



**International Association  
for Disabled Sailing**

## **IFDS FUNCTIONAL CLASSIFICATION**

### **SYSTEM & PROCEDURES MANUAL**

**2009 - 2012**

**Effective – 1 January 2009**

**Originally Published – December 2008**

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# **Introduction**

It is important to read this introduction, as this Document is very large and is structured in five parts:

## **Part A**

General Overview and Sailor Evaluation. This part is mainly of general interest and of specific interest for sailors

## **Part B**

Protests and Appeals. This part is for those intending to lodge, hear or manage a protest;

## **Part C**

Classifier Training, Certification and Administration. This part is mainly administrative and of interest to classifiers;

## **Part D**

Classifiers' Handbook. This part is intended for classifiers.

## **Part E**

This part consists of classification forms which may be used by sailors for classification protests and will be used by classifiers for classification.

You are advised to read or print the part or parts that interest you and refer as necessary to any other part.

There will be cross-references between the Parts and also to the International Paralympic Committee Classification Code (IPCCC) and International Standards (IPCCCIS) documents. These IPC documents are all in the complete IPCCC document at

[http://www.paralympic.org/release/Main\\_Sections\\_Menu/Classification/Code/2008\\_2\\_Classification\\_Code6.pdf](http://www.paralympic.org/release/Main_Sections_Menu/Classification/Code/2008_2_Classification_Code6.pdf)

The IPCCC contains IPC International Standards (IPCCCIS) on Athlete Evaluation, Protests and Appeals, and on Classifier Training and Certification. These IPCCCIS are mostly mandatory or strongly recommended for all major international competitions (IFDS level 1 & level 2 competition), not just the Paralympics.

If you are not sure of the meaning of a word or phrase, look and see if it is in the Glossary that is included in the IPCCC. There is also a glossary of medical terms explained for laypersons at the end of part E of this document.

The eligibility of a sailor to compete is based upon the IPCCC. Section 5.

Sailor failure to attend for Classification Evaluation, without good reason, or sailor non-co-operation during Evaluation, or intentional misrepresentation of skills and/or abilities during Evaluation, is governed by strict rules (Part A 9 - 12) based upon IPCCC Sections 9 & 10.

Throughout these documents, where the words "sailor" or "sailors" are used, they shall mean "sailor with a disability" or "sailors with disabilities".

For a specific event, following the written approval of the Executive of IFDS, the Organizing Committee may waive any part of this document.  
This waiver shall be posted on the official notice board of the event.



# **Part A**

## **General Overview and Sailor Evaluation**

There are three Paralympic boat classes for One-Person, Two-Person and Three-Person sailing. The boats used at present are respectively the 2.4, the SKUD18 and the Sonar

There are several non-paralympic classes. The classification subsystems for all these classes are based on this Functional Classification System, but are different for each class.

### **Purpose**

The purpose of the classification system is to measure the sailor's ability, in order to:

1. Enable fair and equitable competition at all levels, for mildly, moderately and severely disabled sailors;
2. In some formats, encourage crews of mixed disability, from mild to severe, to compete together and complement each other;
3. Only measure functional limitations caused by physical disability;
4. Not be affected by the sailing skills, training or talent of the participant.

### **Sailing functions**

The main functions of sailing are:

1. Operating the control lines and the tiller (Hand function);
2. Ability to see whilst racing (Vision);
3. Compensation for the movement of the boat (Stability).
4. Ability to move about in the boat (Mobility).

These functions are evaluated by any one or combination of:

1. A physical examination; (Functional Anatomical Test – FA)
2. Observation of standardized simulated sailing functions; (Functional Dock Test – FD)
3. Observation of the sailor during competition and/or training and/or out of competition. (Functional Sail Test – FS)

### **Ranking of Functional Limitations**

The degree to which different functional limitations affect the ability to undertake the functions of sailing may differ considerably from other sports or from daily living and may be different for different boats or formats. For example, the partial loss of the use of a foot is regarded as less functionally disabling in sailing than it might be in other sports.

Sailors are not classified on a specific boat position, but on all the basic skills needed in sailing (see above under Sailing functions)

# **Functional Classification System Rules for Sailors**

## **1. Eligibility for Competition**

### **1.1 IPC Criteria**

The IPCCC states under its section 5, Eligibility to Compete:

*5.2 To be Eligible to Compete, an Athlete must have an impairment that leads to a permanent verifiable Activity Limitation.*

*5.3 The impairment should limit the Athlete's ability to compete equitably in elite sport with Athletes without a disability.*

*5.4 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 should be considered ineligible to compete.*

*5.5 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.*

*5.6 If an Athlete is deemed ineligible for competition under the rules of IFDS, 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 Sport Rules of IFDS.*

### **1.2 IFDS Criteria**

At this time, sailing permits sailors with a physical disability to compete, but not sailors with only an intellectual disability. The only sensorial disability allowed for competition is blindness. All sailors must have at least minimum disability, as defined below, to be eligible to compete.

Disability solely due to mental, psychological, physiological causes, or pain, including the effects of aging or a disorder such as obesity, are not considered eligible for competition. These factors will not be taken into consideration if a sailor also has a physical disability.

### **1.3 Minimum Disability**

**1.3.1** Sailors will not be penalized for good performance due to training.

**1.3.2** If a sailor has more than 320 points in the Functional Anatomic test, or if the Classification Panel considers that the sailor is not functionally impaired while sailing, taking into consideration the level of training, he or she is given a Class of Ineligible to Compete and cannot be allowed to compete in IFDS level 1 or 2 Disabled Sailing Events. For minimum disability in visual impairment, see Part A, 1.3.8 and 8.1

**1.3.3** If the Classification Panel is unable to measure a sailor's disability they may decide that the sailor is Ineligible to Compete.

**1.3.4** A sailor who is classified as Ineligible to Compete will automatically be re-evaluated by a Classification Protest Panel. If the protest is denied, the sailor will not be permitted to compete and will have no further protest option.

**1.3.5** Sailors with a below knee amputation at the level of the ankle joint or below, are considered to be Ineligible to Compete.

**1.3.6** Sailors whose sole disability is fusion of one ankle, wrist, or more distal joints are considered Ineligible to compete, despite Functional Anatomical points that are within the eligible range, unless the Classification Panel considers there is significant impairment of sailing function.

**1.3.7** Sailors with a one trans-tibial amputation may not use their prostheses while racing, unless they have an additional disability, which, in the opinion of the Classification Panel, causes significant impairment of sailing function.

**1.3.8** Visual impairment must be at least IBSA B3, but some special rules apply under IFDS. IBSA class B3 sailors shall refer to all subsections of section 8.1 to determine eligibility for sailing.

## **2. IFDS Class and Status**

After evaluation by a Classification Panel the sailor will be notified of his/her interim Class and Status by a posting on the official notice board, as soon as possible after the completion of Classification Evaluation. A final notification of Class and Status will be posted after the end of "First Appearance" (see Part B ????)

### **2.1 Class**

Class may vary according to the format in which the sailor is competing. The Class may be:

**2.1.1** Minimum Disability (MD). Certain formats, e.g. One-Person Keelboat (2.4mR), one member of the Two-Person Keelboat crew, multihull, require only that the sailor's disability is at least that of the Minimum Disability to be eligible for competition. This Class will be listed as "Minimum Disability" or MD. Any sailor with 7 or fewer points on the FCS, or Two-Person Keelboat TPA or TPB, or for example One-Person Dinghy SPA to SPD inclusive, will automatically be eligible for competition in "Minimum Disability" formats.

**2.1.2** Points from 1 (most disabled) to 7 (minimum disability). This is primarily designed for the Three-Person Keelboat format

**2.1.3** TPA or TPB. Two-Person Keelboat. (see Part A ???Appendix ####)

**2.1.4** SPA, SPB, SPC and SPD. One-Person Dinghy. (see Part A

## 2.2 Class Status

Three types of class status may be awarded:

**2.2.1 New N Status.** Class Status N is assigned to a sailor who has not been previously evaluated by an International Classification Panel and has not had an entry Class verified by IFDS.

N Class Status includes sailors who have been given an entry Class by their National sailing authority. This national Class may be changed before or during competition.

N Class Status sailors must complete an evaluation before competing at an IFDS level 1 or 2 international event (See Race Management Manual, Part1, section 2 <http://www.sailing.org/15277.php> ) This may take place immediately prior to the event.

**2.2.2 Review R Status.** Class Status R is assigned to a sailor who has been previously evaluated by an International Classification Panel that has determined that the sailor requires a review of their Class.

The sailor's current Class is valid, but the sailor is subject to re-evaluation and the Class may be changed prior to or during competition.

Class Status R sailors include, but are not limited to, sailors:

Requiring further observation during competition to confirm their Class

- Who have fluctuating impairment
- Whose Class is still subject to protest in accordance with IFDS "First Appearance" requirements (Part B #####)

Class Status R sailors must complete evaluation before competing at an IFDS level 1 or 2 international event (as defined in the Race Management Manual, Part1, section 2 <http://www.sailing.org/15277.php>).

**2.2.3 Confirmed C Status.** Class Status C is assigned to a sailor, if he/she has been previously evaluated by an international Classification Panel, and the panel has determined that the sailor's Class will not change.

IFDS recognizes that the sailor's Class Status C is valid and will not be altered before or during competition, except in the case of a Chief Classifier Protest and then only under "Exceptional Circumstances" as defined in Part B, Protests and Appeals section 4.

Class Status C sailors should present themselves at their first attendance in a new Paralympic quadrennium to the classification panel for identification against the Master List, but are not required to complete evaluation prior to competing at an IFDS level 1 or 2 international event (as defined in the Race Management Manual, Part1, section 2)

Class C Status sailors will require to complete evaluation again if there has been a significant change in the classification system that might alter their Class. In this case, general information to this effect shall be published in the

IFDS Bulletin and circulated to all RNAs. Also, if the sailors' medical condition or assistive devices and adaptations have changed, it is their responsibility to ensure that they are re-evaluated prior to competing in a level 1 or 2 event (as defined in the Race Management Manual, Part 1, section 2 <http://www.sailing.org/15277.php>).

A Classification Administration Fee will be charged by IFDS at the first entry in each quadrennium.

Class C Status sailors may also request an additional classification such as a boat specific one, if they are not already classified for that boat.

#### **2.2.4 Change of Class and Status during an Event (only in exceptional cases)**

**2.2.4.1** A sailor's Class may be protested by the Chief Classifier during an event as detailed under Part B, section 4, Exceptional Circumstances. If the Protest panel determines that the incorrect Class is the result of an error made by a classification panel, the changed class shall not take effect until the end of the event. In all other cases, it shall take effect immediately.

**2.2.4.2** If the change in Class is to "Ineligible to Compete", there will be an automatic re-evaluation by a second Classification Protest Panel, unless there has already been an evaluation at the same event.

**2.2.4.3** If the change in Class is the result of Intentional misrepresentation of skills during evaluation, then the penalties in Part A sections 10, 11 & 12 shall immediately take effect.

### **2.3 Master List**

After Classification, a sailor's name, country, Class or Classes, and Class Status will be sent to IFDS for placement on the Master List. The sailor's name will not be placed on the Master List until the administration fee has been received by IFDS.

**2.3.1** The Master List can be accessed on the internet, but no data published in the Master List can be changed without the approval of the Head of Classification.

**2.3.2** In each new quadrennium, a new Master List will be created when sailors appear at an IFDS level 1 or 2 event for the first time. Sailors with Class Status N or R will need to be classified or reviewed. Class Status C sailors will not need reclassification except as in 2.2.3.

## **3. Personal Assistive Devices**

**3.1** When sailors present themselves for Classification Evaluation, they must declare all the personal assistive devices, adaptations, prosthesis, orthotics, etc. that they intend to use during racing. This would include seating support,

harnesses and any other device essential to enable a person to sail. These must be available for inspection by the Adaptations and Classification Panels. Sailors using any new personal assistive devices, adaptations, prosthesis, orthotics, etc. must bring these to the attention of the Adaptations and Classification Panels at the event, even though they have C Status.

**3.2** Sailors will be classified according to the agreed use of personal assistive devices and any deviation from this, during racing, could lead to a protest.

**3.3** Sailors' Class may be changed if the Adaptation and Classification considers that an adaptation enables them to function at the level of a different Class.

**3.4** Sailors in Class 1, or TPA, or SPA and SPB will not have their Class changed because of any adaptation that conforms to the boat class or format and technical rules unless that adaptation enables them to perform better than an able-bodied sailor. This is an exception to Part A, 3.3

**3.5** Classifiers have the right to come aboard to check a sailor's assistive devices and adaptations at any time, except during racing.

#### **4. Documentation**

**4.1** The IFDS may require sailors to bring to their evaluation, detailed medical documentation of their impairment in English. The documents should include, but not be limited to, relevant medical reports X-Rays or X-Ray reports, supporting classification material from other sports and videotapes or photographs. The Chief Classifier has the right to request such documentation and may decide not to issue a Class or Class Status without such documentation.

**4.2** Sailors with visual impairment and R or (N) Status shall bring IBSA certification, visual acuity and visual field charts that have been issued within the 6 months preceding the evaluation.

**4.3** It is the responsibility of the National Sailing Association to ensure that any sailor whose impairment is the result of an uncommon or rare condition provides supporting specialist documentation written in English, at his/her evaluation.

#### **5. Sailors' Responsibility for Classification Evaluation**

**5.1** It is the sailors' responsibility to be sure that they are properly classified before sailing in an IFDS level 1 or 2 event. They must be sure that their name is published on the current IFDS Master List; or, if they have not been evaluated, be sure that their name is on the schedule for Evaluation at the event. Sailors who have an N or R Class Status must also be sure that their name is on the Evaluation schedule.

**5.2** It is the responsibility of a sailor whose disability has changed to request re-

evaluation, unless the sailor is FCS Class1, TPA or SPA and his condition is deteriorating. In this case, re-evaluation is not required.

**5.3** It is the responsibility of sailors who want classification that can require a Dock Test, to ensure that their boat or team boat will be available for the Dock Test at the time they are being classified (Also see Appendix ##.) If there is a conflict between times for classification and times for the boat measurement, it is the sailors' responsibility to ensure that this conflict is resolved in good time.

## **6. Sailor Presentation for Classification Evaluation.**

**6.1** Sailors with a visual impairment, must bring to the evaluation any eyeglasses and/or spectacles and/or contact lenses that are used to correct their vision, and their documents as in 4.2.

**6.2** Only one other representative of the sailors National Sailing Authority or National Paralympic Committee may be present during the evaluation, unless requested by the Classification Panel.

**6.3** If the sailor is unable to speak English, he/she should also bring an interpreter

**6.4** A member of the Classification Panel may additionally require information on the health of a sailor prior to evaluation. Failure to provide this information on request may result in disqualification from the event. However it is emphasised that the Classification Panel is not responsible for diagnosing or treating any illness of the sailor.

**6.5** If a sailor has a condition that causes pain that limits or prohibits full effort during Classification Evaluation, he/she may not be appropriate for Evaluation at that time. The Chief Classifier could, time permitting, reschedule the Evaluation. However ultimately, if the sailor does not have a Class or Class Status, he/she will not be allowed to compete at the event.

### **6.7 Classification Consent Form.**

**6.7.1** The Classification Consent Form is part of the IFDS Classification rules. This form must be signed by the sailor to indicate their willingness to be classified and to confirm their agreement to provide full effort and cooperation throughout the classification process.

**6.7.2** This form also reminds sailors that failing to cooperate with Classifiers or failing to complete the Classification process may be subject to sanctions under Article10 "Non-cooperation during evaluation" and Article 11 "Intentionally misrepresenting skills and abilities", of the IPCCC.

**6.7.3** Signing this Consent Form includes but is not limited to:

(a) Acknowledgment that Classifiers are not held liable for any pain and

suffering experienced in the course of the evaluation

(b) Agreement to allow photographing and/or videotaping for evaluation and educational purposes.

## **7. Method of Assessment**

### **7.1 Benchmark (See Part A, Appendix B)**

Many sailors have clear-cut or benchmark disabilities. Establishing the benchmarks will also ensure that sailors are not penalised for training. A list of benchmarks will be published periodically in Part A, Appendix B and will be reassessed each year.

**7.1.1** Sailors with benchmark disabilities will be examined to confirm this. This may be done by a one classifier, but will be confirmed by another member of the Classification Panel. A full functional anatomic examination and simulated and actual sailing activity observation may not be carried out at the discretion of the Classification Panel.

**7.1.2** Out of competition procedure for Sailors with benchmark disabilities. These sailors shall be classified by two International Classifiers. One of these International Classifiers may conduct this classification by the use of photograph/video clip of the sailor. The Classifiers shall communicate their decision to IFDS and the sailor. The Sailor's name shall not appear on the Master List until the Classification Administration fee has been received by IFDS.

### **7.2 Functional Anatomical Test (FA)**

This physical examination measures strength, co-ordination and range of movement.

Only the most significant impairment (i.e. the lowest points) for each relevant movement is scored, whether strength, range of movement, or co-ordination, although any or all may be recorded on a 0–5 scale.

For example, impairment of strength is measured for complete spinal lesions, polio and other neurological weakness.

Impairment of range of movement is measured for those with congenital deformities, joint damage from injury or rheumatoid arthritis. While significant restrictions of range of movement will be taken into consideration their impact on the sailor's Class will be decided functionally rather than anatomically, by means of the Dock and Sailing tests.

Impairment of co-ordination is measured for those with neuromuscular disorders causing lack of coordination, spasticity, rigidity, tremor or involuntary movement such as cerebral palsy, multiple sclerosis, Parkinson's disease or head injuries. While abnormalities of co-ordination will be taken into consideration and recorded, their impact on the sailor's Class will be decided functionally rather than anatomically, by means of the Dock and Sailing test. For further details see Part D #####



### **7.3 Functional Dock Test (FD)**

This test of simulated sailing actions may be performed during classification in the Three-Person Keelboat or, in exceptional situations, similar style of boat at the dockside. For full details see Part D#####. It may be necessary to use the boat in which the sailor will be competing, for example, in the SKUD18, if this is not a Sonar.

The functions: "tiller", "sheeting", "cleating", "transferring" and "hiking" are measured on a 1-5 scale and recorded. The sailors may be asked to perform functions that are not usually carried out by them in their usual crew position. For further details see Part D#####

### **7.4 Functional Sailing Test (FS)**

A Classification Panel may perform this observation at any time during the period of competition, on request, in training, while sailing to and from the racecourse and while racing.

During training, practice and after racing, Classifiers may observe from close along side or come aboard the boat. The same functions as tested in the Functional Dock Test are, where possible, observed and recorded. The classifiers may ask the sailor to perform specific tasks during this observation.

"First Appearance". A Sailors' "First Appearance" time limit ends one hour after the official time limit for racing rules protests on the first day in which, in the opinion of the Chief Classifier, wind and wave conditions have been sufficient to have shown sailors' true abilities. Sailors being classified shall compete to the best of their ability during practice races. The Chief Classifier shall post a notice specifying the date & time of the end of "First Appearance" on the official notice board.

### **7.5 Impairment of Sight**

**7.5.1** All visually impaired sailors must be examined by an ophthalmologist or optometrist using IBSA (International Blind Sports Association) standards. The sailor must ensure the examiner completes Part E, Form 2.

**7.5.2** All measurements are to be performed separately in both eyes with best correction (i.e. All athletes who use contact or corrective lenses must wear them during classification, whether they intend to compete wearing them or not).

**7.5.3** Sailors with Class Status N or R, sailors shall bring to the Evaluation, completed documents ( Part E, Form 2) including visual acuity and visual field testing results, certifying their IBSA classification, together with copies of their visual field tests, if these have been carried out (if visual field tests have not been carried out, the documents should state why not). These tests MUST have been carried out within the last 6 months. Failure to bring these documents may result in sailing classification being refused. These documents MUST be submitted in the English language.

**7.5.4** If the sailor has been awarded Class Status C, no further documentation or classification is required within the period the IBSA passport is valid.

**7.5.5** In a new Paralympic quadrennium, at the first entry of sailors at an IFDS level 1 or 2 event, Class C sailors do not need to have their classification reviewed by the Classification Panel, unless there has been a significant change in the Classification rules or in the condition of the sailor. See Part A, 2.2.3.

**7.5.6** A Classification Administration fee will be charged by IFDS at the first entry in each quadrennium.

**7.5.7** Class Status C sailors may also request an additional classification such as a boat specific one, if they are not already classified for that boat.

**7.5.8** Sailors with visual problems are reminded they must be reclassified if there has been any important change to their vision, e.g. cataract removal, corneal graft, laser surgery etc. and up to date (within the last six months) documentation as described above and re-evaluation is required at the next IFDS level 1 or 2 event in which they intend to sail.

**7.5.9** Classifiers have the right to request another examination by an IBSA classifier or another ophthalmologist or optometrist at any event.

**7.5.10** If there are any doubts, the wording of the IBSA rules shall apply and official IBSA classifiers have to be consulted. However sailors must be aware that for Disabled Sailing in the Three-Person-Boat (Sonar), only the subgroup within the IBSA B3 Class as defined in 8.5, is allowed to compete.

## **8. Deciding The Class**

**8.1** The allocation of a classification class and status will depend on the presence of a benchmark disability or on any/all of the Functional Anatomic test (FA), Functional Dock test (FD) or Functional Sailing test (FS) used in Evaluation, as determined by the classification panel.

The Class may vary according to the format in which the sailor wishes to sail and a sailor may have several classes, e.g. 3, SPD, TPB, MD.

**8.2** For Class in the Three-Person format, the FA and FD scores and points are listed below and also copied in Part D Appendix ###.

CLASS	FA	FD / SAIL
1	- 160	1 - 10
2	161 – 205	11 - 15
3	206 – 240	16 - 19
4	241 – 270	20 - 21
5	271 – 280	22
6	281 – 300	23
7	301 - 320	24

**8.3** For the Two-Person Keelboat, see Part A 15.2

**8.4** For the non-Paralympic One-Person Dinghy format the details of classification are in Part A Appendix A.

**8.5** Vision Impairment (as defined by IBSA)

**8.5.1** IBSA Definitions:

Totally Blind (B1) – No light perception in either eye up to light perception but inability to recognize the shape of a hand at any distance or in any direction. The competitor cannot make use of any visual clues to assist in sailing.

Partially Blind (B2) – From the ability to recognize the shape of a hand up to visual acuity of 2/60 (0.0333) and/or visual field of less than 5 degrees radius.

Partially Blind (B3) – From a visual acuity of above 2/60 (above 0,0333) up to visual acuity of 6/60 (0,1) AND/OR visual field of more than 5 degrees radius and less than 20 degrees radius.

**8.5.2** For the sport of Sailing, the B3 class is divided into subgroups B3 – Three–Person format and B3 – IBSA (for all other classes).

(a) B3 – Three–Person format Classification –Includes sailors with BOTH visual acuity in the best eye of no better than 20/200 (0.1, 6/60) AND visual field restriction to 12 degrees (radius) in best eye or similar visual dysfunction.

(b) B3 – IBSA Classification – One-Person SPC, Two-Person TP B – Minimal Disability. Includes all other B3 sailors.

## **8.6 Vision Classification and Eligibility:**

### **8.6.1 Totally Blind – B1 Classification –**

- (a) Three–Person format 3 Points;
- (b) Two-Person TP B;
- (c) Minimal Disability MD or One-Person SPC

**Note:** Sailors with B1 classification should not sail in One-Person classes, except for those events specifically designed for the visually impaired.

### **8.6.2 Partially Blind – B2 Classification –**

- (a) Three–Person format 5 Points ;
- (b) Two-Person TP B;
- (c) Minimal Disability MD or One-Person SPC

*Note. Sailors with B2 classification should consider the risks of sailing in any One-Person class.*

### **8.6.3 Partially Blind – B3 Classification corresponding to the criteria in 8.5.2 (a) above**

- (a) Three–Person format, 7 Points (FCS Three-Person classification);
- (b) Two-Person TP B;
- (c) Minimal Disability MD or One-Person SPC

### **8.6.4 Partially Blind – B3 Classification, but not corresponding to the criteria in 8.5.2 (a) above**

- (a) Three–Person format - not eligible
- (b) Two-Person TP B;
- (c) Minimal Disability MD or One-Person SPC

## **9. Sailor Failure to Attend Evaluation**

**9.1** If a sailor fails to attend evaluation, the sailor will not be allocated a Class or Class Status, and will not be permitted to compete at that Competition in that sport.

**9.2** Should the Chief Classifier be satisfied that a reasonable explanation exists for the failure to attend the evaluation a sailor may be given a second and final chance to attend the evaluation.

**9.3** Failure to attend evaluation includes:

**9.3.1** Not attending the evaluation at the specified time or place;

**9.3.2** Not attending the evaluation with the appropriate equipment/clothing and/or documentation;

**9.3.3** Not attending evaluation accompanied by any required Athlete Support Personnel.

## **10. Non Co-operation during Evaluation**

**10.1** A sailor who, in the opinion of the Classification Panel, is unable or unwilling to participate in Evaluation shall be considered Non-Co-operative during evaluation.

**10.2** If a sailor fails to co-operate during Evaluation, that sailor will not be allocated a Class or Class Status, and will not be permitted to compete at the Competition.

**10.3** Should the Chief Classifier be satisfied that a reasonable explanation exists for the failure to co-operate during the evaluation, that sailor may be given a second and final opportunity to attend and co-operate.

**10.4** IFDS will not permit any sailor found to have been Non Co-operative during an evaluation without reasonable explanation to undergo any further Evaluation for a minimum of three months starting from the date upon which the sailor failed to co-operate.

## **11. Intentional Misrepresentation of Skills and/or Abilities**

**11.1** A sailor who, in the opinion of the Classification Panel, is intentionally misrepresenting skills and/or abilities shall be considered in violation of the Classification Rules.

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

**11.3** In addition, IFDS shall:

**11.3.1** Not allow that sailor to undergo any further evaluation for a minimum of two years from the date upon which that sailor intentionally misrepresented skills and/or abilities;

**11.3.2** Remove any Class or Class Status allocated to that sailor from its Classification Master List;

**11.3.3** Designate that sailor as IM (intentional misrepresentation) in its Classification Master List, even if the administration fee has not been paid.

**11.3.4** Not allow that sailor to undergo any further evaluation for any sport within IFDS for a period of two years from the date upon which that sailor intentionally misrepresented skills and/or abilities.

**11.4** Any sailor who, on a second separate occasion, intentionally misrepresents skills and/or abilities will receive a lifetime ban from the Paralympic Games and IFDS events.

## **12. Consequences for Sailor Support Personnel**

**12.1** IFDS shall enforce sanctions on Sailor Support Personnel who assist or encourage a sailor to fail to attend Sailor Evaluation, to fail to co-operate, intentionally misrepresent skills and/or abilities or disrupt the evaluation process in any other way.

**12.2** Those who are involved in advising sailors to intentionally misrepresent skills and/or abilities shall :

- be told to leave the event site
- be banned from any IFDS event for two years
- be reported to the appropriate parties

## **13. Consequences for Teams**

If a sailor is part of a crew and that sailor is non co-operative during evaluation, or intentionally misrepresents skills and/or abilities during evaluation, then that crew will not be permitted to compete at that event.

## **14. Paralympic Boat Classes: Specific Rules**

### **14.1 ONE-PERSON KEELBOAT (E.G. 2.4MR)**

The sailor must fulfil the criteria of minimal disability.

### **14.2 TWO-PERSON KEELBOAT (E.G. SKUD18)**

Classification System for the Two-Person Keelboat

**14.2.1** At least one of the crew of the Two-Person Keelboat shall be a female.

**14.2.2** One sailor shall be classified as TPA (Two-Person format Classification A), which is defined as either

(a) The sailor is classified as FCS 1 in the FCS 2009 (IFDS Functional Classification System & Procedures Manual 2009–2012)

or

(b) If scoring above FCS 1 on the FCS 2009, the sailor shall have an Upper Limb Functional Anatomical (ULFA) score in FCS 2009 of 80 points or less in both arms combined, together with a loss of 30 points in the better arm.

**14.2.3** The other sailor shall be classified as TPB (Two-Person System Classification B), which is defined as having at least minimal disability.

**14.2.4** Adaptive aids shall be shown to the classification committee.

For further regulations see Class Rules

### **14.3 THREE-PERSON KEELBOAT (E.G. SONAR)**

Points are given from 1 (most disabled) to 7 (minimum disability) for the individual sailor.

Maximum points: The total crew is allowed a maximum of fourteen (14) points. No sailing advantage is given to a crew with a total of less than fourteen points.

## **15. Non-Paralympic Boat Classes**

### **ONE-PERSON DINGHY. SEE PART A APPENDIX A**

Other boats, when sanctioned by the IFDS, will have their classification system and/or maximum points shown in an appendix to Part A,. Special rules may also apply to some non-Paralympic Classes as described in Part A Appendix ###.

## **16. Changes of Appendices**

Details of a Form or an Appendix may be changed at any time during the term of this Functional Classification System, if approved by the IFDS Executive Board. These changes will be posted in the IFDS Bulletin and RNAs notified as soon as possible after they are approved.

# **Part B**

## **Protests and Appeals**

**Any Sailor or official intending to lodge a classification protest, or any Organizing Committee member administering classification appeals, should read this document carefully.**

### **1. General Principles**

**1.1** Classification Protests should be submitted in accordance with these rules, which must in turn comply with the IPC International Standard, Protests and Appeals ([http://www.paralympic.org/release/Main\\_Sections\\_Menu/Classification/Code/2008\\_2\\_Classification\\_Code6.pdf](http://www.paralympic.org/release/Main_Sections_Menu/Classification/Code/2008_2_Classification_Code6.pdf)) pages 49 - 67. Any Protest that does not comply with this International Standard must be denied.

Classification Protests may only be submitted by a representative of:

1. National Paralympic Committee;
2. National Sailing Authority;
3. IFDS, usually the Chief Classifier or his/her designated official.

**1.2** A sailor's Class may only be protested once, with the exception of Protests submitted in Exceptional Circumstances (as detailed in 4.below)

**1.3** A Protest in respect of a Class allocated by an IFDS Classification Panel may only be resolved by IFDS.

**1.4** Classification Protests should be resolved in a manner that minimizes the impact on Competition participation, Competition schedules and results.

**1.5** A Classification Protest should not be resolved by Classifiers who were involved in the allocation of the Class that is being protested, unless the Protest is submitted 18 months or more after the sailor's most recent evaluation and Class allocation.

**1.6** Classification Protests during the Paralympic games shall be in accordance with the IPC International Standards as amended by the Classification Guide for the relevant Paralympic Games.

**1.7** A sailor who has been found ineligible to compete is automatically assessed by a second classification panel as described in Part A ##### After this second evaluation further protest cannot be launched.



## **2. Class Status and Protest Opportunities**

**2.1** The Class Status of a sailor indicates the protest opportunities that are available in respect of that sailor's Class. The details of Class Status allocation and definitions are shown in Part A ##### and IPCCC IS for Protests and Appeals, 4.3. A helpful flow sheet is shown in Part B, Appendix

**2.2** Submission of Classification Protests.

2.2.1 Protests will generally be submitted in competition within certain time limits detailed in **6** below

2.2.2 Protests may also be submitted out of competition as detailed in **5.2** below.

## **3. Parties who may submit a Classification Protest**

**3.1** Sailors with Class Status New N may be protested by any National Paralympic committee, National Sailing Association or the IFDS Chief Classifier for the event, following the completion of sailor evaluation and allocation of Class, subject to time limits detailed in **5. & 6**. Following resolution of the Classification Protest the sailor's Status shall be designated Review R, Confirmed C or Ineligible to Compete.

**3.2** Sailors with Class Status Review R may be protested by any National Paralympic committee, National Sailing Association or the IFDS Chief Classifier for the event, following the completion of sailor evaluation and allocation of Class, subject to time limits detailed in **5. & 6**. Following resolution of the Classification Protest the sailor shall retain Review Status or be designated Confirmed C or Ineligible to Compete Status.

**3.3** Sailors with Status Confirmed C cannot normally be protested except under Exceptional Circumstances (See 4).

## **4. Exceptional circumstances**

**4.1** Only the Chief Classifier can lodge a Protest in Exceptional Circumstances.

**4.2** Exceptional Circumstances may result from;

4.2.1 A change in the degree of impairment of the sailor.

4.2.2 A sailor demonstrating significantly less or greater ability than prior to competition, which does not reflect the sailor's current Class.

4.2.3 An error made by a Classification Panel that has led to the sailor being

allocated a Class which is not in keeping with the sailor's ability.

4.2.4 Class criteria having changed since the sailor's most recent evaluation.

**4.3** A Classification Protest made in exceptional circumstances shall follow the process detailed in 5 and 6.

## **5. Protest procedures**

### **5.1 Protest procedures during events**

5.1.1 Protest submission.

Protests may be submitted only by those persons mentioned in 1.1.2 above

5.1.2 The Chief Classifier, or a person designated by him/her, shall be the person authorized to receive Classification Protests on behalf of the IFDS at that event.

The Classification Protest must be submitted to the Chief Classifier or designated person within the time limits specified in **6**.

Classification Protests must be submitted in English, clearly written or typed on the official IFDS Classification Protest form (Part B Appendix A).

5.1.3 The information and documentation submitted should include;

- (i) The name and nation of the sailor whose Class is being protested;
- (ii) Details of the decision being protested;
- (iii) The reason for the protest;
- (iv) Any documents or other evidence in support of the protest, including names of witnesses if relevant;
- (v) The signature of the member of the National Paralympic Committee or National Sailing Authority lodging the protest, or if applicable, the IFDS Chief Classifier for the event;
- (vi) The IFDS Classification Protest fee (see **7**).

5.1.4 Upon receipt of the Classification Protest form, fee, and any documentation, the Chief Classifier shall conduct a review to determine whether all necessary information is included;

- (i) If the Chief Classifier determines that the Protest form has been submitted without all the necessary information, the Chief Classifier shall dismiss the Classification Protest and notify all the relevant parties.
- (ii) If the Classification Protest is accepted, the Chief Classifier shall notify all relevant parties of the time, date and place of the hearing by the Classification Protest Panel.

### **5.2 Protest procedures out of Competition.**

5.2.1 This type of Classification Protest shall be lodged directly with the IFDS secretariat, on the approved Classification Protest Form as in 5.1.3.,

accompanied by the protest fee in the form of a cheque or money order, in Euros, payable to IFDS (See 8.). Any relevant documentation should also be sent to IFDS. IFDS will notify, and send copies of the documents to, the Head of Classification.

(i) If, on review, the Head of Classification finds that the relevant rules and documentation have not been complied with, the Head of Classification shall dismiss the protest and return the protest form.

(ii) If the relevant rules and documentation have been complied with, the Head of Classification, after discussion with the parties involved, will decide the date, time, and place for the protest hearing and will notify the parties involved of this within 28 days, if possible. Because of the difficulty of holding such hearings out of competition, the hearing may be held at the next IFDS level 1 or 2 event.

## **6. Time Limits for Lodging a Classification Protest**

Time limits for lodging a Classification protest are as follows:

**6.1 Out of Competition Classification Protests.** There is no time limit for the lodging of these protests, except that protests of this type shall not be filed when a protest under 5.1 is applicable.

### **6.2 In Competition Classification Protests**

6.2.1 Protests of a sailor's own Class. A Classification Protest of a sailor's own Class shall be lodged within one hour of the list of evaluation of sailors' Class and Status being posted on the official notice board.

6.2.2 Protests of another sailor's Class. A Classification Protest of another sailor's class shall either be lodged within one hour of the list of evaluation of sailors' Class and Status being posted on the official notice board; or, within in the time limit specified under "First Appearance". (see 6.2.3) Protests of this type will not be accepted after the "First Appearance" time limit has expired. The Chief Classifier may lodge a Classification Protest at any time during competition (see 4. regulations for exceptional circumstances).

6.2.3 "First Appearance". A Sailors' "First Appearance" time limit ends one hour after the official time limit for racing rules protests on the first day in which, in the opinion of the Chief Classifier, wind and wave conditions have been sufficient to have shown sailors' true abilities. Sailors being classified shall compete to the best of their ability during practice races. The Chief Classifier shall post a notice specifying the date & time of the end of "First Appearance" on the official notice board.

## **7.0 Classification Protest Fee**

### **7.1 Fee**

The protest fee will be €100 (One hundred Euros). The fee should be made

payable to the IFDS through the Regatta Organizing authority. For out of competition protests, the fee should be paid directly to the IFDS through the secretariat.

## **7.2 Protests lodged by the Chief Classifier are not subject to a fee.**

## **7.3 Refunds**

If the protest is upheld, the Chief Classifier shall authorise the Organizing Authority, or the IFDS secretariat in the case of an out of competition protest, to return the sum deposited.

# **8.0 Classification Protest Panel Process**

## **8.1 General**

8.1.1 The Chief Classifier shall publish the time, date and place of the Classification Protest Panel hearing.

8.1.2 The Classification Protest Panel shall consist of at least two classifiers, of equal or greater level of certification than the classifiers who carried out the evaluation being protested.

8.1.3 The members of the Classification Protest Panel shall not have classified the sailor being protested within the preceding 18 months.

8.1.4 Attendees. The sailor being protested may be accompanied by an interpreter, approved by the Chief Classifier, and not more than one other representative of his/her National Sailing Authority.

8.1.5 All documentation submitted with the Protest Form shall be provided to the Protest Panel. Protest Panels should conduct the protest evaluation without reference to the Classification Panel which allocated the sailor's most recent Class.

8.1.6 The Protest Panel may seek medical, sport or scientific expertise in reviewing an Athlete's Sport Class.

## **8.2 Decision**

8.2.1 The sailor shall be notified of the decision as soon as practical and the decision shall be posted in writing on the official notice board within two hours of the decision being reached.

8.2.2 The decision of the Classification Protest Panel regarding the sailor's Class is final and cannot be protested again, except in certain situations with Class Status R sailors. The sailor can only appeal to the Appeal Body if he/she considers that the original Classification Panel or the Classification

Protest Panel did not follow the proper procedures. The Appeal Body cannot alter the sailor's Class under any circumstances.

8.2.3. The Classification Protest Panel may decide that they require to observe the sailor sailing in competition before reaching a final decision until at least "First Appearance" conditions are met. Sailors and teams are warned that this may affect the results and even the sailor's or team's eligibility for competition.

### **8.3 Effect of Protest decision once racing has started**

If the classification protest decision

- does not change the sailor's Class, the protest procedure is finished when the decision is posted on the official notice board
- does change the sailor's Class, but this does not infringe the rules of the team composition, the protest procedure is finished when the decision is posted on the official notice board
- does change the sailor's Class, and this result infringes the rules of the team composition (e.g. not MD anymore, not TPA anymore, or more than 14 points in a Three-Person crew), the Chief Classifier lodges a protest with the International Jury against the boat (see Racing Rules of Sailing). In handling the protest, the Jury cannot question the result of the Classification Protest.

## **9.0 Appeals**

**9.1** The Appeal Body only has jurisdiction to review Classification decisions in order to

- Ensure that all appropriate Classification and /status allocation procedures have been followed
- Ensure that all appropriate Classification Protest procedures have been followed

**9.2** The Appeal body does not have jurisdiction to review the merits of allocation of a Class or Status. Under no circumstances shall it modify a Classification decision by allocating a new Class or Status.

**9.3** The Appeal body shall hear Appeals only in cases in which all other available remedies, including but not limited to, Protest procedures, have been exhausted.

## **10.0 Appeal submissions.**

10.1 Appeals may be commenced at any time, by submitting a Notice of Appeal to the IFDS or the Chief Classifier. If the Chief Classifier has been named as a party in the Appeal, then the event Technical Delegate shall take

his/her place. The IFDS or the Chief Classifier shall promptly transmit a copy of the Notice of Appeal to the opposing party. However it is preferable to lodge an appeal at the event during which the Classification &/or Classification protest took place. Otherwise, the Appeal may have to be heard at the next IFDS level 1 or 2 event, or the Appeal may have to be heard by the IPC BAC.

10.2 Only a National Paralympic Committee or a National Sailing authority has the right to submit an Appeal .

10.3 A Notice of Appeal must:

- Specify the party who is requesting the Appeal
- Provide the name and country of the sailor whose Class and/or Status is the subject of the Appeal
- Identify the decision being Appealed, by attaching a copy of the decision (if written) or briefly summarising it
- Specify the grounds for the Appeal
- Identify all documents, evidence and witnesses to be put forward in support of the Appeal

10.4 Appeals must be accompanied by a non-refundable fee of 200 Euros. Proof of payment must be included in the Notice of Appeal.

10.5 Upon receipt of a Notice of Appeal, the IFDS or the Chief Classifier (or if the Chief Classifier is named in the Appeal, event Technical Delegate), shall conduct a review to determine whether all other available remedies have been exhausted by the party bringing the Appeal. If all other available remedies have not been exhausted, the IFDS or the Chief Classifier shall issue a written decision dismissing the Appeal.

## **11 APPEAL PROCEDURES**

11.1 If all other available remedies have been exhausted, the IFDS or the event Technical Delegate shall:

- Advise all relevant parties that an Appeal Body will be constituted for the purposes of hearing the Appeal
- Send a copy of the Notice of Appeal, and all documents, evidence and details of witnesses to the party named in the Notice of Appeal (the Opposing Party)
- Advise the Opposing Party that it must, within 28 calendar days of receiving a Notice of Appeal (or within such other period required by the IF) submit to the Appeal Body a list of all documents, evidence and expert witnesses to be offered by the Opposing Party in relation to the Appeal
- Set a Hearing location and date: the Appeal Body shall have the right, in its sole discretion, to conduct a Hearing live, by telephone conference or by video conference.

## **12 APPEAL HEARING**

12.1 The Appeal Body, all of whose members shall comply with and have signed an agreement of no conflict of interest, comprises three members of the international jury who have at no stage been involved with or informed of the dispute brought before the Appeal Body.

12.2 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 in the IFDS.

12.3 The Appeal Body may designate counsel to assist it in the Hearing.

12.4 The International Federation and the applicable National Paralympic Committee or National Sailing Authority shall have the right to be represented by counsel and, if necessary, to engage an interpreter approved by the Appeal Body.

12.5 Not more than two representatives of any party, excluding the sailor and any interpreter, shall be entitled to participate in the Hearing.

12.6 Each party shall have the right to offer documentary evidence, to submit a hearing memorandum or brief, and (subject to the Appeal Body's discretion) to call witnesses.

## **13 APPEAL DECISION**

13.1 The Appeal Body shall issue a written decision resolving any Appeal after the Hearing. The decision shall be provided to all parties, to the IPC, and to the Competition Organising Committee (in the case of Appeals conducted in connection with a Competition).

13.2 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.

13.3 The IFDS shall be responsible for ensuring that the Appeal Body's directives are followed in a timely manner.

13.4 Appeal decisions are final and are not subject to any further appeal.

## **14 CONFIDENTIALITY**

14.1 Appeal proceedings are confidential. The parties and the Appeal Body shall not disclose facts or other information relating to the dispute or the proceedings to any person or entity excluding, to the extent necessary to prosecute or defend the Appeal:

- Employees or agents of a party
- Witnesses whose testimony may be offered on Appeal
- Counsel, consultants or interpreters engaged for purposes of the Appeal.

14.2 The Appeal Body may, in its sole discretion, require all persons who attend a

Hearing to sign a statement agreeing to maintain the confidentiality of facts or information disclosed during the Hearing. Any individual refusing to sign such a statement may be excluded from the Hearing

## **15 THE APPEAL "PATHWAY"**

Appendix ##### in part E details how a typical Appeal might proceed.

## **16 APPEAL PROCEDURE DURING THE PARALYMPIC GAMES**

The Appeal Body for all Appeals submitted during a Paralympic Games shall be the IPC Board of Appeal of Classification (BAC). The IPC will be responsible for establishing the BAC in accordance with the IPC BAC Bylaws. The BAC will have jurisdiction over relevant Appeals for all Sports that take part in the Paralympic Games.

## **17 PROTESTS IN EXCEPTIONAL CIRCUMSTANCES**

All Protests brought in Exceptional Circumstances should follow a similar process to the above, except for obvious communication and notification revisions. Such Protests shall follow the process stipulated by the IFDS Classification Rules.

## **18 FORMS AND PROCEDURAL GUIDES**

All forms and procedural guides relevant to Protests and appeals can be found in Part E



## **PART C**

### **CLASSIFIERS' ROLE, TRAINING AND CERTIFICATION, CLASSIFICATION PROCEDURES AND ADMINISTRATION**

#### **1. CLASSIFIERS**

##### 1.1 National Classifiers (Recommendations)

All Recognized National Authorities are encouraged to appoint National Classifiers who will be suitably qualified and competent to classify sailors at National Events. These will be nominated by the Recognized National Authorities and will be chosen from Doctors, Physiotherapists and other appropriate paramedicals. They should have experience of sailing.

Their nominations will be confirmed by, and they will be trained by the Chief National Classifier of that country, if possible. If there is no Chief National Classifier in a country, that National Classifier should act as interim Chief National Classifier and receive training at IFDS classification seminars, and be approved by the IFDS Medical Committee.

Role of a National Classifier – Primarily to classify sailors in their own country, prior to an event. They can award a Class but only with New (N) Status. Such a classification will be valid for any event but can be over ruled by a classification produced by an International Classification Panel.

They should attend one national event per 4 years.

##### 1.2 Chief National Classifiers

A Chief National Classifier will be appointed by the RNA's of each country and are trained and approved by the Head of Classification and the IFDS Medical Committee.

Role – Primarily to classify sailors in their own country. They supervise, train, and are responsible for, the National Classifiers.

The Chief National Classifier should assist classification at an IFDS Level 1 or 2 event under the supervision of an International Classification Panel at least once in order to be nominated as a Chief National Classifier. All Chief National Classifiers should attend a classification seminar (preferably an International seminar) once every 4 years or after classification rules have changed. Recertification should occur every 4 years and is at the discretion of the Head of Classification and the IFDS Medical Committee.

### **1.3 IFDS International Classifiers**

There will be three levels of International Classifiers (IC):

Trainee,  
Level 1 (Junior), and  
Level 2 (Senior)

#### **1.3.1 Trainee International Classifier.**

A person who is in the process of formal training by IFDS but who is not yet certified as an International Classifier and may not be appointed as member of a Classification Panel. He/she shall participate as an assistant, but cannot allocate a Sport Class and Sport Class Status.

He/she may become a candidate for initial appointment as an International Classifier and shall:

5. be a qualified medical practitioner, a qualified physiotherapist or other appropriate qualified paramedical;
6. have sailing experience, and be familiar with the different boats used in Paralympic competition
7. have intimate knowledge of the Classification procedures, and display the physical capability to fulfil the requirements needed by an International Classifier,
8. be proficient in the English language;
9. display the temperament and behaviour expected of an IC at a principal event and agree to support the policies of IFDS, ISAF and IPC;
10. be willing to contribute to the development of the Classification programme, to communicate in an appropriate manner with IFDS members and
11. to help further the objectives, rules and regulations of Classification;

#### **1.3.2 Level 1 (Junior) International Classifier (JIC 1)**

Role:

Level 1(Junior) International Classifiers will have to classify at IFDS Level 1 or 2 events and be an instructor at International seminars.

Certification:

A person who has attended at least one International Classification Seminar and has passed a written examination to show an intimate knowledge of the Classification procedures in all aspects. Applicants who fail the examination may take a new examination, but not normally within 6 months after the first one, unless there are special circumstances. Applicants who fail the examination more than once shall be assessed on an individual basis.

Furthermore, to qualify as à Level 1 Junior IC, the candidate will have classified as assistant at least twice at IFDS level 1 or 2 events with at least one Three-Person Keelboat classification under the supervision of a Level 2 (senior) International Classifier. The two events should within the four years prior to application. Before becoming a Level 1 Junior IC, the person has to sign the Code of Conduct.

Appointment as a Level 1 IFDS Classifier is NOT automatic on completion of these

training requirements. He/she will be nominated by the Head of Classification and the IFDS Medical Committee and confirmed by the IFDS Executive Committee. The Head of Classification and the IFDS Medical Committee reserve the right to nominate

International Classifiers on the basis of, but not limited to, the following items

- adherence to the Code of Conduct
- desired total number of International Classifiers
- support geographic distribution of International Classifiers.

-

Recertification:

Level 1 (Junior) International Classifiers will have to classify at a IFDS Level 1 or 2 event at least twice in four years, and be an instructor at one International seminar to be recertified. Recertification should occur every four years by the IFDS Executive Committee after a nomination by the Head of Classification and Medical Committee.

### 1.3.3 Level 2 (Senior) International Classifiers (SIC 2)

Role:

Classify at IFDS level 1 or 2 events, with experience in each Paralympic Class. They shall instruct at International Seminars and be Chief Classifier at events. To be a member or chair in a Classification Protest Committee.

Certification:

He/she shall have served during one paralympic quadrennium as a Level 1 Junior International Classifier with at least one Three-Person Keelboat classification, have been recertified and their work shall have been approved by the Head of Classification and Medical Committee and confirmed by the IFDS Executive Committee. It is desirable to have been member in a Classification Protest Committee.

Recertification:

To be recertified as a SIC2, they shall have classified at a minimum of three IFDS level 1 or 2 events in the preceding four years, with experience in each Paralympic Class. They shall also have instructed at one International Seminar and also be a Chief Classifier at one event. It is desirable to have been member in or chaired a Classification Protest Committee.

Recertification should occur every four years after nomination by the Head of Classification and Medical Committee.

The Head of Classification and Medical Committee with the approval of the IFDS Executive Committee may waive one or more of these criteria in the light of exceptional circumstances.

### 1.3.4 Classifier training and certification

The basic requirements for initial appointment as an International Classifier are set out

in Section 1.3.1-1.3.3

Curriculum at Classification seminars will include but is not limited to

- History of classification in sailing,
- Overview on the IPC Classification Code
- Overview on the current FCS (e.g. minimal disability, sport class, sport class status, deciding the rating, etc)
- Theory of anatomical examination, sailing simulation tests and sailing observation.
- There will also be hands on experience of classification tests (FA and FD) and sailing observation. Familiarity with the classification manual and rules will be achieved.
- Overview of the Paralympic Boat Classes and the adaptations and possible influence on the classification result.
- Introduction to Classification Protest regulations
- The Code of Conduct will be emphasised including respect for other nations and cultures.

Each attendee at the seminar will receive a certificate of attendance or a certificate of successful attendance after passing a written exam.

1.3.5 When considering an application, for Appointment or Re-Appointment, the Head of Classification and Medical Committee shall also consider the following;

- whether the candidate has demonstrated the required knowledge and the appropriate application of both the IFDS classification Rules and the IPC Classification Code and its associated International Standards including the Code of Conduct;
- the importance of the principal events. These shall be judged by whether they are national or international events, and whether the candidate was Chief Classifier for Event or member of the Protest committee ;
- the number of athletes classified;

in addition, before recommending any candidate for nomination as an International Classifier, the Head of Classification and Medical Committee shall consider:

- any comments received by means of the sailors, fellow Classifiers, or any other appropriate channel;
- the candidate's relevant International committee experience;
- such other information that the ICSC may consider relevant.

### 1.3.6 Maintenance of Certification

International Classifiers may be recertified, subject to the approval of the Head of Classification and Medical Committee, if they meet the conditions laid out in 1.3.3 and 1.3.4 above. Should Classifiers let their recertification lapse by failing to meet these conditions, they may apply to the Head of Classification for reinstatement. This will depend on them attending another Classification seminar and obtaining the approval of the IFDS Medical Committee and IFDS Executive Committee. The reasons for the lapse

of recertification may also be taken into account in the decision.

### 1.3.7 Notification of Certification

1.3.7.1 The Head of Classification may appoint an individual authorized to certify Classifiers on his/her behalf.

1.3.7.2 Once a Classifier has met the IFDS requirements, the Head of Classification or delegate, shall issue a Classifier's Certificate. The information provided shall be copied to the National Sailing Authority.

1.3.7.3 The Classifier shall be notified of the pathway to further develop competencies and the requirements for maintaining certification as detailed in the FCS 2009 ,Part C, 1.3

1.3.7.4 Classifiers who have been recertified under 1.3. shall be notified and those who have failed to meet the requirements for recertification will also be notified with details of what they can do to be recertified.

1.3.7.5 The IFDS and Head of Classification shall maintain a list of Classifiers for Sailing

### 1.4 Head of Classification

The IFDS Executive will appoint a Head of Classification, who will be responsible for all direction, administration, co-ordination, and implementation of classification matters. His/her tasks can be shared with a classification Sub-Committee

1.4.1 The duties of the Head of Classification may include, but are not limited to:

- Examine the current status of Classification on a regular basis
- Lead the design, planning and recommendation of programs and policies to ensure that Classification Rules comply with the IPC Code and IPC International Standards and Race Official Standards of ISAF
- Appoint Classifiers for appropriate composition of Classification Panels for competitions, including appointment of Chief Classifiers
- Organize and conduct Classifier training and certification
- Maintain and regularly update a secure classification database to ensure classification records are accurate, or appoint an individual to maintain and update the database
- Maintain and regularly update a Classifier database to track classifier activity and certification.
- Maintain and regularly update the IFDS Classification Master List of sailors, or appoint an individual to do this.
- Inform Classifiers of any changes in the Classification rules and consult for feedback on issues which affect sailing and classification rules and
- Liaise with all relevant external parties, such as the IPC Classification Committee and IPC Medical and Scientific Department, and Organizing Committees and ISAF Race Officials Committee or any relevant party of ISAF.

- Be chairman of the International Classifiers and take care that each Level 1 Junior International Classifier has the opportunity to classify at an IFDS Level 1 or 2 event at least twice in four years; and each Level 2 Senior International Classifier has the opportunity to classify at a level 1 IFDS event at least twice in four years;
- Organize or delegate to organize classification seminars and be an instructor at a classification seminar (at least one of which is an International seminar) twice in four years.

### **1.5 Chief Classifier.**

The Head of Classification will appoint a Chief Classifier for an Event, or may take on the position himself/herself.

1.5.1 The duties of the Chief Classifier include, but are not limited to :

1. Administer and co-ordinate classification matters for an IFDS event in accord with the IPC International Standards for Athlete Evaluation and International Standards for Protests and Appeals
2. Liaise with Organizing Committees and teams before an event to identify and notify sailors who require evaluation for Class and Status.
3. Liaise with Organizing Committees and Technical delegates before an event to ensure travel, accommodation and working logistics are provided for Classifiers.
4. Supervise Classifiers to ensure that classification rules are applied appropriately during a specific event
5. Supervise Classifiers and Trainee Classifiers in their duties as members of Classification Panels, and monitor their level of classification competencies and proficiencies
6. Ensure that the IFDS formally acknowledges the Classifiers that assist with an event

1.5.2 Specific tasks at events include but are not limited to:

1. Obtain from the Organizing Committee, well ahead of the event, a list of sailors entering an event and cross check this with the sailors' master list to determine which sailors are new, those who require review and those who are of Confirmed status C and do not require evaluation.
2. Make a schedule for evaluation and post this on the official notice board.
3. Have a supply of evaluation forms, and evaluation result forms available
4. Have a supply of classification protest forms available
5. Have a supply of protest decision forms available
6. Post a list of the results of evaluation of sailor Class and Status as soon as possible after evaluation and ensure that evaluation result forms are given to the sailors.
7. Receive and organize any classification protests, including organization of any classification protest panels.
8. Have the results of protest of sailor Class and Status posted on the official notice board as soon as protests are completed.
9. Have forms for sailor Class and Status after first appearance available for distribution to the sailors after the final Class and Status results are posted.

## **2 CLASSIFYING PANELS AT DISABLED SAILING EVENTS**

### **2.1 Classification Panel (CP) at IFDS Level 1 & 2 Events**

2.1.1 A Classification Panel will be appointed for an event, by the Head of Classification in accordance with the event Organizing Committee. The Classification Panel will consist of at least four IFDS International Classifiers (Two teams of two). A Chief Classifier will be appointed for that particular event by the Head of Classification, who may sometimes appoint himself/herself to that position.

2.1.2 The Classification Panel shall produce an interim list of all competitors and their Class as soon as possible after assessment and before "First Appearance". A final list of Class and Class Status shall be produced at the end of "First Appearance".

**2.2 For other IFDS Recognized level 3 events**, it is recommended that a Classification Panel would include at least one IFDS International Classifier. Any classifications made by such a Panel can only be Status N. However, if the Panel included at least two IFDS International Classifiers then the classification could be C or R Status.

### **2.3 Classification Protest Panel (See Part B, rule 8).**

### **2.4 Disabled Sailing Events Not Sanctioned by IFDS (Guidelines)**

1. Use of the FCS 2009 classification rules is encouraged, but in the event of protests relating to classification, the IFDS is under no obligation to be involved. If a Member National Authority(s) wants a non-sanctioned event to be a qualifier for a sanctioned event, that MNA(s) will assume financial responsibility for classifiers, protest panels, etc.

2. Event Classification Panel (ECP). One National or International Classifier would be the Chair of the ECP and the two other members would be medical or paramedical professionals with sailing experience. The classifications that are awarded are subject to protest.

3. Event Classification Protest Panel. This will be as determined by the event organizers.

### **2.5 Equipment and Administrative Staff required for Classification.**

See Race Management Manual Appendix C, <http://www.sailing.org/15277.php>  
See Part ?, Appendix #####

## **3 IFDS CLASSIFICATION DOCUMENTATION**

There are two kinds of IFDS Classification documentation, a National Card (or National

Classification Master List) and the IFDS International Classification Master List.

### **3.1 A National Classification Card**

can be issued by a National Classifier. The only classification status that will be given is N. This will permit the sailors to compete in National Events. It does not permit competition in an IFDS Level 1 or 2 event without reclassification by a Classification Panel.

### **3.2 IFDS Classification Master List**

The IFDS must maintain a Classification Master List accessible on the internet. This Master List shall ONLY give the sailor's name, country, Class or Classes, Status and the date classified. No other sailor information shall be posted. The Head of Classification must approve all changes to the Master List

Posting of the sailor's name on the Master List is subject to payment of the Classification Administration Fee to IFDS for each Quadrennium. It is the RNA's and/or sailor's responsibility to check the Classification Master List, and to notify IFDS if they think the data not is correct.

## **4 CLASSIFIER CODE OF CONDUCT**

### **4.1 General principles**

4.1.1 The role of Classifiers is to act as impartial evaluators in determining an Athlete's Sport Class and Sport Class Status. The integrity of Classification in the Paralympic Movement rests on the professional conduct and behaviour of each individual Classifier.

4.1.2 All Classifier Personnel must adhere to the IPC Code of Ethics (IPC Handbook).

4.1.3 The Classifier Code of Conduct includes:

- Recognition of the need to preserve and encourage confidence in the professionalism of Classification Rules and the Classification Personnel. This confidence must be inherent within all those involved in the Paralympic Movement and within the general public
- Description of transparent and agreed-upon standards of practice and provide a meaningful set of guidelines for professional conduct of classification personnel
- Provision to others (including, but not limited to Athletes, Athlete Support Personnel, administrators, Organizing Committees, media and the public) of criteria by which to assess the professional conduct of classification personnel.

### **4.2 Classifier compliance with the Classifier Code of Conduct**

4.2.1 Classifiers should value and respect the Athletes and Athlete Support Personnel and:

- Treat Athletes and Athlete Support Personnel with understanding, patience, and dignity
- Be courteous, objective, honest and impartial in performing their classification duties for all Athletes, regardless of team



affiliation or national origin

- Accept responsibility for all actions and decisions taken and be open to discussion and interaction with Athletes and Athlete Support Personnel in accordance with the International Standard for Athlete Evaluation and the International Standard for Protest and Appeals, and IFDS and/or competition rules
- Perform classification duties and related responsibilities while not being under the influence of alcohol or illegal substances
- Maintain confidentiality of Athlete information whenever possible, according to the International Standard for Athlete Evaluation and the International Standard for Protest and Appeals.

#### 4.2.2 Classifiers should respect the Classification Rules and:

- Accurately and honestly represent their qualifications and abilities when applying for training and certification and when accepting classification appointments to competitions
- Understand the theory and practical aspects of the Classification Rules and make them widely known and understood by Athletes and Athlete Support Personnel
- Continuously seek self-improvement through study of the Sport, Classification Rules, mentoring lesser-experienced classifiers and developing trainee classifiers
- Perform duties without yielding to any economic, political, sporting or human pressure
- Recognize that anything that may lead to a Conflict of Interest, either real or apparent, must be avoided
- Disclose any relationship with a team, Athlete or Athlete Support Personnel that would otherwise constitute a Conflict of Interest.

#### 4.2.3 Classifiers should respect their colleagues, and:

- Treat all discussions with colleagues as confidential information
- Explain and justify decisions without showing anger or resentment
- Treat other Classifiers with professional dignity and courtesy, recognizing that it is inappropriate and unacceptable to criticize other Classifiers, Games Officials or Technical Advisers in public
- Publicly and privately respect the decisions and decision making process of fellow Classifiers, Games Officials and Technical Advisors whether you agree or not
- Share theoretical, technical and practical knowledge and skills with less experienced Classifiers and assist with the training and development of Classifiers in their respective sports in accordance with the International Standards for Classifier Training and Certification.

### **4.3 Consequences of Non-compliance with Classifier Code of Conduct**

4.3.1 IFDS shall develop and implement procedures for reporting and handling complaints including a procedure for investigating complaints (for example, the appropriate authority in IFDS may be a Legal Committee).

4.3.2 IFDS may take disciplinary action against Classifiers if a violation of the Classification Code of Conduct occurs.

4.3.3 Classifiers must acknowledge and accept that disciplinary action against

them may include a variety of sanctions from verbal or written reprimand to revoking their certification as a Classifier in the IFDS .

## Part D Handbook

# Part E APPENDICES

## APPENDICES to Part A

### APPENDIX A 1 *BENCHMARKS*

#### NOTE

1. Double or bilateral amputations and upper limb together with lower limb amputations, already have the “bonus” as detailed in Rule 2.3 taken into account when allocating their class in this Appendix.
2. High and low paraplegics have been removed from this list as the functional distinction between these depends on the presence or absence of trunk stability. This can be seen at variable spinal levels and must be determined by the classifiers. In general, however, most high paraplegics will be class 2 and most low paraplegics will be class 3.

#### CLASSIFICATION

1. Quadriplegic, complete  
Double Through Shoulder Amputation.
2. Double Above Elbow Amputation  
One Above Elbow Amputation & One Below Elbow Amputation
3. One Above Knee Amputation & One Above Elbow Amputation  
Double below Elbow Amputation
4. One Through Shoulder Amputation  
Double Above Knee Amputation  
Double Below Knee Amputation without prostheses  
One Above Knee and One Below Knee Amputation without prostheses
5. One Above Elbow Amputation  
One Above Knee Amputation & One Below Knee Amputation, with prostheses
6. Double below Knee Amputation, with prostheses  
One below Elbow Amputation
7. One Above Knee Amputation  
One Below Knee Amputation without prosthesis (excluding Symes Amputation).

## **APPENDIX A 2**

### **Classification for One-Person (SP) Dinghy**

This system may be used for a variety of One-Person boats where the sailor is in a central seated position. Because there is no need to transfer from side to side or hike out in such boats, only the following skills are measured.

1. Navigation of the boat using a tiller, foot steering, or other device.
2. Control of sails using a sheet or other device.
3. Fastening or securing the sail with a cleat or other device.

The event Organizing Authority may exclude or combine whichever classes it wishes, though for IFDS sanctioned events, prior written authority must be obtained from the IFDS Executive Board to do so.

#### **Classes**

**(SP A)** – One-Person class 1 Sailors with “Very Severe Disability”, requiring total servo assistance (both sheeting and steering).

**(SP B)** – One-Person class 2 Sailors with “Severe Disability”, requiring partial servo assistance.

**(SP C)** – One-Person class 3 Sailors with limited sailing abilities in one, some, or all of the skills above (predominantly upper limb disability). B2 and B3 visually impaired. B1 & B 2 visually impaired should also see caution in 3.2.

**(SP D)** – One-Person class 4 All other sailors with minimum disability (See 1.2)

### **Allocation of Points from the Dock or Sailing Tests**

SP A	3
SP B	4 – 7
SP C	8 – 10
SP D	11 - 15

For more detail, see Part C, Appendix ###

## **APPENDIX A 3**

### **FCS 2009 – Modifications for Non Paralympic Boat Classes**

Classification for Sailors who are competing in IFDS level 1 or 2 events, in Trapseat or other boats that are NOT Paralympic classes; and where sailors are only required to meet minimal disability standards (Rule 1.3)

#### **1. General**

Sailors with a Class of 1-7 (C or R), TPA or TPB, SPA, SPB, SPC, SPD and MD (minimum Disability) will be eligible to compete in these boats without an additional Classification administration fee. For Class (N) sailors, the classifiers can determine minimal disability standards on the basis of Benchmarks (Part A, Appendix B), or a Functional Anatomical Test. In the unlikely event that there is still doubt about a Sailor's eligibility, the classifiers may, at their discretion, carry out a Functional Dock Test, modified if necessary, in any available type of boat of their choice.

#### **2. Classification Administration fee**

For classification for competition restricted to these boats, the IFDS Classification Administration fee is still charged. Should the Sailor subsequently want to be classified for a Paralympic class, during that quadrennium, reclassification will have to take place but no additional Classification Administration Fee will be charged. Sailors with R status will be reviewed, but at no additional fee.

#### **3. Classification Panel**

For IFDS level 1 or 2 events involving Non-Paralympic boat classes, rule ### is amended for World Championships, such that the Panel should comprise four classifiers. Two should be International Classifiers and two Chief National or National Classifiers. They should work as two teams with one International in each team, so that, in the event of a classification protest, the other team can sit on the protest committee.

#### **4. Minimum Disability**

Part A, 1.3.7 shall not apply.

# **APPENDICES to Part B**

## **APPENDIX B 1**

### **Classification Protest Form**

**Name of Event**

**Protest registered by**

**Country**

**Signature**

**Classification Protest type**

**In Competition / Out of Competition**

**Protested Name**

**Country**

**Has been informed of the classification  
protest against him/her:**

**Yes / No**

**Fee Euros 100**

**REASON FOR PROTEST**

**Protested sailor's current Class and Status.....**

## WITNESSES

Name

Country

Has been  
informed  
that  
he/she  
may be  
called as  
a witness

Yes

No

Name

Country

Has been  
informed  
that  
he/she  
may be  
called as  
a witness

Yes

No



---

***FOR REGATTA OFFICE USE ONLY***

***Written Classification Protest Form received at:***

**Date:**

**Time:**

**Signed on behalf of the Chief Classifier**

**Classification protest accepted for further investigation:**

**Yes**

**No**

**Signed:**

**Date:**

**Time:**

---

***Chief Classifier***

---

**Facts found**

**Conclusions**

**Decision and rules involved**

**The IFDS International Class and Status**  
of.....  
.....(Country)..... as..... remains  
unchanged.

**The IFDS International Class and Status**  
of.....  
.....(Country)..... has been changed  
to .....

---

**Classification Protest Panel members**

---

**Chairman's signature**  
.....

**Date .....** **Time**  
.....

## **APPENDIX B 2 Classification Protest Denied Form**

**The protest of the classification of .....**

**(Country).....as Class..... Status.....**

**by.....(Country).....**

**Has been denied and the Class and Status remain unchanged.**

**Signature of Protest Panel Chair Date.....**

## **APPENDIX B 3      Classification Protest Upheld Form**

**The protest of the classification of .....**

**(Country).....as Class..... Status.....**

**by.....(Country).....**

**Has been upheld and the Class and Status of .....**

**(Country) .....has been changed to Class.....Status.....**

**Signature of Protest Panel Chair Date.....**

## **APPENDIX B 4    Classification Appeal Form**

**Name of Event**

**Appeal registered by**

**Country**

**Signature**

**Appeal type**

**In Competition / Out of Competition**

**Protested Name or body**

**Country**

**Has been informed of the appeal**

**Yes / No**

**Fee Euros 200 (Non refundable)**

**REASON FOR APPEAL**

**Protested sailor's current Class and Status.....**

## WITNESSES

Name

Country

Has been  
informed  
that  
he/she  
may be  
called as  
a witness

Yes

No

Name

Country

Has been  
informed  
that  
he/she  
may be  
called as  
a witness

Yes

No

---

**FOR REGATTA OFFICE USE ONLY**

*Written Classification Appeal Form received at:*

**Date:**

**Time:**

Signed on behalf of the Chief Classifier, or IFDS

Appeal accepted for further investigation: Yes No

Signed:	Date:	Time:
---------	-------	-------

*IFDS or Chief Classifier*

Facts found

Conclusions, including any procedures not properly followed

**Decision (Strike out the sentences which are not applicable)**

The Classification decision is affirmed

The classification decision is overruled

**As the decision is overruled the Appeal body recommends the following:**

---

**Appeal Body members**

---

**Chairman's signature**



.....

**Date .....** **Time**  
.....

## **APPENDICES to Part C**

### **APPENDIX C 1**

#### **CLASSIFIER'S CERTIFICATE – LEVEL 1**

This is to certify that

---

Country \_\_\_\_\_

Has met the IFDS requirements for certification and is approved and certified as a Level 1 Junior International Classifier.

\_\_\_\_\_ Date\_\_\_\_\_

IFDS Head of Classification

## APPENDIX C 2

### CLASSIFIER'S CERTIFICATE – LEVEL 2

This is to certify that

---

Country \_\_\_\_\_

Has met the IFDS requirements for certification and is approved and certified as a Level 2 Senior International Classifier.

\_\_\_\_\_ Date\_\_\_\_\_

IFDS Head of Classification

## APPENDIX C 3

### CODE OF CONDUCT & ETHICS IFDS INTERNATIONAL CLASSIFIERS

1. I am a volunteer serving IFDS.
2. I have a working knowledge and am conversant in the English language
3. I shall seek to be fully informed in order to apply the up-to-date guidelines, policy and procedure of IFDS Classification and Sailing Rules to the best of my ability.
4. I shall respect the sailors and coaches/team leaders by:
  - Maintaining a courteous attitude during the classification process and officiating of the competition
  - Involving the sailor and coach/team leader in discussions in matters pertaining to their sailor's classification issues.
  - Handling protests in a fair, non-threatening and non-arbitrary manner.
  - Performing my duties without the influence of alcohol or illicit substances.
5. I shall respect the decision making process by:
  - Treating discussions as confidential information
  - Maintaining confidentiality of the sailor's information
  - Respecting other classifiers, technical advisers and/or officials
  - Being able to justify and explain my decisions without showing anger or resentment.
  - Acknowledging the Technical Delegate or Head of Classification as the spokesperson
  - Remembering that I act for the sport of Sailing and the classification process and not for my nation
  - Performing my duties without yielding to any economic, political, sporting or human pressure
  - Respecting the deliberations of my fellow Classifiers.
6. Thereby accepting my position as an IFDS Classifier, I commit myself to:-
  - respect this Code of Conduct and Ethics;
  - distance myself from any gender orientated, political, religious or nationalistic bias;
  - remain impartial and show no sign of favoritism or support for friends or members of my own country
  - always give my best when performing the function of an IFDS Classifier
7. In my position as an IFDS Classifier, I acknowledge and accept that
  - IFDS may take disciplinary action against Classifiers if a violation of the Classification Code of Conduct occurs,
  - that disciplinary action against them may include a variety of sanctions from

verbal or written reprimand to revoking their certification as a Classifier in the IFDS

.

NAME OF CLASSIFIER [PLEASE PRINT]:

\_\_\_\_\_

SIGNATURE OF CLASSIFIER:

\_\_\_\_\_

DATE:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICIAL USE ONLY

DATE OF RECEIPT:\_\_\_\_\_

SIGNATURE:\_\_\_\_\_ STAMP:

## APPENDIX C 4

### CODE OF CONDUCT & ETHICS IFDS TRAINEE CLASSIFIERS

1. I am a volunteer in the service of IFDS.
  - I understand that to be considered a trainee classifier I have to participate in an authorized course and/or actively classify.
  - I must be conversant in the English language.
2. I shall seek to be fully informed in order to apply the up-to-date guidelines, policy and procedure of IFDS Classification and Sailing Rules to the best of my ability.
3. I understand that:
  - Participation at a course does not automatically mean accreditation; and
  - Accreditation can only be granted by the Executive Committee on the proposal of the Medical Committee, after nomination by my national authority
4. I shall respect the sailors and coaches/team leaders by:
  - Maintaining a courteous attitude during the classification process and officiating of the competition
  - Involving the sailors and coach/team leader in discussions in matters pertaining to their sailor's classification issues.
  - Performing my duties while not being under the influence of alcohol or illicit substances.
5. I shall respect the decision making process by:
  - Treating discussions as confidential information
  - Maintaining confidentiality of the sailor's information
  - Respecting other classifiers, technical advisers and/or officials
  - Being able to justify and explain my decisions without showing anger or resentment.
  - Acknowledging the Technical Delegate or Head of Classification as the spokesperson
  - Remembering that I act for the sport of Sailing and the classification process and not for my nation
  - Performing my duties without yielding to any economic, political, sporting or human pressure
  - Respecting the deliberations of my fellow Classifiers.
6. Thereby accepting my position as an IFDS Trainee Classifier, I commit myself to: -
  - respect this Code of Conduct and Ethics;

- distance myself from any gender orientated, political, religious or nationalistic bias;
- remain impartial and show no sign of favoritism or support for friends or members of my country
- always give my best when performing the function of an IFDS Trainee Classifier.

NAME OF TRAINEE CLASSIFIER:

\_\_\_\_\_  
[PLEASE PRINT]

SIGNATURE OF TRAINEE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
OFFICIAL USE ONLY

DATE OF RECEIPT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

STAMP:

## APPENDIX C 5

### CODE OF CONDUCT & ETHICS OBSERVERS AT IFDS SAILING CLASSIFICATION COURSES

To be granted permission to observe classification at an IFDS Sailing course during a Sailing event, I agree to the following:

- ☐ I understand that I can only act as an observer and not interfere in any way with the classification process
- ☐ I understand that all conversations and discussions that take place in the classification process are strictly confidential
- ☐ I understand that any information that may be gained from observing cannot be used to issue a protest against an athlete or used for the interest of my country or region that I represent
- ☐ I understand that I can only take photographs or video taping with the prior permission of IFDS

NAME OF OBSERVER: \_\_\_\_\_  
[PLEASE PRINT]

SIGNATURE OF OBSERVER: \_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OFFICIAL USE:  
DATE OF RECEIPT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ STAMP: \_\_\_\_\_



## APPENDICES to Part D – Handbook -

### APPENDIX D 1 – FUNCTIONAL CLASSIFICATION DOCUMENTS

The forms below are a copy of the Functional Classification Sailing Form used by International Classifiers to carry out International Classifications. These forms can be used by National Classifiers as a template for obtaining the required information from sailors and should therefore not be referenced to IFDS.

#### **PART 1 – CLASSIFICATION AGREEMENT – To be completed by the sailor.**

PERSONAL DETAILS	
Surname:	First name:
Gender: Male:          Female:	Date of Birth:
Nationality:	Type of Boat sailed:
Address:	
Telephone Home:	Telephone Work:
Fax:	Mobile:
E-mail:	
Event/Location at which Sailor's classification is taking place:	
Date of Event:	

DECLARATION	
<i>I agree to accurately declare and describe my condition and demonstrate and perform all tests to the best of my ability for the purpose of classification. My medical condition is stable and to my knowledge I am fit for classification. I will not hold the classifier(s) responsible for any injury, pain or suffering which may occur as a result of the conduct of their examination or other duties of the classification. I consent to the disclosure of information relating to my function and performance by my designated coach(s) and/or family doctor and/or other consultant(s). I consent to being videotaped or photographed at any time should the classifiers deem it necessary. If, in the future, my disability or my adaptations change, I shall declare this to the Event Classification Committee when I next compete in an ISAF/IFDS sanctioned event.</i>	
Sailor's Signature: .....	Date: .....
Witness Signature: .....	Date: .....

**Sailor's name:** .....

<b>SAILOR'S DESIGNATED COACH / FAMILY DOCTOR</b>	
<b>Coach</b>	<b>Family Doctor</b>
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
Mobile Telephone Number:	Mobile Telephone Number:
Fax:	Fax:
Email:	Email:

<b>MEDICAL INSURANCE</b>		
Name of Insurer:		Policy Number:
Telephone:	Fax:	E-mail:

**Sailor's name:** .....

**IFDS FUNCTIONAL CLASSIFICATION FORM – Medical form, to be completed by the classifier.**

**PART 2 – CLASSIFICATION FORM**

<b>GENERAL INFORMATION</b>	
Previous Classification Points	Date last classified
Date	Details of Diagnosis/Injury/Disability
<b>OTHER MEDICAL/SURGICAL HISTORY</b>	
Date	Brief description
Describe any medical condition that might require emergency treatment	
<b>CURRENT MEDICATION</b>	
Date prescribed	Details of medication
Drug or other allergies	
<b>SAILING RELATED SPORTS MEDICINE INJURIES</b>	
Date:	Brief description:
<b>FUNCTIONAL ASSISTIVE DEVICES USED (E.G. CHAIR, PROSTHESIS)</b>	
Assistive Devices used whilst sailing	Assistive Devices used on a daily basis (non-sailing)

**Sailor's name:** .....

**PART 3 – IFDS FUNCTIONAL CLASSIFICATION REPORT- To be completed by Classifier(s)**

**Section A - Functional Anatomical Test (FA)**

Neck		Muscle Strength		Range of Movement		Co-ordination		Comment
		Right	Left	Right	Left	Right	Left	
Neck	Flexion							Max 5 pts
	Extension							Max 5 pts
	Rotation							5 pts each
<b>Subtotal points</b>								<b>Max 20 pts</b>
Upper Limbs		Muscle Strength		Range of Movement		Co-ordination		Comment
		Right	Left	Right	Left	Right	Left	
Shoulder	Flexion							
	Extension							
	Abduction							
	Adduction							
	Ext. Rot.							
	Int. Rot.							
Elbow	Flexion							
	Extension							
	Pronation							
	Supination							
Wrist	Flexion							
	Extension							
Hand	GripFnum							
	GripFTip							
	Flex-Thu							
	Add-Thumb							
Deduct 50 if applicable								
<b>Subtotal points</b>								<b>Max 160 pts</b>

**Sailor's name:** .....

		Muscle Strength		Range of Movement		Co-ordination		Comment
		Right	Left	Right	Left	Right	Left	
<b>Trunk</b>	Flx. Upper							Max 5 pts
	Flx. Lower							Max 5 pts
	Ext. Upper							Max 5 pts
	Ext. Lower							Max 5 pts
	Lat Flx Upp							5 pts each
	Lat Flx Low							5 pts each
	Rotation							5 pts each
<b>Subtotal points</b>								<b>Max 50 pts</b>
<b>Lower Limbs</b>		Muscle Strength		Range of Movement		Co-ordination		Comment
		Right	Left	Right	Left	Right	Left	
<b>Hip</b>	Flexion							
	Extension							
	Abduction							
	Adduction							
	Ext. Rot.							
	Int. Rot.							
<b>Knee</b>	Flexion							
	Extension							
<b>Ankle</b>	Dorsiflex							
	Plantarflex							
Deduct 20 if applicable								
<b>Subtotal points</b>								<b>Max 100</b>
		<b>Total points:</b>				<b>Class:</b>		

*Note: For deductions see FCS 2005, 2.3*

**Sailor's name:** .....

**Section B - Functional Dock (FD) and Functional Sailing Test (SAIL)**

Detail of Movement		Please tick box			
O = Observed      E = Expected		FD		SAIL	
<b>A. TILLER</b>		<b>O</b>	<b>E</b>	<b>O</b>	<b>E</b>
1.	Only controls tiller with assistive device (i.e. ropes, blocks, mechanical or electrical device).				
2.	Does not move the tiller through the full range of movement. Or only controls the tiller with teeth or feet. Or controls the tiller by "tapping", due to coordination problems.				
3.	Lets go of the tiller for >2 seconds while changing sides, or while handling sheets.				
4.	Only controls the tiller with one upper limb. Or uses one hand for support while tacking. Or controls the tiller with moderate difficulty				
5.	Controls tiller throughout tack or gybe normally				
Comments:					
<b>B. SHEETING</b>		<b>O</b>	<b>E</b>	<b>O</b>	<b>E</b>
1.	Does not pull sheet in any way, or only with teeth or feet, or uses servo assistance.				
2.	Pulls sheet, but with severe difficulty, very slow, or cannot get proper sheet tension or has assistance from another crewmember to get it.				
3.	Pulls sheet but with moderate difficulty, or slow				
4.	Pulls sheet with slight difficulty				
5.	Pulls sheet normally				
Comments:					
<b>C. CLEATING</b>		<b>O</b>	<b>E</b>	<b>O</b>	<b>E</b>
1.	Does not cleat or uncleat sheet, or only with teeth or feet, or uses servo assistance.				
2.	Cleats / uncleats but with severe difficulty, very slow, or misses frequently.				
3.	Cleats / uncleats with moderate difficulty, or slow, or misses sometimes.				
4.	Cleats / uncleats with mild difficulty.				
5.	Cleats / uncleats sheet normally.				
Comments:					
<b>D. TRANSFERRING</b>		<b>O</b>	<b>E</b>	<b>O</b>	<b>E</b>
1.	Does not transfer from side to side – remains in a fixed position or uses a mechanical device to transfer.				
2.	Transfers from side to side with severe difficulty on a board. Or very slow.				
3.	Transfers from side to side with moderate difficulty on a board or using a bar. Or slow				
4.	Transfers from side to side with slight difficulty.				
5.	Transfers normally				
Comments:					
<b>E. HIKING</b>		<b>O</b>	<b>E</b>	<b>O</b>	<b>E</b>
1.	Does not get up on the side deck.				
2.	Gets up on the side deck but with severe difficulty. Does not hike past vertical. Does not adjust sheets from deck.				
3.	Gets up on the side deck with moderate difficulty. Or uses two hands to hold on or hike past vertical. Does not adjust sheet while hiking past vertical				
4.	Gets up on the side deck and hikes past vertical, with slight difficulty. Is able to adjust sheet while hiking past vertical with slight difficulty. Or is able to adjust the sheets with only one hand.				
5.	Gets up on the side deck and hikes past vertical normally				
Comments:					
<b>Total Number:</b>					

**Sailor's name:** .....

### Section C - Classification

<b>FA Total</b>		<b>FD Total</b>		<b>SAIL Total</b>	
<b>Vision</b>			<b>Benchmark</b>		
<b>Comments</b>					

Classification Type	Classification Points	Status			
		T	PNS	PRS	PPS
Minimum Disability, e.g. One-Person Keelboat, 2.4mR					
Two-Person Keelboat, SKUD18					
Three-Person Keelboat, Sonar					
Other boat types:					
a) .....					
b) .....					
c) .....					

<b>Classification based on</b>	<b>FA (Functional Anatomical)</b>	
	<b>FD (Functional Dock)</b>	
	<b>FS (Functional Sailing)</b>	
<b>Comments</b>		

CLASSIFIERS		
Classifiers Name (Print)	Signature	National/International Classifier
Classifiers Name (Print)	Signature	National/International Classifier
Date of Examination		

## APPENDIX D 2 – IFDS CLASSIFICATION AND MEDICAL REVIEW FORM

### **PART 1 – REVIEW DECLARATION** – *To be completed by the sailor*

PERSONAL DETAILS				
Surname:			First name:	
Gender <i>please indicate</i>	Male		Female	
				Date of Birth:
Nationality:			Type of Boat Sailed:	
Address:				
Telephone Home:			Telephone Work:	
Fax:			Mobile:	
E-mail:				
Event/Location of classification review:			Date	
Please answer ALL the questions below: *				
What is your disability?				
If you were last classified in 2000-2004, what was your classification and status? (For example, 5 PRS or 2.4 PPS)				
Since you were last classified				
1	Has your disability changed?	YES	NO	
	If Yes, please detail			
2	Have you had any surgery or operations?	YES	NO	
	If Yes, please detail			
3	Please detail the medications that you taking.			
	Are any of these new since last classified?		YES	NO
4	Have you changed any of your prostheses or adaptations?		YES	NO
	If Yes, please detail			
5	If we need to train classifiers, are you willing to be examined by them?		YES	NO
6	Do you want to be classified for any other boat? E.g. One-Person Dinghy, Two-Person Keelboat.		YES	NO
	If Yes, please detail which boats.			





**DECLARATION**

*I declare that my answers to the above questions are true. My medical condition is stable and to my knowledge I am fit for classification. I will not hold the classifier(s) responsible for any injury, pain or suffering which may occur as a result of the conduct of their examination or other duties of the classification. I consent to the disclosure of information relating to my function and performance by my designated coach(s) and/or family doctor and/or other consultant(s). I consent to being videotaped or photographed at any time should the classifiers deem it necessary. If, in the future, my disability or my adaptations change, I shall declare this to the Event Classification Committee when I next compete in an ISAF/IFDS sanctioned event.*

Sailor's Signature:

Date:

.....

.....

Witness Signature:

Date:

.....

.....

Classification	Points	Status - Date		
		T	PRS	PPS
<b>Sonar</b>				
<b>Minimum disability</b>				
<b>One-Person</b>				
<b>Two-Person</b>				
<b>Other boat type</b>				

**Comment**

Classification points unchanged \_\_\_\_\_

New classification points \_\_\_\_\_

**CLASSIFIERS**

Classifier Name (Print)	Signature	National/International Classifier
Classifier Name (Print)	Signature	National/International Classifier
Date of Examination		

**PAYMENT DETAILS**

RNA's may charge for a National Classification if they wish. However, please note that all sailors who wish to receive an IFDS International Classification Passport must pay the classification fee of €35.00 (Thirty-Five Euros), directly to the IFDS.

## APPENDIX D 3

### IMPAIRMENT OF STRENGTH, MOVEMENT AND CO-ORDINATION

#### MUSCLE GRADING CHART

MUSCLE GRADATIONS	DESCRIPTION
0 – Zero	No evidence of contractility
1 – Trace	Evidence of slight contractility. No joint motion or incomplete range of motion with gravity eliminated.
2 – Poor	Complete range of motion with gravity eliminated
3 – Fair	Complete range of motion against gravity
4 – Good	Complete range of motion against gravity with some resistance
5 – Normal	Complete (available) range of motion against gravity with full resistance

#### RANGE OF MOTION

SCALE	DESCRIPTION
0	No movement possible
1	Less than 25% movement possible
2	25 - 49% range of movement possible
3	50 – 69% range of movement possible
4	70 –89% range of movement possible
5	90 – 100% range of movement possible

#### COORDINATION

SCALE	DESCRIPTION
0	Activity impossible
1	Severe impairment; only able to initiate activity without completion
2	Severe impairment; able to accomplish the activity but in a very unorthodox way. Unable to move through the full range
3	Moderate impairment; able to accomplish the activity, movements are slow, awkward and unsteady through the full range
4	Minimal impairment; able to accomplish the activity with slightly less than normal speed and skill through the full range
5	Normal performance

## APPENDIX D 4

### IFDS VISION TEST FORM

International passport/National Card number:

#### INSTRUCTIONS FOR SAILORS (PLEASE READ CAREFULLY AND COMPLETE)

PERSONAL DETAILS	
Surname:	First name:
Gender: Male:                  Female:	Date of Birth:
Nationality:	

Please take two copies of this form to your Ophthalmologist (Medically qualified Eye Specialist) and ask them to read their instructions, complete the form and return the signed copy to you. You **must** bring it with you when you are classified.

INSTRUCTIONS FOR OPHTHALMOLOGISTS (PLEASE READ CAREFULLY)
This sailor is intending to compete internationally and correct completion of this form is essential for him/her to be allowed to do so. He/she requires detailed visual testing carried out to IBSA standards, or a report of such testing, which was carried out under these conditions less than one year ago. It is also important that the results are completely filled in on this form by you and signed. The signed form should be returned to the sailor, you may keep the other copy for your records if you wish. Thank you for your cooperation.

VISUAL ACUITY TEST CONDITIONS (TEST FIRST) AND VISUAL FIELD TEST CONDITIONS (ACCORDING TO IBSA STANDARDS)
<i>Best practical distance optical correction to be worn (that which can be used while sailing)</i>
Where the visual acuity is 0.0050 or worse, then measuring the visual field becomes too inaccurate to be useful. Routine automated perimetry may not be sufficient in certain cases, particularly where the visual field is very small.

RESULTS	
Diagnosis	Date of testing
The sailor's vision is/is not ( <i>please indicate</i> ) likely to change in the next four years.	

VISUAL ACUITY ( <i>with best correction</i> )	
Right eye	Left eye
If acuity of <b>best</b> eye cannot be measured, please describe vision.	
Acuity too poor for useful visual fields? Yes / No (Please indicate)	
If Yes, please detail.	

VISUAL FIELD TESTS			
Right eye	(degrees in radius)	Left eye	(degrees in radius)
Comment			
Please attach photocopy of visual fields. If visual fields were not carried out, please state the reason.			

ADDITIONAL COMMENTS

I certify that visual testing was carried out to IBSA standards and that the results are accurate.	
Signature of Ophthalmologist	
Print name	
Telephone Number	
Address	
Official stamp	

## APPENDIX D 5

### DOCK TEST

#### 1. **CLASSIFIER**

##### 1.1 **Required Equipment**

A Sonar, or boat with similar cockpit dimensions and layout, moored to a dock. It is best if this is the Sonar to be used by the Sailor with the Sailor's adaptations. Since the Sailor will be asked to do both the jib test and the tiller test, if other adaptations are present at either of these positions not used by the Sailor and which are not easily removable, another Sonar should be available, if possible, which does not have adaptations fitted. The tiller should have an extension. (There are some variations in Sonar layout, such as winches, position of forward deck cleat etc. The lengths of some of the lines described below may need to be altered to make the system work, for example, lines added to make the jib sheet looped portion longer.) The shock cord should be kept the same.

Ideally two classifiers, one volunteer helper.

A video camera, video tape, batteries (and, if no helper is available, a tripod may be useful).

Stopwatch.

6300 mm (\*11 feet) of 8mm (5/16 inch) shock cord,

10,000 mm of 8 mm (5/16 inch) braided line for mock jib sheet.

4 short (about 500 - 1000mm) pieces of line about 6mm diameter for tying.

Clipboard, pencil, test check lists (Appendix D)

Electrical tape

Black Felt Pen

Tape measure with measurement in cm

##### 1.2 **Preparation of the equipment**

The ends of the shock cord should be are tied in a square (reef) knot. The ends left over beyond the knot should be about 100 mm (4 inches) long so that they can be tightly taped to the shock cord loop to prevent it from coming undone. These could be whipped if desired. The loop of shock cord is now looped again into three equal smaller loops lying over each other. A tie is tied around the three cords of the loop to keep them together.

The mock jib sheet is doubled and a simple overhand knot tied in the doubled sheet 1400 mm (56 inches) from the end formed by the middle of the sheet after it is doubled. A black, or contrasting, mark is made on each of the two loose ends 300 mm (12 inches) from the overhand knot.

##### 1.3 **By Sailors**

Their normal Sailing equipment, which should include, if possible:

- (a) Life jacket.
- (b) Any prosthesis, adaptation, sitting / sliding board or aid used in racing.
- (c) Sailing gloves (if worn during racing), Sailing shoes or boots.

##### 1.4 **Choice of Tests**

The Sailors should be asked to perform all three tests, if possible. If they say they are unable to get up onto the side deck and the classifiers think they should be able to do so, they should be asked to try to get up onto the side. If they refuse, or do not seem to be able to, this should be recorded on the checklist in the comments section. The same remarks apply to hiking out.

1. (a) **One-Person Test (SP)**

Required equipment for One-Person Classification:

Four strands of shock cord are prepared from the above material. The length of the completed mock sheet should be equivalent to 2/3 of the foot of the sail (approx 600mm). The mock sheet is secured at one end to the jib foot fitting and at the other end to the existing jib sheet tack."

The specific way of SP testing is described below.

2. **THE TESTS**

2.1 **Preparation**

Prior to starting the tests, the boom has to be raised to the horizontal position. This is done by attaching the main halyard to the aft end of the boom. The mainsheet is tightened with the traveller central, or the boom is secured to the backstay with a piece of line so that it does not move about much from side to side. It is best for the main SAIL to be removed, but if this is impractical it should be tied so that it does not fall below the boom and get in the way of the Sailor or the view of the classifiers. If the Sailor is using a seat or bench, and, when sitting on it, the top of the Sailor's head touches the boom, this is unsafe and the seat or bench should be disallowed, or altered until there is clearance for the head.

Certain instructions are given to the Sailors as detailed in the classifiers' instruction sheet. It must be explained to the Sailor that the tests should be carried out as QUICKLY as possible and the jib test with AS MUCH EFFORT AS POSSIBLE. A trial run of two sequences of each test is advisable (only one is necessary for the mainsheet test). If a boat other than a Sonar is used, timing is not essential. The type of boat should be recorded. The results of the tests are recorded on Section B, "Functional Classification Report (Appendix A.1).

2.2 **Jib Test**

This is a complex composite test and closely simulates the actions used in Sailing. It involves mobility, stability, speed, strength and co-ordination of the upper limbs and, to a lesser extent, the lower limbs. Because of its complexity it tends to show difficulties more clearly than the other tests.

The jib fairleads are equally placed such that they lead as straight as possible to the jib cleat that would be used with that jib sheet. The shock cord loop is tied to the mooring cleat in the centre of the foredeck, or, if no cleat is available, to the forestay base. The mock jib sheet is placed IN FRONT OF THE MAST, the loose ends are threaded through the jib fairleads and stopper knots are tied in the ends.

The doubled end is tied securely round the triple shock cord loop, after being adjusted such that the marks made on the loose ends of the sheet just enter the fairleads when the shock cord is just tight.

(If the boat has winches, the winches may be used, if desired, to direct the line to the jib cleat, WITHOUT a full turn round them, in order not to help in pulling the sheet).

If possible, Sailors should be seated on the side deck, if this is not possible, on the cockpit seat. They should use the sliding board or adaptation (which must be legal),

which they need to cross from side to side. If they cannot cross from side to side, they sit on a board or seat, in the centre of the boat. In this case they only carry out the sheeting, cleating and uncleating actions of the test. The jib sheet from the opposite fairlead is then pulled tight and cleated in the appropriate cleat. If at all possible, an assistant should videotape the entire test so that the actions of the Sailor can be clearly seen and recorded for verification. The classifiers should stand in different places so that they can see the test from different angles.

With the jib sheet in hand, on the start command, "ready, set, go!" (timing starts), Sailors uncleat the jib sheet, cross to the opposite side deck, pull in the other sheet as hard as they can, cleat it, call out "one" and clap both hands. (If they only have one hand, they clap on their chest. In either case the object is for them to put down the sheet so that they then have to pick it up again before the next sequence). It is important to tell them that they may do the movements of the sequence in any order and way they want, e.g. uncleat, get down from the deck, cross, get up on deck, sheet in, cleat, as closely to the way they would normally do it while Sailing, but the entire sequence must be completed. As soon as the sequence is completed, it is repeated in the opposite direction, without resting, until a total of six sequences have been done. The count that they call out changes as each sequence is completed e.g. "one", "two", "three" etc. The timing stops on "six". The time is recorded to the nearest second, and the results for that test are recorded. If they did not pull in the jib sheet completely, it is noted in the comments section. Pulling the jib sheet in completely, with the shock cord described, requires a force of 40-50kg.

Before the start, or at the end of the jib test, the Sailors, seated on the side deck away from the dock, holding the jib sheet, and whatever else they need for stability, are asked to hike out as far as they safely can. While hiking, they should be asked to sheet in and cleat the jib sheet and then uncleat it. If there is a risk of them falling overboard, they should be wearing their lifejackets.

## **2.2 Jib test for SP**

The jib test for One-Person classes should be performed seated and the steering device may be removed.

## **2.3 Tiller Test**

This tests primarily mobility, stability and ability to control the tiller smoothly during a tack. It does not really test strength or fatigability unless the Sailor is very weak indeed.

One-Person:

The one-person tiller test is conducted seated. Movements of the tiller are tested firstly for 6 repetitions. This test is repeated with simultaneous sheeting as would occur in normal tacking upwind.

Sonar:

The Sailors sit on one side deck. If they are unable to get on deck the test is carried out from cockpit seat to cockpit seat. If they say they cannot move from side to side at all and this is compatible with the medical condition, they sit in their normal position and the range of tiller movement that they can achieve is noted. There is no need to time or do the test six times if they cannot change sides.

The Sailors start with the tiller in the mid position. If possible, an assistant videotapes the entire test so that the Sailors' actions can be clearly seen. The classifiers should stand in different places so that they can see the test from different angles.

**IMPORTANT:** Sailors should be instructed to cross from side to side facing forward if possible.



On the start command, "ready, set, go!" (timing starts), they push the tiller to the opposite side until the tiller end is just over the opposite cockpit seat back; then pull it back until the end of the tiller is just over the cockpit seat back on the side on which they are sitting; then push it to the opposite side again. During this last movement, they should cross over to the opposite side and get up onto the deck, maintaining control of the tiller throughout, if possible. When properly seated on the deck with the tiller in back to the centreline, they call out "one" and immediately start the sequence again until a total of six sequences has been completed (timing stops). The count that they call out progresses as they complete each sequence, e.g. "one", "two", "three" etc. Clapping is not required as we are trying to see if the sailor can keep control of the tiller throughout the tack. Timing is recorded to the nearest second.

## **2.4 Mainsheet Test**

The only skills being looked for in this test are the ability to carry out rapid, smooth, full range arm movements while sheeting the mainsheet right in from right out.

Sonar:

The boom is pushed right out until it touches the lower shroud. The traveller is centred, Sailors sit on one or other cockpit bench and hold the mainsheet. A classifier, or the helper holds the boom out with mild resistance and maintains that mild resistance throughout the range of boom movement.

One-Person:

"The boom is pushed out to the 3/4 run position or at least 70 degrees from centre. The sailor is seated and holding the mainsheet. The classifier holds the boom at 1/3 rd boom length from the gooseneck and exerts mild resistance."

Both Sonar and One-Person:

On the start command, timing starts and Sailors sheet the mainsheet right in as quickly as they can and cleats it. Timing stops. The test is repeated once more and the shortest time, to the nearest second, is recorded.

If they are able to stand, the test should also be carried out standing. At the end of the test with the mainsheet cleated, they should be asked to get up on the side deck and hike out again, if possible. If they can hike past vertical they should be asked, while still hiking out, to uncleat the mainsheet, ease it half a metre and sheet it in again and cleat it.

## **2.5 Completing the Report**

Section B, "Functional Classification Report" (Appendix A.1) is completed independently by each classifier at this time. The two check sheets are compared together, and if they do not correspond, either the tests are repeated or the video is viewed and agreement reached.

## **APPENDIX E    Glossary of Medical Terminology**

### **Appendix E 1 Joint Movement Definition**

#### **Hand Function**

##### **Neck**

Flexion	Bending the neck forwards.
Extension	Bending the neck backwards.
Rotation	Turning the neck from side to side.

##### **Shoulder**

Flexion	Moving the upper arm forwards from by the side.
Extension	Moving the upper arm backwards from by the side
Abduction	Moving the upper arm sideways away from the side
Adduction	Moving the upper arm sideways towards the side.
Ext. Rot.	Twisting the upper arm, with the elbow bent at 90 degrees, so that the hand moves away from the body
Int. Rot.	Twisting the upper arm, with the elbow bent at 90 degrees, so that the hand moves towards the body

##### **Elbow**

Flexion	Bending the elbow
Extension	Straightening the elbow
Pronation	Twisting forearm/wrist from palm up to palm down.
Supination	Twisting forearm/wrist from palm down to palm up.

##### **Wrist**

Flexion	From the neutral position, moving the hand in the direction of the palm
Extension	From the neutral position, moving the hand in the direction away from the palm

## Hand

Flex. Thumb	Bending the thumb towards the fingers
Add. Thumb	Bringing the side of the thumb to the close to the forefinger.
Grip Fnum	The number of fingers involved in grip.
Grip Ftip	The range through which the fingers can grip, or the strength or coordination of grip.

## Stability

### Trunk

Flx. Upper	Bending the upper part of the trunk forwards
Flx. Lower	Bending the lower part of the trunk forwards
Ext. Upper	Bending the upper part of the trunk backwards
Ext. Lower	Bending the lower part of the trunk forwards
Rotation	Twisting the shoulders around the axis of the spine.
Side Flxn	Bending the trunk from side to side

## Mobility

### Hip

Flexion	Bending the thigh forwards towards the abdomen (belly)
Extension	Straightening the thigh back towards the buttocks
Abduction	Moving the thigh sideways away from the other leg
Adduction	Moving the thigh sideways towards the other leg
Ext. Rot.	With the knee bent at 90 degrees, twisting the thigh so that the foot moves towards the other leg
Int. Rot.	With the knee bent at 90 degrees, twisting the hip so that the foot moves away from the other leg

### Knee

Flexion	Bending the knee
---------	------------------

Extension

Straightening the knee

### **Ankle**

Dorsiflex

Moving the ankle so that the foot moves up away from the floor.

Plantarflex

Moving the ankle so that the foot moves down towards the floor.

## APPENDIX E 2. OTHER MEDICAL TERMS YOU MAY ENCOUNTER

\* indicates the word is elsewhere in the list

Abdomen	Belly, Stomach
Achondroplasia	A defect of cartilage formation leading to a type of dwarfism
Agonist	A muscle whose action is opposed by the opposite or antagonist muscle.
Antagonist	The opposite of agonist (above).
Amelia	Congenital* absence of a limb or limbs.
Amputation	Surgical or accidental removal of a limb or part of a limb.
Amputee	Person who has had an amputation*.
Amyotrophic Lateral Sclerosis (ALS)	A disease in which the nerve cells slowly die, resulting in progressive weakness and loss of muscle.
Ankylosing Spondylitis	A form of arthritis* in which the spine becomes completely stiff.
Arteries	Blood vessels carrying oxygenated blood from the heart to the tissues.
Arthritis	Pain and stiffness of the joints. This takes many forms:
Rheumatoid Arthritis	Inflammation that can destroy the joints.
Osteoarthritis	Degeneration of the joints, "wear and tear" usually associated with ageing, Gout, Ankylosing Spondylitis*.
Arthrogryposis	Contraction of many joints.
Multiplex	
Athetosis	A form of involuntary movement, writhing in type, usually associated with cerebral palsy*.
Bechterew's disease	Ankylosing spondylitis*
Bilateral	On both sides
Brachial plexus	A complex junction of nerves leading into the arm from the neck.
Cerebral Palsy	Damage to part of the brain, present at birth, usually affecting the legs more than the arms, and resulting in spasticity*, athetosis*, chorea* and often severe speech difficulties. It is important to realize that many such people who may have very severe disabilities and with whom it is extremely difficult to communicate because of their speech problems, have normal intellect.
Chorea	Involuntary movements which are twitchy and jerky.
Congenital	Present at birth.
Contractility	The ability of muscles to shorten.
Cubitum (cubital fossa)	The groove at the front of the elbow
Dystonia	Abnormality of the resting tone or tension of muscles. A disease where this is very abnormal resulting in involuntary movement and deformity.
Forearm	The part of the arm between the elbow and wrist
Fragilitas Osseum	Osteogenesis imperfecta. A hereditary disease where the bones are very fragile and break very easily and frequently, resulting in deformities.
Hemilateral	Down one side
Hemiplegia	Paralysed or weak down one side. Usually the result of a stroke*
Hemiplegic	A person with hemiplegia*
Inflammation	A tissue reaction resulting in swelling, stiffness, pain and

	sometimes redness.
Leg	Technically, the part of the lower limb between the knee and ankle. In common use for the whole lower limb.
Lesion	Any abnormality or injury to tissue or loss of function of a part.
Lumbar plexus	A complex junction of nerves between the spine and the lower limb.
Monoplegia	Weakness or paralysis of one limb.
Multiple Sclerosis (MS)	In some countries DS, Disseminated Sclerosis. A disease affecting young and middle aged adults, with patchy, variable, and sometimes fluctuating damage to many different parts of the nervous system. This can result in many different symptoms, affecting vision speech, strength, co-ordination balance etc.
Muscular Dystrophy	A hereditary disorder of muscle fibres resulting in slowly progressive weakness. There are several different varieties of it.
Myasthenia Gravis	A disease of the junction between nerve and muscle resulting in fluctuating weakness of various muscles.
Myopathy	Any disease process of the muscle fibres.
Myositis	An inflammatory myopathy*.
Neuromuscular disorders	The large group of disorders of the nerves and the muscles which they supply.
Osteogenesis Imperfecta*	See fragilitas osseum*.
Paraplegia	Weakness or paralysis of both legs. Most often caused by injury to the spine.
Paraplegic	A person with paraplegia*.
Parkinson's Disease	A disease of the nervous system resulting in rigidity*, tremor* and slowness or lack of movement.
Phocomelia	Congenital* absence of the part of a limb nearest to the trunk.
Poliomyelitis (Polio)	A viral disease which affects the nerve cells, within the spinal cord, which move the muscles. This results in weakness and loss of muscle in a patchy form. The post polio syndrome is a situation seen in a few polio sufferers 30 –50 years after the disease, in which further weakness and loss of muscle occurs.
Prosthesis	An artificial limb.
Quadri (a,u) plegia	Weakness or paralysis of all four limbs. Usually the result of injury to the neck.
Quadriplegic	A person with quadriplegia*.
Rigidity	A type of stiffness of the muscles, different from spasticity*.
Sciatic nerve	The largest nerve going into the lower limb.
Snellen Chart	A chart with letters of diminishing size, used to test visual acuity*.
Spasticity	A type of stiffness of the muscles, different from rigidity, which can be very variable and sometimes painful. Most commonly seen in spinal injury, MS* and cerebral palsy*.
Spina bifida	Failure of the lower part of the spinal canal to close off properly during development and often associated with paraplegia* without spasticity*.
Stroke	Blockage of an artery to the brain often resulting in hemiplegia*.
Thigh	The part of the lower limb between the hip and the knee.

Thorax	Chest
Tremor	Rhythmic shaking of a limb
Unilatera	One sided
Upper arm	The part of the upper limb between the shoulder and the elbow.
Visual acuity	Sharpness of vision.

*(This list is not comprehensive. Any items missing that you think should be there, notify the Medical Committee and they will try and include them in the next reprint.)*