

Guidelines for completing the IC Reference Form

2019

Performance Assessment Criteria:

1. Rules Knowledge

1. Did the classifier demonstrate thorough knowledge of the Functional Classification system and a proper understanding of its application?
2. Did the classifier demonstrate sufficient knowledge of the RMM, the Class Rules (in regards to adaptations and e.g. crew positioning), and the RRS?
3. Did the classifier have a clear understanding of the definitions (e.g. Minimum Disability)?
4. Did the classifier demonstrate a willingness to accept the rules as written?
5. Was the classifier able to fill out the FA form methodically and correctly?
6. Did the classifier ensure that there were no calculation errors?
7. Was the classifier able to fill in and use the online database in a proper way?
8. Did the classifier demonstrate sufficient knowledge of full classification process including posting of results?
9. Did the classifier demonstrate sufficient knowledge of race committee procedures?

2. Examination and Observation Skills

1. Did the Classifier demonstrate good physical examination skills with the required standard assessment procedures?
2. Was the classifier accurate in functional anatomy testing?
3. Was the classifier able to cope with different physical and mental conditions of the sailors and adapt the examination techniques accordingly?
4. Was the classifier able to set up and carry out the dock test correctly?
5. Was the classifier able to analyse the performance shown in the dock test correctly?
6. Was the classifier able to analyse the performance shown in the sail test correctly?
7. Was the classifier able to differentiate between lack of training, lack of motivation and the impact of the disability on the individual's performance?
8. Was the classifier able to check the adaptations relative to disability and their impact on Classification?

3. Coming to a conclusion

1. Did the classifier demonstrate the ability to correlate declared causal pathology and the limitations found during examination?
2. Did the classifier ask pertinent questions based on the getting to the relevant facts?
3. Did the classifier come to a logical conclusion taking into account the three parts of the classification process?
4. Did the classifier contribute meaningfully to any discussions relative to the classification outcome?
5. Having expressed an opinion, was the classifier willing to accept opinions of other panel members?
6. Was the Classifier careful in making decisions, being aware of the impact this might have on the athlete's and team's future?
7. Was the classifier able to contribute meaningfully to the discussions at a protest hearing and come to a logical conclusion and a proper decision?

4. Organizational Skills

1. Was the classifier involved and helpful at generating the NORs, SI's and amendments and announcements?
2. Did the classifier understand the process required for classification and have good input as to work flow and staffing processes & procedures?
3. Did the classifier manage the process well on a moment by moment basis so that volunteers were not wasting time and effort?
4. Did the classifier ensure that the competitors' time was not wasted by unnecessary waiting for classification?
5. Did the classifier set up a process to have the competitors classified at designated times?
6. Did the classifier contribute meaningfully to the classification processes?

5. Communication

1. Does the classifier speak and understand English?
2. Was the classifier a good listener, taking into account fellow classifiers' opinions and observations?
3. Did the classifier use internationally acceptable terminology?
4. Was the classifier able to reword his questions in order to be better understood by sailors?
5. Was the classifier able to clearly guide the manoeuvres requested to the sailor, both during FA test and dock test?
6. Was the classifier able to communicate clearly and calmly with fellow-classifiers, competitors and organisers?
7. Did the classifier express classification results clearly and tactfully to the sailor?

6. Temperament & Behaviour

1. Was the classifier focused on the role of being a classifier throughout the event?
2. Was the classifier willing to learn and accept change?
3. Did the classifier accept World Sailing rules and cases and comply with the World Sailing code of conduct?
4. Was the classifier willing to work within a team?
5. Did the classifier keep calm under stress, and show the ability to make timely and accurate decisions?
6. Was the classifier open minded? Did he or she accept the point of view of others?
7. Was the classifier empathic with competitors, but treats all Classification information as highly confidential?
8. Was the classifier able to maintain good relations with fellow classifiers, organisers and race committee?
9. Was the classifier cordial and polite? Did he or she keep appropriate distances from competitors, coaches and team leaders?
10. Did the classifier have respect for other people's property equipment, yachts, etc?
11. Did the classifier have appropriate dress code at all times (on the water, while classifying and socially after work)?
12. Did the classifier abstain from alcohol until the work of the day is done?
13. Did the classifier refrain from unauthorised communication with the media?

14. Did the classifier demonstrate a lack of prejudice to all competitors - either negative or positive?
15. Was the classifier punctual and respectful of time lines?

7. Boat Handling & Driving

1. Was the classifier able to operate small power boats?
2. Did the classifier properly prepare the boat?
3. Was the classifier skilled at mooring or docking, and motoring to and returning from the course safely?
4. Did the classifier demonstrate proper positioning on the race course for observation of sailors' skills and mobility?
5. Was the classifier sensitive to wash, wake and windage?

8. Physical Fitness

1. Is the classifier able to spend long days on the water in small boats in bad conditions?
2. Is the classifier mobile enough to transfer between small boats afloat in moderate conditions?
3. Does the classifier have any impairment that could affect his accepting a position as an IC?



Guidance for the Chief Classifier

Please complete the reference at the event and discuss with the candidate before the final submission.

If you have a close personal or family relationship or financial association with the Candidate you should decline to provide a reference for the Candidate, since you would have a Conflict of Interest in doing so.

Please notify the World Sailing office before you arrive at the event to determine whether another source of reference could be arranged at the event.

Advice on conducting an Assessment

- Under the current regulation it is only necessary for a candidate IC to have 2 completed reference forms. Therefore you should always maintain a high level of quality in your assessments. If you have any doubt about a candidate you should raise your concerns with the candidate and document them on the form.
- In order to improve the quality and consistency of the assessment you should try to select (with care) other senior ICs on the classification panel to assist you in making the assessment. If you involve other classifiers in the assessment, please indicate on the form those who have contributed.
- If the event is long enough, discuss daily with the other classifiers involved in the assessment process. This will help identify areas which should be developed and permit the candidate the opportunity to learn and improve during the event. It will also permit you to give the candidate specific opportunities such as scribing or chairing a hearing. If you do this please give them the opportunity to prepare beforehand.
- The contents of this form must always be shared with the candidate IC. This is a tool to help a candidate develop towards being a better classifier. Often the assessment process provides an assessor with the opportunity to reflect on their own performance and can be an aid to personal development for all involved. This should not be seen as a stressful or negative process.



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