



## SECTION 4: POLICIES

### 4.1 INAS CLASSIFICATION: RULES, POLICY AND PROCEDURE (NOVEMBER 2009 v1)

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#### SECTION ONE – INTRODUCTION, BACKGROUND AND CONTEXT

##### 1 Introduction

- 1.1 In 2007, INAS-FID adopted the IPC Classification Code, as part of the requirements placed upon all International Federations in membership of IPC.
- 1.2 This document outlines the policy and procedure adopted by INAS-FID to ensure compliance with the code, in-line with internationally agreed standards, to ensure the development of sport for people with an intellectual disability and fair and equitable competition.
- 1.3 The procedures should be read in conjunction with the IPC Classification Code available at [www.paralympic.org](http://www.paralympic.org)

##### 2 Background

- 2.1 Classification provides a structure for fair and equitable competition in disability sport. It ensures that an athlete's impairment is relevant to sport performance, and determines the minimum impairment on a sport by sport basis.
- 2.2 Classification has two important roles:
  - a) To determine Eligibility to Compete
  - b) To group Athletes for Competition
  - c) The policies and procedures outlined in this document are common to all INAS sports, and ensures standards relating to:
    - i Ensuring accountability and principles of fair play
    - ii The protection of the rights of all Athletes and Classifiers
    - iii Primary Eligibility Checks
    - iv Sport Specific Evaluation of Athletes
    - v The allocation of Sport Class Status
    - vi Protests and Appeals

##### 3 INAS Classification Process

- 3.1 The INAS Classification process is a two-stage process:
  - a) Primary Eligibility Check
  - b) Sports-Specific Classification
- 3.2 Sports Specific Classification will only begin when the Primary Eligibility Check has been completed.
- 3.3 Athletes who successfully complete the classification process will be determined "eligible for consideration for participation in intellectual disability sport".



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#### 4 Classification Master List

- 4.1 INAS will maintain, update and publish a Classification Master List of Eligible Athletes, including name, country, classification number and Sport Class Status. The Classification Master List will identify athletes that are eligible for consideration for international competitions.
- 4.2 The Classification Master List will be published on the INAS website and updated at least monthly.

#### 5 Sport Class

- 5.1 Unlike other International Federations, who manage a number of Sports Classes, INAS manages a single class for athletes with an intellectual disability. All references to sports class within this policy, should be interpreted in this way.

#### 6 Classification Personnel

- 6.1 Classification Personnel are those individuals trained and authorised by INAS to manage and conduct Classification of athletes with an intellectual disability.
- 6.2 This shall include:
  - a) Head of Eligibility - responsible for the direction, administration, co-ordination and implementation of the primary eligibility criteria, managing the International Eligibility Committee and for maintaining the Classification Master List
  - b) International Eligibility Committee member – an international committee of qualified psychologists of which at least 3 will scrutinize each athlete classification application to determine primary eligibility.
  - c) Head of Classification – to follow
  - d) Chief Classifier – to follow
  - e) Classification Panel – to follow
  - f) National Eligibility Officer
  - g) National Eligibility Committee member
- 6.3 A copy of the job description for these positions is included in Appendix One. A flowchart showing the relationship between the positions is included in Appendix 3.

#### 7 Eligibility to Compete

- 7.1 The criteria detailing how an Athlete may be considered eligible to compete in competition is detailed in section 2 & 3 (Primary Eligibility Criteria & Sport Specific Classification) and will be determined on a sport by sport basis.
- 7.2 As a consequence, an athlete may meet eligibility criteria in one sport, but may not be eligible to compete in another sport.



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- 7.3 To be eligible to compete, an athlete must have an impairment that leads to a permanent and verifiable Activity Limitation. The impairment should limit the athlete's ability to compete equitably in elite sport with athletes without impairment.
- 7.4 If an athlete has an Activity Limitation resulting from an impairment that is not permanent and/or does not limit the athlete's ability to compete equitably in elite sport with athletes without impairment, the athlete will be considered ineligible to compete.
- 7.5 If an athlete fails to meet the eligibility criteria for a particular sport, the athlete will be declared ineligible for competition in that particular sport.
- 7.6 If an athlete is deemed ineligible for competition, this does not question the presence of a genuine impairment. This is only a ruling on the eligibility of the athlete to compete under the INAS Sport Rules



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#### SECTION TWO – PRIMARY ELIGIBILITY

##### 8 Definition of Intellectual Disability

- 8.1 The Primary Eligibility Criteria used by INAS-FID is based upon the American Association on Intellectual and Developmental Disability (AAIDD, 2002) definition of intellectual disability which is consistent with that of the World Health Organisation (WHO, ICD-10 and ICF, 2001), and states:

*“Intellectual Disability is a disability characterised by significant limitation both in intellectual functioning and in adaptive behaviour as expressed in conceptual, social and practical adaptive skills. This disability originates before the age of 18”*

##### 9 The Primary Eligibility Criteria

- 9.1 Based upon the above definition, the INAS-FID Primary Eligibility Criteria to compete in intellectual disability sport is:
- a) *Significant impairment in intellectual functioning. This is defined as 2 standard deviations below the mean, that is, a Full Scale score of 75 or lower.*
  - b) *Significant limitations in adaptive behaviour as expressed in conceptual, social, and practical adaptive skills. This is defined as performance that is at least 2 standard deviations below the mean of, either:*
    - i *One of the following 3 types of adaptive behaviour: conceptual, social, or practical skills*
    - ii *An overall score on a standardised measure of conceptual, social and practical skills.*
  - c) *Intellectual disability must be evident during the developmental period, which is from conception to 18 years of age.*
- 9.2 Diagnosis of Intellectual Functioning must be made using an internationally recognised and professionally administered IQ test recognised by INAS-FID (see below)
- 9.3 Diagnosis of Adaptive Behaviour must be made using an internationally recognised and professionally administered standardised measure that has been norm-referenced on the general population including people with disabilities
- 9.4 Athletes must meet all 3 elements of the criteria to be eligible for consideration for intellectual disability sport.

##### 10 Closed list of IQ tests

- 10.1 INAS-FID recognises the most recent, standardised variations of:
- a) Wechsler Intelligence Scales – WISC (for children aged 6-16) or WAIS (for adults aged 16-90), for example HAWIE, SSAIS and MAWIE etc
  - b) Stanford-Binet (for ages 2-85+)
  - c) Raven Matrices



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#### **11 Application Process and Timescales**

- 11.1 Athletes must have completed the Primary Eligibility Check no later than the Final Entry deadline of competition. Athletes who do not have a valid Classification Number at the time of Final Entry will not be permitted to compete and the entry should be rejected by the competition organisers.
- 11.2 Applicants are recommended to allow a minimum of 3 months for INAS to complete the review process.
- 11.3 Applications for classification must be made using the form available at [www.inas-fid.org](http://www.inas-fid.org)
- 11.4 The form should be completed according to the guidance notes, and be accompanied by the required evidence of intellectual disability.

#### **12 National Eligibility Officer/National Eligibility Committee**

- 12.1 Member nations of INAS are required to appoint a minimum of a National Eligibility Officer, though some may prefer to continue to support a National Eligibility Committee. The NEO or NEC will be responsible for checking that the application form has been fully completed and that the appropriate evidence has been attached, before it is submitted to the Head of Eligibility.
- 12.2 The National Eligibility Officer, who will be a qualified psychologist, will also make an assessment of the athletes eligibility, based on the information available, and should sign the relevant section of the form.
- 12.3 It is the responsibility of member nations to appoint a National Eligibility Officer/National Eligibility Committee in accordance with job description attached in Appendix 1, and to inform the Head of Eligibility of the officer's details.

#### **13 Member Nation Authority**

- 13.1 Member nations of INAS are responsible for advising athletes and their advocates of the process of INAS Classification. They are also responsible for identifying and appointing a National Eligibility Officer/National Eligibility Committee.
- 13.2 When the application form has been completed and endorsed by the National Eligibility Officer, it must be reviewed and signed by the Member Nation representative – usually the Chairman or their nominated representative.

#### **14 Head of Eligibility**

- 14.1 INAS will appoint a Head of Eligibility to oversee the process of primary eligibility checking. The Head of Eligibility will liaise directly with member nations and will manage the International Eligibility Committee (see below).



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- 14.2 A job description for the post is attached in Appendix 1.
- 14.3 The Head of Eligibility will be appointed by the Executive Committee and will attend Executive Committee meetings, advising on all issues pertaining to Eligibility.
- 14.4 The Head of Eligibility will work closely with the Head of Classification and will be responsible for maintaining the Classification Master List, developing training and education programmes, and ensuring a consistent and efficient approach to determining Primary Eligibility.

### 15 International Eligibility Committee

- 15.1 INAS will establish and maintain a committee of international psychologists, who will conduct an independent assessment of classification applications. The committee will consist of at least 6 members and, where possible, will represent all 5 regions of the INAS membership.
- 15.2 Upon receipt, the completed application will be assessed by an administration officer at which point additional information may be requested.
- 15.3 Once satisfied that all requirements have been met, the application will be sent to three members of the Eligibility Committee for scrutiny, at which time one or more members of the committee may request additional information.
- 15.4 Where possible, committee members chosen will not be of the same nationality as the applicant.
- 15.5 The identity of the committee members reviewing an athletes application, will not be known to the applicant.
- 15.6 Only when all three committee members are satisfied that the evidential requirements have been met, may the Head of Eligibility issue a Classification number. At this time, the Athlete will be awarded Sport Class Status N (see section 3 – Sport Specific Classification). Athletes with Sport Class status N will then proceed to Stage 2 – Sports Specific Classification before they may participate in international competition.
- 15.7 At any time, one or more members of the committee may choose to seek the view of additional committee members or the Head of Eligibility, however the decision regarding eligibility may only be determined by the original three members. Where agreement cannot be reached, the Head of Eligibility will make the final decision.
- 15.8 In cases where, after additional documentation has been requested and reviewed, one or more committee members determine that the athlete does not meet the Primary Eligibility Criteria, the athlete will be informed accordingly and will be deemed



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ineligible for competition. The athlete has the right to appeal (see section 6 – Appeals Policy).

15.9 Upon successful completion of the Primary Eligibility Check, an athlete will receive a letter stating either an INAS Classification Number (Sport Class N) which enables them to proceed to Stage 2 – Sports Classification, or ineligibility to compete.

15.10 Only athletes receiving a classification number may proceed to Stage 2 – Sports Classification.



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#### SECTION THREE – SPORT SPECIFIC CLASSIFICATION AND ATHLETE EVALUATION

Under Development



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#### **SECTION FOUR - INTENTIONAL MISREPRESENTATION AND FRAUDULENT ACTIVITY**

##### **16 Sanctions**

- 16.1 INAS takes the violation of Classification rules, either intentionally or unintentionally, very seriously. INAS will enforce sanctions on Athletes, Athlete Support Personnel Sport Administrators and Member Organisation who do not observe the rules carefully or who attempt, assist or encourage an Athlete to misrepresent their abilities and skills at any stage of the Classification Process.
- 16.2 This might include, but is not limited to, presenting false or inaccurate evidence of primary eligibility, failing to attend Athlete Evaluation (the process of sport-specific classification), failing to cooperate, intentionally misrepresenting skills and/or abilities or disrupting the classification process in any other way.
- 16.3 Those who are involved in advising Athletes to intentionally misrepresent skills and/or abilities will be subject to sanctions, which are at least as severe as the sanctions enforced on the Athlete. In most cases, this will result in a lifetime ban from involvement in INAS activities.
- 16.4 INAS may publish the details of any such sanctions and may report such activities to appropriate parties including the IPC, other International Federations and National Member Organisations.

##### **17 Consequences for teams**

- 17.1 Teams who field athletes in competition who have not completed the classification process for whatever reason will face penalties as determined by the Executive Committee.

##### **18 Investigation and Sanctions**

- 18.1 In cases where it is believed a deliberate effort to misrepresent evidence, skills or abilities exists, or to compete without having completed the appropriate eligibility checks, the Head of Eligibility, Head of Classification or their nominated representative will conduct a thorough investigation into the circumstances.
- 18.2 This might include, but is not limited to, interviewing the athlete concerned in the presence of their advocate, interviewing team officials, member nation representatives and other relevant persons.
- 18.3 Athletes may choose to be accompanied by an advocate of their choice.
- 18.4 The Member Nation will be informed that an investigation is being conducted, and at discretion of the person leading investigation, the athlete, the team officials, a team or all athletes from the nation in question, may be suspended from competition until the investigation has been completed



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- 18.5 Upon completion of the investigation, a report will be submitted to the Executive Committee. Based on the findings, sanctions may be imposed:
- a) On the athlete
  - b) On the athletes advocate and team officials
  - c) On the team
  - d) On the member nation
  - e) On other individuals found to be in violation of the classification policy
  - f) These sanctions may include, but are not limited to:
    - i Suspension from competition
    - ii Suspension of membership
  - g) Legal proceedings may be undertaken by INAS in the most severe cases.
  - h) The athlete, their advocate, the member nation and other individuals affected by sanctions will be informed of the Executive Committees decision and will have the right to appeal as set out in Section 6 – Appeals Policy



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#### SECTION FIVE - PROTEST POLICY

To follow



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#### SECTION SIX – APPEALS POLICY

##### 19 Introduction

- 19.1 Appeal is the procedure by which disputes concerning Classification or Sanctions are resolved.
- 19.2 The INAS Appeals Policy details the accepted procedures for the management of classification related Appeals. It adheres to the IPC International Standard.

##### 20 Appeals Policy and Procedure

- 20.1 Where an athlete is deemed ineligible for competition, they may appeal the decision within 28 days. This should be done in writing to the Head of Eligibility.
- 20.2 The application, together with any additional evidence will be sent to the original committee for further consideration.
- 20.3 Only a member organisation (acting with the consent of the athlete) has the right to submit an Appeal.
- 20.4 A Notice of Appeal must:
  - a) Specify the party who is requesting the Appeal
  - b) Provide the name and member nation of the Athlete who is the subject of the Appeal
  - c) Identify the decision being Appealed, by attaching a copy of the decision (if written) or briefly summarising it
  - d) Specify the grounds for the Appeal
  - e) Appeals must be accompanied by the Appeal Fee (\$50)

##### 21 Appeals regarding eligibility procedure

- 21.1 Where the Appeal concerns a decision regarding eligibility, the relevant paperwork (including the Appeal) will be sent to the Head of Eligibility and the Panel members involved in determining the athletes eligibility.
- 21.2 The decision of the appeal committee will be made within 28 days of receipt, and the athlete will be notified accordingly.
- 21.3 If the appeal is turned down, then the decision will be final and a new application may not be made for a period of two years.



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#### 22 Appeals regarding sanction decisions

- 22.1 Where an Appeal concerns a disciplinary or sanction decision, an Appeal Body will be established.
- 22.2 The Appeal Body, all of whose members shall comply with and have signed a conflict of interest agreement, will comprise of no less than three individuals who have at no stage been involved with or informed of the dispute brought before the Appeal Body.
- 22.3 In order to ensure a level of independence of decisions, a majority of the members of the Appeal Body should not have any other official responsibility within INAS.
- 22.4 After considering the facts of the case, the Appeal Body shall issue a written decision resolving any Appeal. The decision shall be provided to all parties.
- 22.5 The Appeal Body shall either affirm the decision appealed from or overrule the decision. If the decision is overruled, the Appeal Body's written opinion shall specify the procedural error committed and shall direct the appropriate party to reconsider the decision in a manner consistent with Appeal Body's instructions.
- 22.6 Appeal decisions are final and are not subject to any further appeal.
- 22.7 Where possible, the Appeal Process should be concluded within 28 days of receipt of the Appeal.

#### 23 Confidentiality

- 23.1 Appeal proceedings are confidential. The parties and the Appeal Body shall not disclose facts or other information relating to the dispute or the proceedings.



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#### SECTION 7: EDUCATION AND RESEARCH

- 23.2 INAS will deliver an Education and Awareness programme to support member nations understand the Classification procedure.
- 23.3 This will include a minimum of:
  - a) Web based resources including guides and information relating to the eligibility process
  - b) A regular programme of national and/or region workshops



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#### APPENDIX ONE – JOB DESCRIPTIONS

##### 24 National Eligibility Officer

- 24.1 Must be a registered Psychologist, or equivalent, familiar with Intelligence and Adaptive Behaviour testing techniques, and in good standing with your relevant national awarding body
- 24.2 A good understanding of the definition and diagnosis of intellectual disability
- 24.3 Must work closely with your National Member Organisation

##### 25 Head of Eligibility

- 25.1 Manage and coordinate an international committee of psychologists to apply fairly and consistently the INAS-FID Eligibility Criteria.
- 25.2 Attend Executive Committee meetings and make recommendations on the eligibility process
- 25.3 Work closely with the IPC and Sport Specific Classifiers

##### 26 International Eligibility Committee member

- 26.1 Must be a registered Psychologist, or equivalent, familiar with Intelligence and Adaptive Behaviour testing techniques, and in good standing with your relevant national awarding body
- 26.2 A good understanding of the definition and diagnosis of intellectual disability
- 26.3 Able to communicate with an international team of psychologists, under the direction of the Head of Eligibility
- 26.4 Must be able to assess up to 100 applications each year.
- 26.5 Must have access to internet/email and familiar with the use of IT

##### 27 Head of Classification

to follow

##### 28 Chief Classifier

to follow

##### 29 Classification Panel

to follow



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#### APPENDIX TWO – SPORT SPECIFIC CLASSIFICATION RULES/MINIMUM CRITERIA

**To follow**



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#### 30 APPENDIX THREE – FLOWCHART

