card & consent forms must be sent to the Head of Classification if he/she is not at the competition.

Pang Kimfong
Head of Classification
January 2014