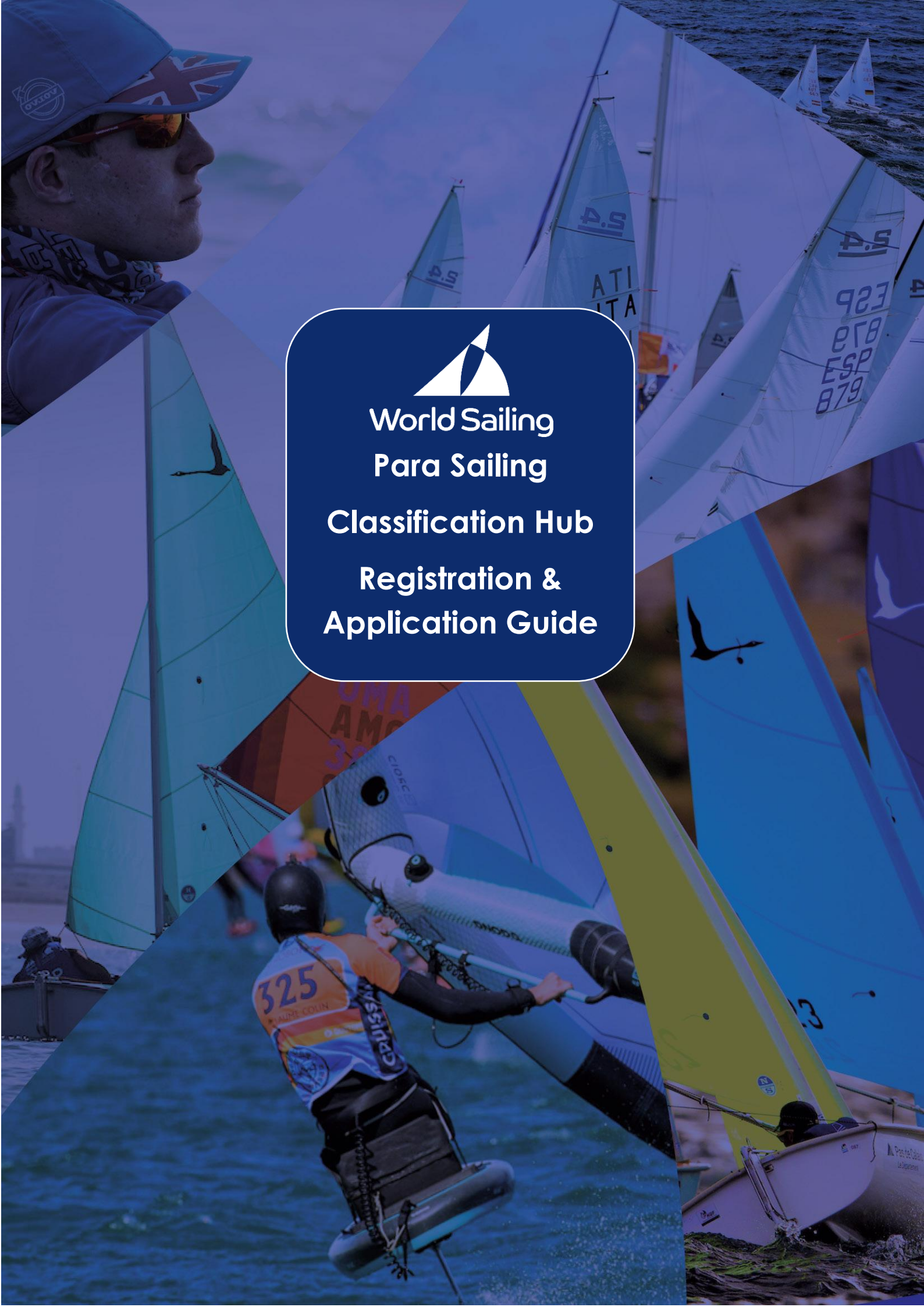




**World Sailing
Para Sailing
Classification Hub
Registration &
Application Guide**



Para Sailing Classification Hub – Registration & Application Guide

This guide provides step-by-step instructions for MNA administrators using the Para Sailing Classification Hub to submit an athlete Classification application.

Before you start

Before you begin an application, please ensure you have: the athlete's personal details; SailorID; MNA/NPC information; recent identification photographs; a completed Medical Diagnostic Form; and any relevant supporting medical documentation.

Registration

Step 1: Request login details

If you are creating an account for the first time, please email para.classification@sailing.org to request login details. In your email, please confirm your role and the MNA you represent.

Step 2: Use your login details to access the portal

Once your request has been reviewed by World Sailing, a login profile will be created and your login details will be sent to you by email, including a one-time password (which you can change after your first login).

Step 3: Set up your password

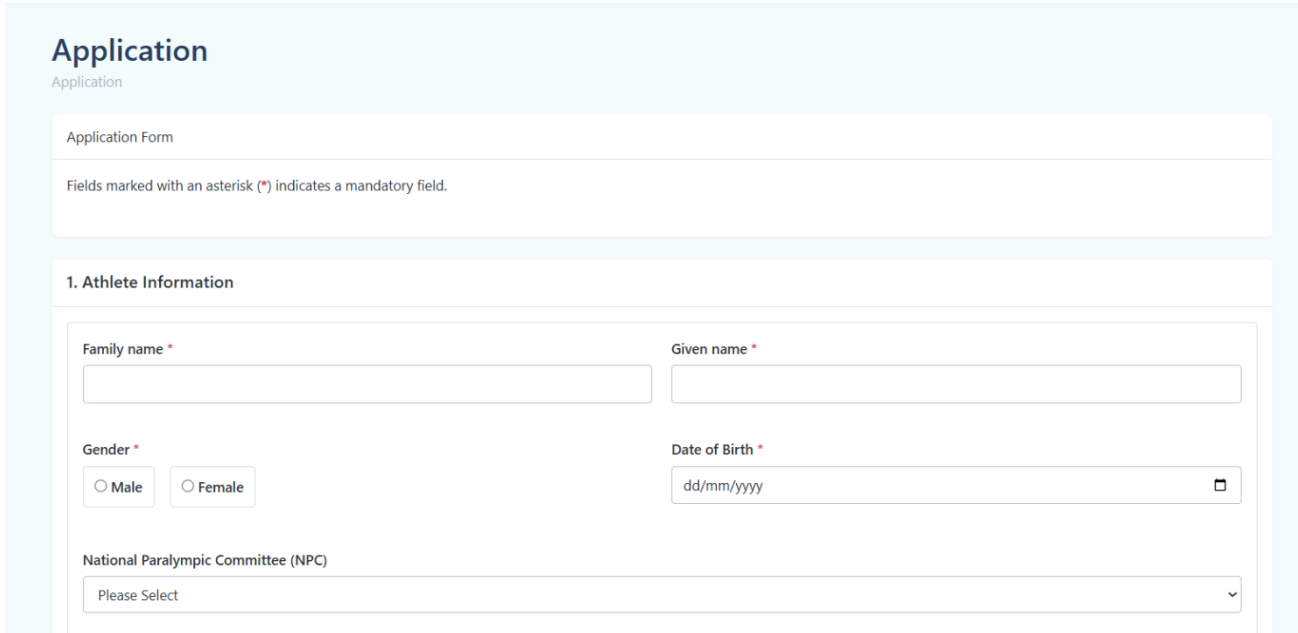
After you log in, you can change your password to one of your choosing.

Step 4: Log in and set up your profile

Before you start or manage an athlete Classification application, please complete your profile in the portal.

Application Form

Use the Application Form to submit an athlete for Classification. Please ensure the information entered is accurate and consistent with the supporting documentation. Any field marked with an asterisk (*) is mandatory.



The screenshot shows the 'Application' section of the form. It includes a header 'Application' with a sub-header 'Application Form'. Below this is a note: 'Fields marked with an asterisk (*) indicates a mandatory field.' The main section is titled '1. Athlete Information' and contains several input fields: 'Family name *' and 'Given name *' (text boxes), 'Gender *' (radio buttons for Male and Female), 'Date of Birth *' (text box with format dd/mm/yyyy and a calendar icon), and 'National Paralympic Committee (NPC)' (a dropdown menu with 'Please Select' as the current selection).

You can partially complete the form, click “Save” at the bottom of the page, and return to it later.

Step 1: Athlete Information

In this section, enter the athlete's details. You will be asked for the following information:

- **Family Name**
- **Given Name**
- **Gender**
- **Date of Birth**
- **National Paralympic Committee (NPC)**
 - If the athlete does not have an applicable NPC, this field may be left blank or set to 'Other', where available.
- **SailorID**
 - The athlete can create a SailorID here:
<https://www.sailing.org/sailors/world-sailing-profile/>.
 - If an athlete already has a SailorID, you can search for it here:
<https://www.sailing.org/sailors/profiles/>
- **Member National Authority (MNA)**
 - Select the MNA under which the athlete will compete.
- **Sport Class Status (New or Review)**
 - New, if this is a new Classification application.
 - Review, if the athlete's Classification requires review.

- **Photograph 1 (face)**
 - Upload a recent clear photograph of the athlete's face. This will be used to help identify the athlete during the application and Classification process.
- **Photograph 2 (full body)**
 - Upload a recent full-body photograph of the athlete, taken in normal standing, seated, or functional posture as appropriate.
- **Photograph 3 (visible impairment, where appropriate)**
 - Where appropriate, upload a photograph that helps illustrate the athlete's impairment if it is visually apparent. If the impairment is not visually apparent, or a photograph would not be helpful, this field may be left blank.
- **Photograph 4 (National identification page)**
 - Upload a clear image or scan of the athlete's passport identification page so the athlete's name, date of birth and nationality can be verified.

Sailor ID *	MNA*
	Please Select
Sport Class Status *	
☐ New ☐ Review	
Photo 1 (Photo of Face)	Photo 2 (Full Body Shot)
Choose file No file chosen	Choose file No file chosen
Photo 3 (Photo of Disability - if visible)	Photo 4 (Passport)
Choose file No file chosen	Choose file No file chosen

Step 2: Medical Documentation

Use this section to upload medical documentation relating to the athlete's impairment for review by the Underlying Health Condition Assessor.

- Upload each document as a separate line in the table.

Upload all relevant documents relating to the athlete's impairment. This must include the Para Sailing Medical Diagnostic Form (MDF), which can also be downloaded from this section. The MDF must be completed by the athlete's doctor (or another relevant medical professional) before it is uploaded to the Para Sailing Classification Hub.

2. Medical Documentation

Add Medical Documentation

[Download Medical Diagnostic Form](#)

Name	FileName	Options
No Medical Documentation entries added yet.		

The Medical Diagnostic Form **must** be all be a singular document (ideally PDF) and uploaded together.

Step 3: Sporting History

Use this section to record the athlete's sporting experience and training background.

- **Sport**
- **Date the athlete started the sport**
- **Training frequency**
- **Results**
- **Notes/comments**

3. Training History

Add Training History

Sport	Start Date	Training Frequency	Undertaken with Disability?	Training Level	Notes/Comments
No training history entries added yet.					

Step 4: Consent Form

This section is to officially record the consent of the Athlete to undergo the process of Classification for Para Sailing. The Consent Form can be downloaded by pressing the link "Download Consent Form". There is a separate section for the Athlete's Legal Guardian if they are U18.

Once the Consent Form has been completed, it can be uploaded by pressing the button "Add Consent Form".

4. Consent Form

Add Consent Form

[Download Consent Form](#)

Name	FileName	Options
No consent records added yet.		

Step 5: Submit

Once all mandatory fields (marked with an asterisk (*)) are complete, click **Submit** at the bottom of the page to submit the athlete's application.

World Sailing will review the application and may request further information. If complete, the application will be referred to the Underlying Health Condition Assessor to confirm the relevant underlying health condition and eligibility to progress. World Sailing will aim to progress complete applications as efficiently as possible. If the athlete has an upcoming event that may affect timings and you require an expedited review, please email para.classification@sailing.org.

If the athlete is validated to progress, the administrator will be invited to select an event where the athlete wishes to attend an Evaluation Session.

Save Application

Submit Application

Information for Athletes:

This section explains the information an athlete should prepare before their MNA administrator submits a Classification application through the Para Sailing Classification Hub.

Applications are submitted on behalf of the athlete by an authorised MNA administrator. However, the athlete is responsible for ensuring that the information and documentation provided is accurate, complete, and up to date.

How the application process works

The Para Sailing Classification application process follows these steps:

- **Step 1: Gather the required information**
 - The athlete gathers the required personal details, identification documents, medical documentation, training history and completed forms.
- **Step 2: Provide the information to the MNA administrator**
 - The athlete provides the completed information and documentation to their authorised MNA administrator.
- **Step 3: The administrator submits the application**
 - The MNA administrator enters the information into the Para Sailing Classification Hub and uploads the required documents.
- **Step 4: World Sailing reviews the application**
 - World Sailing reviews the application to ensure the required information has been provided. If information is missing or unclear, further information may be requested.
- **Step 5: Underlying Health Condition review**
 - The application is referred to the Underlying Health Condition Assessor to review whether an underlying health condition is present that may lead to an eligible impairment.
- **Step 6: Further information may be requested**
 - If the assessor requires more information, World Sailing will contact the MNA administrator. The athlete may then be asked to provide additional medical documentation or clarification.
- **Step 7: Selection of an Evaluation Session**
 - If the athlete is validated to progress, the administrator will be invited to select an event where the athlete wishes to attend an Evaluation Session.
- **Step 8: In-person Evaluation Session**
 - The athlete attends an Evaluation Session at the selected event. The Evaluation Session is conducted by an international Classification Panel.

Before you start

Before your MNA administrator can submit your application, please ensure you have gathered the following information and documentation:

- Personal details, including family name, given name, gender and date of birth.
- SailorID. If you do not already have a SailorID, you will need to create one through the World Sailing website: <https://www.sailing.org/sailors/world-sailing-profile/>
- MNA and NPC information.
- Proof of nationality or eligibility to represent the MNA, such as a passport identification page or other suitable official identification document.
- Recent identification photographs, including:
 - A clear photograph of your face;
 - A full-body photograph;
 - Where appropriate, a photograph of your impairment if it is visible and helpful to the application.
- Completed Medical Diagnostic Form (MDF).
- Relevant supporting medical documentation relating to your impairment.
- Training history and sporting background, including sailing and other sports where relevant.
- Completed Consent Form.
- Parent or guardian details and signature, if the athlete is under 18 years of age.

Medical Diagnostic Form

The Medical Diagnostic Form must be completed in English by a registered medical doctor or other medical professional.

The form is used to provide information about the athlete's health condition, eligible impairment and relevant medical background. It should be completed as accurately as possible and returned to the MNA administrator so that it can be uploaded to the Para Sailing Classification Hub.

If the athlete's doctor requires assistance understanding the form, the athlete may seek help from their MNA administrator. Where a translation is used to assist the doctor or athlete, the version uploaded to the portal must be in English.

This form can be found on the World Sailing website via its Classification page.

Supporting medical documentation

Athletes should provide relevant medical documentation that supports their diagnosis and impairment. This may include, where relevant, medical reports, clinical letters, imaging reports, X-rays, patient history or other documents that help explain the athlete's impairment.

Athletes do not need to provide unrelated medical information. The documentation should be relevant to the impairment for which Classification is being requested.

If the Underlying Health Condition Assessor Panel requires further information, World Sailing may request additional documentation through the MNA administrator. An application being marked as incomplete does not automatically mean the athlete is ineligible; it may simply mean that more information is required before the application can progress.

Sporting history

Athletes should provide information about their sailing and sporting background. This helps Classifiers understand the athlete's sporting experience and previous participation.

The information may include:

- sports previously or currently undertaken;
- the year the athlete started each sport;
- training frequency;
- whether the sport was undertaken with the impairment;
- level of participation;
- any relevant results or comments.

This information is not used to decide whether an athlete is "good enough" or "too experienced" to be Classified. It is used to support understanding of the athlete's sporting background during the Classification process.

Consent Form

The Consent Form must be completed and signed before the application can be submitted.

The Consent Form confirms that the athlete agrees to undergo the Classification process for Para Sailing. If the athlete is under 18 years of age, the parent or legal guardian section must also be completed.

New or Review Classification status

An athlete should be entered as New if they have not previously been Classified for Para Sailing.

An athlete should be entered as Review if they have previously been Classified and are required to undergo review.

Data protection and sensitive information

Classification applications may include sensitive medical information. Athletes should only provide information that is relevant to the Classification application.

MNA administrators are expected to handle athlete information securely and in accordance with applicable local data protection requirements. If an athlete has concerns about how their information will be handled, they should speak with their MNA before submitting their documentation.

World Sailing can be contacted for guidance where an athlete or administrator is unsure how best to proceed. World Sailing be contacted at para.classification@sailing.org.

Important notes for athletes

- The application must be submitted through the MNA.
- The Medical Diagnostic Form must be completed in English.
- The athlete may be asked for additional documentation if the information provided is incomplete.
- Confirmation that an underlying health condition is present does not complete the Classification process. The athlete must still attend an Evaluation Session before a Sport class and Sport class status can be allocated.
- Para Classification opportunities are linked to selected events. The available events may vary depending on the Para Classification calendar.
- Para Classification rules may change over time. World Sailing will provide further guidance where changes affect athletes or applications.