



National Classification Policies and Procedures

Adopted: March 2021

Introduction

USA Archery has developed the National Classification Policies & Procedures for the sport of archery and national standards to uphold the International Paralympic Committee (IPC) [Classification Code](#) and in accordance with [World Archery](#) classification policies and procedures, while creating a fair and equitable process for resolving situations where non-compliance with the Code has been raised. As such, USA Archery accepts the Code and is responsible for compliance and implementation of the Code.

Non-compliance with the Code shall result in sanctions that may include:

- Exclusion from the Paralympic Games and any other IPC sanctioned event(s)
- Suspension of NGB status or membership

Instances of national non-compliance with the USA Archery National Classification Policies and Procedures (by athletes, coaches, teams, LOCs, or any other relevant parties) shall follow the USA Archery Complaint Procedures per Section XV of the [USA Archery Bylaws](#).

Classification Overview

Classification is the structure for competition within Paralympic sport. Classification is undertaken to ensure that an athlete's impairment is relevant to sport performance and to ensure that the athlete competes equitably with other athletes.

Paralympic athletes have an impairment in body structures and functions that leads to a competitive disadvantage in sport. Consequently, criteria are put in place to ensure that winning is determined by skill, fitness, power, endurance, tactical ability and mental focus, the same factors that account for success in sport for athletes who are able-bodied.

Athletes are grouped in sport classes within each sport, and these sport classes are assessed by reference to the impact of the impairment on the ability to compete in that sport. The sport classes are defined by each sport and form part of the sport rules. Athlete sport class(es) are determined by a variety of processes that may include a physical and technical assessment and observation in competition.

USA Archery National Classification Strategy

The goal of USA Archery is to offer classification evaluation opportunities to all eligible athletes that wish to compete in Para-archery competition within the United States. USA Archery will accomplish this by collaborating with certified national and /or international classifiers to provide opportunities for athletes to undergo national classification evaluation, aligning with talent identification and athlete pipeline initiatives and strategies, and partnering with local Para-sport, USA Archery clubs and other adaptive sport organizations in an effort to identify and educate athletes that should pursue a national classification evaluation. Additionally, in partnership with the USOPC, World Archery and World Archery America's, USA Archery will strategically support classifier education, training, and certification opportunities which will in turn create more evaluation opportunities for athletes.

USA Archery is committed to maintaining a national classification policy and procedures to remain compliant with the USOPC, [IPC Athlete Classification Code and International Standards](#) as well as these USA Archery National Classification Policies & Procedures. USA Archery also provides a link to the USA Archery national and international classification database at www.usarchery.org. USA Archery is committed to the education of quality classifiers strategically located in several geographic regions across the United States. At the national level USA Archery will educate and provide practical experience for classifiers in Archery to ensure that athletes are evaluated according to World Archery standards and best practices, placed within the appropriate sport class(es) and educated on the process to ensure a seamless transition between classification at the national and international levels.

Standards for Eligible Impairments

Currently there are six (6) eligible impairment groups for Archery. These impairments must be permanent and the result of verifiable eligible underlying health condition. Eligible impairments include:

- impaired muscle power
- impaired passive range of movement
- loss of limb or limb deficiency
- hypertonia
- ataxia
- vision impairment

Any athlete who desires to compete in Para-archery competition must have at least one of these eligible impairments. World Archery determines which impairments are eligible for archery disciplines/competitions.

All athletes must provide documentation signed by a physician within 12 months of classification to verify their eligible impairment and underlying health condition and complete the [Para Archery Classification Intake Form](#) . This form must be submitted to USA Archery at para@usarchery.org at least 30 days prior to the event to request classification.

Non-Eligible Impairments

The International Standard (IS) for Eligible Impairments includes a list of non-eligible impairments. Specifically, the below are non-eligible impairments:

- Pain
- Low Muscle Tone
- Hypermobility of Joints
- Joint instability, such as unstable shoulder joint or recurrent dislocation
- Impaired muscle endurance
- Impaired motor reflex functions
- Impaired muscle endurance
- Impaired cardiovascular or respiratory functions
- Impaired metabolic functions
- Tics and mannerisms, stereotypes and motor preservation
- Leg length
- Short Stature

The IPC Classification Code also includes a list of health conditions that will not lead to an eligible impairment. These include those that primarily:

- Cause pain (e.g. myofascial pain dysfunction syndrome, fibromyalgia or complex regional pain syndrome)
- Cause fatigue (e.g. chronic fatigue syndrome)
- Cause hypermobility or hypotonia (e.g. Ehlers-Danlos syndrome)
- Psychological or psychogenic in origin (conversion disorders or post-traumatic stress disorder)

To view the complete International Standard (IS) for Eligible Impairments, visit the [IPC website](#).

Standards for Athlete Evaluation

Athlete evaluation is the process by which an athlete is allocated sport class(es) and sport class status by a classification panel for their respective sport. Athlete evaluation encompasses the following: assessment of whether or not the athlete has an eligible impairment for the respective sport (see above for IS on Eligible Impairments), assessment of whether or not the athlete meets the established minimum impairment criteria for the respective sport, specific assessment and evaluation of the tasks and fundamentals for the respective sport, observation during competition (if required by the respective sport), and the allocation of sport class(es) and designation of sport class status.

World Archery will have specific evaluation criteria that will be used to assess athletes for eligibility and sport class(es). The process by which all national evaluations will be conducted will be implemented as per the International Standard for Athlete Evaluation and the classification evaluation criteria of World Archery. Changes to sport evaluation criteria will be made by World Archery. Communication of any World Archery sport evaluation criteria changes may be made to USA Archery and will be disseminated to relevant parties [i.e., classifiers, coaches, athletes and clubs] by USA Archery.

The specific process of athlete evaluation must follow the Code as specified by the International Standard for Athlete Evaluation.

National Classification for Athletes with Visual Impairments

Athletes with a visual impairment will be evaluated for national classification by submitting the [Medical Diagnostics Form for Athletes with Visual Impairments](#) to USA Archery at para@usarchery.org at least 45 days prior to the event. This form must be completed and signed by the athlete's ophthalmologist. The medical diagnostics form and testing documentation that are submitted for national classification evaluation can also be utilized to request an international classification evaluation if the forms are submitted and signed by the ophthalmologists within 12 months of international evaluation request.

Athletes with a visual impairment that is progressive may resubmit an updated medical diagnostic form if their condition has progressed enough to warrant a possible change in national classification.

Sport Class

A sport class is a category defined by World Archery in which athletes are categorized in reference to activity limitation resulting from impairment for that particular sport. Athletes are allocated a sport class (or classification group as relevant) based on the classification rules of World Archery. Ineligibility to compete is considered a sport class.

The Code specifies sport class in accordance with the Classification Rules of World Archery for the sport or archery.

As stated in the Code (International Standard for Athlete Evaluation, sections 5.1 and 5.2):

“An athlete who complies with the Minimum Impairment Criteria for a sport must be allocated a sports class. IFs must have within their classification rules clear and transparent provisions for each of the sports that they govern regarding the methods by which a classification panel will assess the extent to which an athlete can perform specific tasks and activities required by a sport.”

Athletes will be assigned to one of the following sport classes:

- W1 (Most Severely Impaired Group)
- W2 (Wheelchair)
- ST (Standing)
- NE (Non-Eligible)
- VI 1 (Visually Impaired)
- VI 2/3 Combined (Visually Impaired)

Athletes will compete in one of the following categories:

- W1
- Compound Open
- Recurve Open
- Visually Impaired

Sport Class Status

The Code defines three (3) international sport class statuses for assignment following athlete evaluation. A sport class status is assigned to each athlete to indicate evaluation requirements and protest opportunities.

The Code specifies sport class status in accordance with the classification rules of the IF, or in this case, World Archery for the sport of archery.

As stated in the Code (International Standard for Athlete Evaluation, Section 7.1):

“Sport Class Status indicates whether or not an Athlete will be required to undertake Athlete Evaluation in the future; and if the Athlete’s Sport Class may be subject to Protest in accordance with the International Standard for Protest and Appeals.”

The following sport class status designations will be used for national classification. All nationally classified athletes, regardless of their National Sport Class Status, may be considered new athletes for purposes of international classification after being evaluated by a national panel.

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- NATIONAL PROVISIONAL (NP): The athlete has received a PROVISIONAL sport class(es) by alternative evaluation methods including video analysis, remote evaluation, and/or medical diagnostics information. The athlete must go through athlete evaluation at the national level at the earliest opportunity in order to receive recognized national sport class(es) and sport class status. Instructions for requesting and submitting the relevant information for an NP sport class(es) may be found in Appendix B. Athletes who receive NP status will be listed in the national classification database for USA Archery.
 - CONFIRMED (C): The athlete has been evaluated at ONE (1) appearance by a national classification panel as appointed by USA Archery. All C status athletes are adequately classified for national competition within the U.S. and will be included into the national sport classification database. Athletes with C sport class status do not need to undergo athlete evaluation at the national level again unless their impairment has changed.
 - REVIEW WITH A FIXED REVIEW DATE (FRD): The athlete has been evaluated at a minimum of ONE appearance by a national classification panel as appointed by U.S. USA Archery. An athlete may be designated for an FRD status due to any of the circumstances outlined below:
 - Degenerative impairment / condition (may include a fixed review date at discretion of the classification panel)
 - Fluctuating impairment / condition
 - Request for Review due to change in medical condition – must be requested by athlete/coach/parent on the [Para Archery Classification Intake Form](#) at least 30 days prior to the event to request classification and include relevant medical documentation outlining the change in impairment. Forms should be submitted to para@usarchery.org.

An athlete with sport class status review with a fixed review date is required to complete evaluation by the specified review date assigned (generally within two years).

****NOTE:** *Any athlete who has undergone international classification evaluation by World Archery may not request national classification evaluation and/or national sport class(es) and/or national sport class status. The sport class(es) and sport class status of World Archery will be recognized by the U.S. Paralympics and USA Archery for all national-level competition.* **

National Review (C*):

- Age – a confirmed athlete may be designated for classification review at a particular age (i.e. following puberty once growth has ceased or no older than 20 years of age) as determined by the classification panel in accordance with sport-specific athlete evaluation standards. Once the evaluation is conducted by an appointed USA Archery national classification panel the athlete's status will revert to its previous state (C).
- Athletes with an C designation may only be protested ONE (1) time *relative to the designated Sport Class they are assigned*. If an athlete is reviewed by a protest panel and reassigned an C status, they will be designated by an asterisk (*) in the USA Archery national sport

classification database notating that they cannot be subject to additional protests.

- An athlete who has been evaluated at a minimum of TWO (2) appearances by a national classification panel as appointed by USA Archery. Athletes with C status may not be classified again nationally. *The athlete may be classified internationally by World Archery.* The NC athlete may request a New Classification if there has been a medically documented change to their impairment.

National sport class status pertains to national classifications only. Athletes wishing to obtain an international classification must follow the respective World Archery rules and undergo classification evaluation by an international panel [there is no transfer of ***national*** sport class and sport class status to ***international*** sport class and sport class status]. Once an athlete has undergone international classification evaluation, they may **NOT** undergo national classification evaluation for their respective sport.

Standards for Protests and Appeals

- A review is the procedure by which a subsequent athlete evaluation is undertaken according to the classification rules for that sport.
- A protest is the procedure by which a formal objection to an athlete's sport class is submitted and subsequently resolved.
- An appeal is the procedure by which a formal objection to the manner in which classification procedures have been conducted is submitted and subsequently resolved.

World Archery will have specific criteria for the conduct of international reviews, protests and appeals. The USA Archery National Classification system protests and appeals will follow the USA Archery Classification Policies and Procedures. Any changes made by World Archery to [international] protest and appeal processes will be communicated by USA Archery to relevant parties in the U.S. [i.e., classifiers, coaches, etc.] as learned.

National Review Requests

Requests for national classification review shall be submitted on the [Para Archery Classification Intake Form](#) and include relevant medical documentation outlining the change in impairment. Forms should be submitted to para@usarchery.org. An athlete may submit for a national review if their impairment has changed since the time of their prior NATIONAL classification evaluation. An athlete who has been evaluated and does NOT have a NC status may also request a national classification review. The request for review must be submitted a minimum of 45 days prior to the competition at which the athlete is requesting to be reviewed. All requests for review must include copies of pertinent medical documentation outlining the change in condition or impairment.

National Protests

National classification protests shall be submitted on the USA Archery National Classification Protest Form (Appendix C). The protest must be submitted a minimum of 45 days prior to the competition where the individual submitting the protest is requesting that the protest

classification panel be conducted. If the requested competition does not have one or more classifiers available to perform a protest review at that competition, accepted protests will be carried over to the next available competition where one or more classifiers are available. In any case, the athlete will be permitted to compete in their current sport class until a classification review can be scheduled.

There is no provision or opportunity for in-competition protests within the USA Archery National Classification system. The national protest fee shall be \$50 USD. This fee is non-refundable and must be submitted along with the protest form to USA Archery at para@usarchery.org. Reasons for the protest must be clearly outlined on the protest form.

There is no national protest opportunity for athletes with a visual impairment. Athletes with a visual impairment that are deemed not eligible at the national level will have the option to pursue international classification for their respective sport.

The following grid explains the eligibility process for the submission of protests and who is eligible to file a protest:

<i>Athlete Sport Class Status</i>	May be Protested by the Athlete/Coach/Club and/or other Athlete/Coach/Club	May be Protested by a National or International Classifier
NP (National Provisional)	NO	NO
C (National Confirmed)	NO*	YES**
R (National Review)	YES / NO	YES
NN (National Classified)	YES	YES
Any Int'l Status – C or R	NO	NO

*Athlete may submit a request for National Review if a change in medical condition / impairment
 ** Protest may be lodged under exceptional circumstances by a National or International Classifier and/or USA Archery due to a change in the apparent degree of impairment of an athlete, an athlete demonstrating significantly less or greater ability during competition which does not reflect the athletes current sport class, or an apparent error made by a classification panel which has led to the athlete being allocated a class which is does not align with the athletes ability.

National Appeals

National classification appeals shall follow the USA Archery Complaint Procedures located in [Section XV of the USA Archery Bylaws](#).

Intelligence Gathering

USA Archery may request medical information from athletes at times to gather data based on eligible impairments. This information may be used for classifier and USA Archery educational purposes. This information may also be used in collaboration with the IPC and/or World Archery to develop and improve the international classification system(s) over time. This information will be handled following the standards for data protection.

Standard for Data Protection

All athletes are required to submit medical documentation for the purposes of classification. The IPC has implemented a data protection policy to protect medical and sensitive information that is sent to the NFs, NPCs and IFs. The policies in place will give athletes the

confidence that their information is being protected and shared in the appropriate manner.

USA Archery has policies in place to protect the sensitive information that is submitted by each athlete in regard to classification evaluation. All athletes that submit information will have information seen by classifiers and/or USA Archery and U.S. Paralympics as deemed appropriate ONLY for purposes of classification and determining Para-sport eligibility. For any further use of medical records or information outside of this scope, the athlete and/or parent/guardian will be notified for consent.

Data Protection for Medical Diagnostics Forms

All medical documents that are submitted to USA Archery are handled with great sensitivity. As necessary the information may be shared with classifiers and/or USA Archery and submitted through the appropriate channels for international classification as relevant to World Archery and/or IPC. Once an athlete is approved to undergo classification evaluation at the national level their information will be saved in their athlete file. All files are protected with restricted access, whether hard copy or digital.

Data Retention

All medical diagnostics forms submitted to USA Archery are kept in a secure electronic file along with other licensing documents for the IPC. All classification cards and documentation submitted by national classifiers or international classifiers are logged into a secure online database within the USA Archery offices as relevant. These files are kept indefinitely for all USA Archery members.

Access to Classification Data

Athletes that wish to request a copy of their own classification card and/or sport-specific evaluation documentation may do so by contacting USA Archery at para@usarchery.org. If a coach or program manager wishes to obtain a copy of an athlete's classification data they must have the respective athlete and/or the athlete's parent/guardian contact USA Archery with the request. Only an athlete and/or an athlete's parent/guardian may request and receive a copy of the classification card and or sport-specific evaluation documentation.

Standard for Classifier Personnel and Training

The responsibilities of USA Archery include promoting the development of a national classification strategy that includes education.

Role of the Classifier

The individuals that implement classification [i.e. sport classifiers] hold a critically important role in helping to ensure that the core integrity of a fair playing field in Para-sport competition is maintained. As a classifier, the role is to uphold these tenets to the highest level, thereby representing USA Archery and the International Paralympic movement. The role of a classifier must always be to best serve the athletes of the entire Paralympic movement. Well-executed and professionally administered classification will best ensure a level playing field for competition.

Classifiers

A classifier is a person authorized as an official by the IPC/World Archery (international) and/or approved by USA Archery at the national level to evaluate athletes. The duties and responsibilities of a classifier are defined in Section 2 of the International Standard for Classifier Personnel and Training.

National Classification Database

USA Archery will house a national classification database on its website and provide a link to the World Archery master list. The database will include the athlete name, sport class(es) and sport class status. The database will also contain any other pertinent sport-specific information that is publicly available for competition management. The USA Archery National Classification database may be found at www.usarchery.org.

Roles and Responsibilities

U.S. Paralympics

- To ensure that national classification rules, policies and procedures conform with the Code
- To monitor compliance with national classification rules, policies and procedures with USA Archery and classifiers
- To recommend to USA Archery that individual (national) sport rules should be in compliance with the Code
- To promote and support national classifier education, including a sport-by-sport strategy for classifier identification and development

USA Archery

- To understand and implement the respective World Archery classification rules and eligibility criteria
- To develop and implement a policy for its members to comply with the Code and the national classification rules, policies and procedures
- To coordinate and promote classifier training opportunities
- To promote classification opportunities for Archery in the U.S.
- To assign classifiers to competitions
- To collect and distribute medical intake forms to classifiers as applicable
- To administer National Protests
- To comply with USOPC Para National Classification Policy and other requirements

Local Organizing Committees

- To conform to national classification rules, policies and procedures and the Code for all competitions at which international or national classification is being conducted

Classifiers

- To work as a member of a national review and/or protest panel as requested in accordance with the standards outlined in this document
 - A classifier can independently assign classification outside of national review panel with pre-approval from USA Archery. In all instances the classifier must adhere to the USA Archery SafeSport Code and Minor Athlete Abuse and Prevention Policy.
- To attend classification meetings at competitions or as requested by USA Archery.
- To assist in national classifier training and mentoring
- To abide by the USA Archery [Code of Conduct](#) and USA Archery policies and procedures
- To maintain confidentiality in regard to all classification information and proceedings

To determine if athletes have a classifiable impairment based on the Medical Intake Form and subsequent evaluation.

Athletes

- To attend classification evaluation [as scheduled] at a specific time or place
- To attend classification evaluation with the appropriate equipment/clothing and/or documentation
- To co-operate during the classification evaluation
- To represent skills and/or abilities during the classification evaluation to the best of their abilities

Competitions

Competition Approval/Sanctioning

For all international competitions hosted by USA Archery in the United States, the relevant World Archery approvals and sanctions shall be requested by and managed by USA Archery.

For all national, regional and local competitions in the United States at which national classification is requested; the competition must be sanctioned/approved/recognized by USA Archery.

International Classification and International Classifier Training at U.S. Competitions

All international classifications, classification panels or international classifier training seminars at international competitions hosted in the U.S. shall be requested by and managed by USA Archery in alignment with World Archery rules, policies, procedures and timelines.

National Classification and National Classifier Training at US Competitions

All national classifications, classification panels or national classifier training seminars at national, regional and local competitions in the U.S. shall be requested by the Local Organizing Committee (and endorsed by USA Archery) or requested by USA Archery in alignment with World Archery rules, policies, procedures and timelines. When applicable, virtual national classification and/or national classifier trainings may be conducted.

Local Organizing Committee Information

Request for National Classifiers / National Classification

To assist with the provision of national classifiers at domestic competitions, local organizers must submit a written request to USA Archery at least 120 days prior to the competition. The request must be submitted to para@usarchery.org and include the following information:

- Competition Name and Location
- Address of the venue(s) to be used for classification and competition
- Date(s) and time(s) for classification
- Date(s) and time(s) for competition
- Primary Local Organizing Committee (LOC) contact(s)

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- Number of classifiers that the LOC is requesting
 - *Funding requested, if applicable
- *Occasionally”, USA Archery may have funds available to support LOC classification expenses.

USA archery will make an effort to assign classifiers wherever possible, contingent upon classifier availability. Priority in scheduling will be given to those competitions that submit their information by the requested deadlines and whom will have the greatest classification need.

National classification will only be conducted and national (athlete) classification status recognized if the following criteria are fulfilled by the LOC:

1. The competition is sanctioned/approved by USA Archery and World Archery.
2. The competition is open to all impairment groups / competitors for the relevant sport
3. All classifiers / classification panel(s) are appointed by USA Archery

Appointment of National Classifiers

USA Archery will appoint National Classifiers based on the availability of classifier(s). USA Archery will officially notify the LOC of classifier assignments and pertinent contact details.

The LOC shall be expected to cover all travel (flight / ground transportation) and accommodation (lodging / meals) costs for classifier(s) appointed for the competition, as well as any other costs associated with conducting classification at the competition.

The Chief Classifier (appointed for the competition) and USA Archery staff should be copied (cc) on all event correspondence originated by the LOC regarding classification matters. USA Archery may be contacted at para@usarchery.org.

Determination of Athletes to Undergo Classification Evaluation

The classification evaluation timetable is contingent upon the athletes who have submitted entries to participate in the competition. Provision of the final entrant list is necessary to identify the athletes that will require classification at the competition.

The LOC will be required to provide a list of athletes entered into the competition (by sport for multi-sport events) to USA Archery a minimum of three (3) weeks prior to the start of the competition. If the final entry deadline is earlier than three (3) weeks prior to the competition start date, it is preferable that this list is submitted earlier than the minimum deadline. An entry cutoff date must be stipulated in the published competition information.

USA Archery in consultation with the LOC shall determine if classification evaluation scheduling is feasible or to be offered to athletes who submit late entries.

The LOC in consultation with USA Archery will develop the classification timetable for the competition by comparing the entrant list for the sport to the National Sport Classification Database/International Master List and any requests for classification received by the LOC in conjunction with competition entries.

USA Archery and the chief classifier for the event will approve the final classification timetable and it will be the responsibility of the chief classifier to communicate any pertinent classification information and the timetable schedule to athletes, parents, coaches and teams as relevant.

Classification Period

The LOC must clearly indicate the classification date(s) and times in the published competition information. This information must be submitted to USA Archery along with the written request from the LOC for appointment of classifier(s) to the competition.

***If the LOC changes the dates of the classification evaluation and/or competition after a classifier(s) has been assigned, USA Archery does not guarantee the viability of the assigned classifier(s). An LOC that changes schedule should be prepared to have national classification evaluation withdrawn from the event if classifier availability no longer coincides with the new competition schedule.*

The classification period should include a minimum of six (6) hours before the start of the competition to ensure that adequate time is available to make any necessary changes (due to classification evaluation outcomes) with regard to competition set-up, equipment inspection and target assignment.

Classification Facility

The LOC is responsible for providing necessary space and equipment to conduct classification evaluation at the competition.

The following are the minimum requirements for the LOC:

- A room (with appropriate privacy) at the venue (double occupancy)
- Check-in area adjacent to classification room (including table, chairs and signage for classification) to be managed by event staff or a volunteer
- One bench / massage table per classification
- 2-3 chairs in each bench area
- Dividers / screens between benches for privacy
- Cleaning / disinfecting agent (i.e. wipes) for each bench
- Hand sanitizer

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- Tables (1 per event) + chairs (4) in the classification room for paperwork / classifier work area
 - Any additional sport-specific facility requirements will be defined on a sport-by-sport basis
 - A suitable area for observation during competition (confirmation of the suitability of the area to be used for competition observation shall be made with the Chief Classifier upon arrival at the event)
 - Wireless internet available in facility/competition venue
 - Personal protective equipment (i.e., gloves and facemasks, if applicable)
 - Access to a printer

Ineligible Athletes

If an athlete is declared ineligible/not eligible as defined by World Archery (i.e. does not meet minimal impairment requirements for the respective sport) following the classification evaluation conducted prior to the commencement of the competition, the LOC has the discretion to allow the athlete to compete provided that the inclusion of ineligible athlete(s) does not impact the right to compete or ability to advance through rounds / to finals for those athletes who are Paralympic eligible for the respective sport. *This discretionary allowance by the LOC must comply with USA Archery and/or World Archery rules.*

Summary of Roles & Responsibilities – National Classification

USA Archery

- Appointment of classifiers
- Verification of athletes to undergo classification evaluation
- Approval of classification evaluation timetable
- Provision of relevant classification documents, national classification database/international master list or other relevant information to Chief Classifier appointed for the competition and/or the LOC
- Collection and distribution of medical diagnostics forms to classifiers
- Provide LOC with names and contact information for classifiers at least two months prior to competition
- Distribute National Medical Diagnostics form to athletes and ensures all athletes scheduled for classification send completed forms to USA Archery for review
- Provide classification documents to chief classifier for printing at least seven days in advance of competition

Chief Classifier (for event)

- Receive requests for classification evaluation (if applicable) along with the competition entries
- Development of classification evaluation timetable
- Notify athletes, coaches, parents and teams in regard to the classification evaluation timetable and any other pertinent classification information for the competition

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- Management and securing of all classification documents during the classification period and competition
 - Spokesperson for the classifiers at the competition
 - Communicate with USA Archery staff in regard to pre-competition needs, issues/concerns, post- competition follow-up
 - Allocate appropriate national classification and status for each athlete evaluated by the classifiers(s) at the competition
 - Return all ORIGINAL classification documents from the competition to USA Archery within seven (7) days of the conclusion of the competition

LOC

- Provide final entry list to USA Archery at least three (3) weeks prior to the competition
- Cover travel and accommodation costs for all appointed classifier(s) for the competition
- Accredite classifiers for the competition and provide access to all appropriate areas of the venue to conduct the full classification process (including observation during competition)
- Identify appropriate classification facility / observation for competition area(s) at the competition venue

APPENDIX A

Glossary

Activity Limitation: Difficulties an individual may have in executing activities.

Appeal: The process to resolve procedural disputes concerning classification.

Athlete Evaluation: The process by which an athlete is assessed in accordance with the classification rules of the IF.

Chief Classifier (CC): The designated classifier responsible for all direction, administration, coordination and implementation of classification matters for a specific competition.

Classification: A structure for competition to ensure that an athlete's impairment is relevant to sport performance, and to ensure that the athlete competes equitably with other athletes.

Classification Master List: The list, maintained and made available by World Archery, that identifies athletes that have undergone international classification.

Classification Panel: One or more classifiers, appointed by the USA Archery to determine sport class and sport class status in accordance with the classification rules.

Classifier: A person certified as a national or international classifier to evaluate athletes.

Code: The [International] Classification Code.

Code of Conduct: A set of rules to outline responsibilities, to guide behavior, and to identify best practice [in regard to classification].

Competition: A series of individual events conducted together under one ruling body.

Non-Eligible (NE): Consequence of not meeting the World Archery eligibility criteria.

International Competition: A competition where an international sport organization (IPC, IF, etc.) is the sanctioning and/or governing body for the competition.

International Federation (IF): A sport federation recognized by the IPC as the sole worldwide representative of a sport for Paralympic athletes that has been granted the status as a Paralympic sport by the IPC (i.e. World Archery).

IPC: International Paralympic Committee.

Local Organizing Committee (LOC): A group, team, or entity that is the organizing body for a [specific] competition and responsible for the management, administration, co-ordination and implementation of that competition.

National Classification Database/Master List: The list, maintained and made available by USA Archery, that identifies all USA athletes that have undergone national and/or international classification evaluation.

National Competition: A competition where USA Archery is the sanctioning and/or governing body for the competition.

National Federation (NF): The organization recognized by the IF as the sole national governing body (NGB) for its sport (i.e. USA Archery).

National Paralympic Committee (NPC): A national organization recognized by the IPC as the sole representative for athletes with impairment in that country or territory to the IPC; additionally, the recognized National Federation of the sports for which the IPC is the IF.

NGB: National Governing Body (i.e. USA Archery).

Protest: The procedure by which a formal objection to an athlete's sport class and/or sport class status is submitted and subsequently resolved.

Protest Panel: A panel consisting of one or more Classifiers, with equal or greater level of Classification expertise to assess an athlete evaluation after a protest has been submitted.

Sport Class: A category defined by each sport IF in which athletes are categorized by reference to an activity limitation resulting from impairment.

Sport Class Status: A category allocated to each athlete to indicate evaluation requirements and protest opportunities.

APPENDIX B

NATIONAL PROVISIONAL CLASSIFICATION INFORMATION

USA Archery along with our national classifiers have identified a need to research alternate methods of evaluation for athletes. There are many cases in which an event is unable to schedule and support a classification panel in order to evaluate new athletes. To best ensure that athletes are competing in appropriate sport class(es) if they have not yet undergone national classification evaluation, a provisional assessment has been developed. The national sport class status for this provisional assessment will be NP – National Provisional as outlined below:

National Provisional (NP): The athlete has received a PROVISIONAL sport class(es) by alternative evaluation methods including video analysis, remote evaluation, and/or medical diagnostics information. The athlete must go through athlete evaluation at the national level at the earliest opportunity in order to receive a recognized national sport class and sport class status. Athletes who receive an NP status will be listed in the national classification database.

FAQ:

- 1. I am a new athlete or parent/guardian of a new athlete and I do not know the difference between National Provisional, National New and International Classification. How do I determine what is best for me right now?** It is recommended to read the section(s) "Sport Class Status" which will outline what each sport class status means. For any additional questions please contact USA Archery at para@usarchery.org to determine the best route for you.
- 2. Am I eligible to receive an NP sport class status?** The NP sport class status option is ONLY for athletes with physical impairments that have not yet undergone national or international classification evaluation, and plan to attend a Para-sport competition where national and/or international classification evaluation is not offered.
- 3. I have a visual impairment; do I go through the NP process?** No, athletes with visual impairments cannot go through the NP process.
- 4. Who does the evaluation to determine NP status?** National classifiers for USA Archery with classification expertise.
- 5. What is the purpose of having the NP status?** To provide a temporary and provisional sport class to athletes who have not yet been evaluated by a national classification panel and who plan to attend a competition at which national classification evaluation is not being offered.
- 6. How does it work?** Athletes who have never undergone classification evaluation who plan to compete in an event where no national classification is being offered will need to submit a series of documents and/or video for review at least 4 weeks in advance of the competition. The athlete must submit medical documentation (national medical diagnostics form) including impairment diagnosis. The athlete may also be asked to

submit a series of pre-determined video clips based on the impairment type.

Documentation and video will be reviewed, and a provisional sport class(es) allocated. In some cases, additional documentation may be requested from the athlete if necessary, in order to complete assessment of the provisional sport class(es).

- 7. After I receive my NP status, what happens next?** With an NP sport class status an athlete will be listed in the national classification database for the respective sport. The ultimate goal is for the athlete to obtain a national sport class and sport class status via evaluation by a national classification panel at an approved competition, however this may not always be possible the first time the athlete competes. Athletes with provisional sport class(es) and the NP sport class status will be strongly encouraged to attend the next opportunity for national classification evaluation.
- 8. Can I compete with an NP status my entire career?** This will be determined on a case-by-case basis. If an athlete only attends one local meet a year where national classification evaluation is never offered the athlete may be allowed to keep their provisional status for a longer period of time. For athletes that attend multiple meets per year it is strongly encouraged to undergo national classification evaluation as soon as possible since the NP status is meant to be temporary. In the future a defined timeframe may be placed on how long the NP status is able to be retained by an athlete.
- 9. Can I break a record with my NP status?** No. Records can only be set by athletes with Confirmed or Fixed Review Date national sport class status or an international sport class status for the respective sport.
- 10. When I submit my forms am I guaranteed to receive a sport class(es) and NP sport class status?** No, there may be cases in which it may not be possible to accurately allocate a provisional sport class(es) based solely on video review and/or medical diagnostics information. If this is the case the athlete and/or parent/guardian will be notified as soon as practicable. The athlete must either attend a national classification evaluation opportunity in order to determine sport class(es) OR compete in the open, if offered, division at the competition.
- 11. Can I have an NP status and attend international classification evaluation without ever undergoing national classification evaluation?** All athletes are strongly encouraged to undergo the national classification evaluation process first so they can become familiar with what will occur during the international evaluation process and also to understand which sport class(es) they fit into.
- 12. What if I miss the 4-week deadline, may I still submit a request for NP sport class status?** All athletes are strongly encouraged to submit their information as soon as possible and by all published deadlines. USA Archery cannot guarantee that athletes will be evaluated for NP sport class status in time for the designated competition if the deadline is not met.
- 13. I don't have the ability to upload videos, can I still submit my medical information to be evaluated?** Please contact USA Archery at highperformance@usarchery.org for assistance in uploading required information.

14. I received my sport class(es) allocation and NP sport class status and I don't agree with the outcome given, what can I do? The NP sport class status is meant to be temporary until the athlete has the opportunity to undergo national classification evaluation. Once the athlete completes the process for the NP sport class status, they must compete with the sport class(es) allocated until such time they attend national classification evaluation.

15. I received my NP status for a local competition, but now I want to undergo national classification evaluation. How do I find a competition where national classification is being offered? Contact para@usarchery.org for more information.

APPENDIX C

National Classification Protest Form



Protest Procedures

1. Protests may be submitted by a current USA Archery classifier, athlete, coach or club.
2. A USA Archery Classifier shall be the USA Archery representative authorized to review a protest.
3. An Athlete's Sport Class may be protested within 45 days of the competition where the athlete will be participating.
4. The USA Archery National Classification Protest Form must be completed fully.
5. Copies of all the documents mentioned in the protest form must be included with the protest form and submitted to para@usarchery.org.
6. A protest fee of \$50 USD must be submitted with the protest form. The \$50 fee will be returned if the protest is upheld.

Please list below information related to the athlete you wish to file a protest against.

First Name: _____

Last Name: _____

Current Sport Class: W1 W2 ST VI 1 VI 2/3

Sport Class Status: Confirmed Fixed Review Date

Please list below the information related to the individual filing the protest.

Date: _____

Time: _____

First Name: _____

Last Name: _____

Club Name (If Applicable): _____

Role: Athlete Coach Club

Reason for the Protest (Please reference the relevant article(s) of the National Classification Policy and Procedures):

Signature: _____

USA Archery Review (For use by USA Archery Only)

Date Protest was Received: _____

Was the \$50 Protest Fee Received: Yes No

Protest Received By:

First Name: _____

Last Name: _____

Please Check Which Documentation Was Received

Consent Form

Medical Intake Form (Most Recent)

Current Classification Card

New Classification Card (Protest Result)

USA Archery Representative Signature: _____

PROTEST REVIEW (For use by USA Archery Classifier Only)

Protest Accepted: Yes No

If accepted, date and time of reassessment

Date: _____

Time: _____

Protest Declined: Yes No

If declined, explain why: _____

Outcome of the Protest

Sport Class Changed: Yes No

Sport Class After Protest: _____

Sport Class Status After Protest: Fixed Review Date Confirmed

Chief Classifier Name

First Name: _____

Last Name: _____

I hereby confirm that I have received the protest fee on behalf of USA Archery.

Signature: _____