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## Roles and Responsibilities of Head of Classification

### Contacts

- Critical to this role is the ability to develop strong working relationships and lines of communication with key stakeholders including World Boccia executive staff, Board Members and the IPC.

### Classifier Nominations and Allocations

- Update the current list of classifiers (yearly)
  - Remove retired classifiers.
  - Replace/Suspend classifiers eg. illness, family circumstance, political situation, conduct, etc
  - Add newly qualified trainee classifiers.
  - Ensure contact details are correct.
  - Determine which classifiers can act as a chief classifier.
  - Determine which classifiers can act as course trainers.
  - Determine trainee classifiers that are ready to commence/continue their international training.
- Collaborate with World Boccia Admin/Operations/Competitions, to submit a nomination survey for next year's competition nominations (Nov/Dec)
- Review nominations and commence allocations for competition year. This can be done with the Classification Committee, but due to logistics, it is better to determine initial allocations and then discuss any concerns with the committee.
- Classification Panel Allocation principles
  - Organising committees key driver is cost – therefore they seek classifiers from the local region, before considering classifiers from other areas.
  - Developing diversity in the classification panel assists classifiers develop their skills and learn from each other. Where possible aim to develop diversity in the panels, whilst considering costs.
  - Classifiers that nominate themselves need to have an opportunity to classify each year at an international level.
  - Panels need a mix of experienced classifiers and newer (eg. Recently qualified) international classifiers.
  - Panels need to have a level of diversity and experience that assists trainee classifiers develop their skills.
- Once panel lists are established, share with Classification Committee and World Boccia staff before finalising.
- Contact all allocated classifiers for their respective competitions to get confirmation that they can attend. Ensure to cc World Boccia Admin.
- Send World Boccia Admin and the Classification Committee updated allocation list on a weekly basis, until all panels are finalised and confirmed.

### Classification Courses

- Determine which classifiers have the skills and knowledge to deliver a classification course.

- Course Principles
  - Aim to provide one course per region each year.
  - Courses to be determined by availability of course trainers, panel allocations for competitions and requirements from World Boccia/Competition Organisers.
  - Courses best delivered when Course Trainer is part of the panel for that competition.
- Courses outside the competition schedule may be requested.
  - Determine availability of trainers and World Boccia/National Committee.
- Strategic Direction
  - To move to a course (and resources) that can be accessed online.
  - To move to a resource hub where classifiers at all levels can access resources that develop their capability and assist in consistency in classification practices eg. Assessments, process, etc.
    - This initiative is to address the needs of classifiers, who currently see a collective face to face forum as the main means of developing their own skills and maintaining/developing inter/intra rater reliability with classification practices.
  - Development of tutorials that can be shared with the classification group to maintain recency and practice. Could be a role for those with the education portfolio within the Classification committee.
- Review course participants
  - For those that have passed, place them onto a potential trainee pathway (N.B. They will have to complete two years of national classification before being made eligible to go onto the international trainee pathway).
  - For those that did not pass, look at what supports can be made to assist them/their country in addressing the issues identified in their course. Consider these for retesting in the future.

### **Classifier Development**

- Develop map of classifiers by region to determine quantity and level of experience, in order to develop strategic plan for classifier development needs per region.
  - Consider Chief classifiers, types of classifiers (eg. Dr, PT, Tech), Trainees, those that have completed an international classification course.
- Nominate a plan to the board before the end of each year on where/how classifier development can occur. Communicate this formally through HOC reports to the board (quarterly).

### **Documents**

- Review and update the current list of official World Boccia documents.
- Ensure documents are accessible to classifiers, particularly chief classifiers, who require them at competitions.

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## Rules

- Principles around Classification Rule Changes
  - Current rules to be reviewed with regard to IPC Code compliance requirements.
  - There is an IPC process within the Code for any significant rule changes – please refer to these whenever considering rule changes.
  - Major rule changes to be instituted after Paralympic cycle concludes.
  - Recommend New Edition eg. 5.0 to be first year of new rules.
  - Minor rule changes made during the paralympic cycle to be 5.1, 5.2, etc.
- Request feedback on current edition of rules. This is to include not only classifiers, but World Boccia staff, organisers, teams & athletes.
  - Feedback to be considered by Classification Committee and appropriate actions to be taken.
  - Communication on feedback and actions to be shared with sport via World Boccia.
  - New edition of rules to be updated and published on World Boccia website.
  - Communicate rule changes to classifiers directly eg. Email/WhatsApp/refer them to World Boccia website etc.

## Meetings

- Board
  - Board meetings are held every second month
  - A report from the Head of Classification is required prior to each Board meeting. The template can be obtained from World Boccia Admin.
- Classification Committee
  - It is advisable that Classification Committee Meetings are held on a quarterly basis
  - Classification committee meetings can and do occur in an ad hoc manner, depending on the current needs of the sport/issues arising in the sport.
- World Boccia Staff
  - It is common for meetings to be scheduled by World Boccia staff (eg. CEO, admin, operations, competitions) to address issues arising within the sport.

## World Boccia/National Team Queries

- The Head of Classification will be required to address sport/athlete related queries as they arise. This may include:
  - Reviewing athlete classification and/or status on the database
  - Addressing issues with the database
  - Liaising with classifiers regarding classification outcomes from previous competitions
  - Addressing and arbitrating on Protests and Appeals

## IPC

- The Head of Classification will be required to work with the IPC in ensuring Boccia Classification Rules meet IPC Code compliance.

- Practically this will mean reviewing the code and determining which areas of the Boccia Classification Rules are code compliant and which are not. It is then imperative that a prioritised plan is developed to address those areas of the Boccia Classification Rules that are not yet code compliant.
- This plan is to be communicated to the IPC classification Committee, World Boccia board and World Boccia classification committee.
- This plan is to be reviewed through the World Boccia classification committee, board and IPC on an annual basis.

### **Research**

- The Head of Classification will be required to oversee research partnerships that address the sport's need to develop research that aims to establish evidence based classification, as per the IPC Code requirements.
- A research plan is to be developed and shared annually with the World Boccia classification committee, board and IPC.