



PARALYMPICS IRELAND

NATIONAL CLASSIFICATION COMMITTEE

TERMS OF REFERENCE

November 2022

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1. Introduction

1.1. Background

In 2003 the International Paralympic Committee (IPC) approved the Classification Strategy, which led to the publication of the first edition of the Athlete Classification Code in 2007. It consists of a universal Classification Code that implements policies & procedures across all sports within the Paralympic Movement. The intent of the Code is to bring consistency to certain aspects of the classification process. In February 2015, the IPC General Assembly passed the second edition of the IPC Athlete Classification Code, which was implemented in 2017, providing a clear statement of the purpose of Paralympic Classification. This new edition, which is consistent with the first, is supplemented by five International Standards which provide specific, operational guidance in key areas of classification, especially for;

- ✎ Eligible Impairments
- ✎ Athlete Evaluation
- ✎ Protests and Appeals
- ✎ Classifier Personnel and Training
- ✎ Classification Data Protection

(IPC Classification Code Article 1.6)

It is the responsibility of Paralympics Ireland, as both a member of the IPC and signatory to the Code, is to ensure they are in compliance with all aspects of the Code. Therefore, roles and responsibilities according to the Code are to;

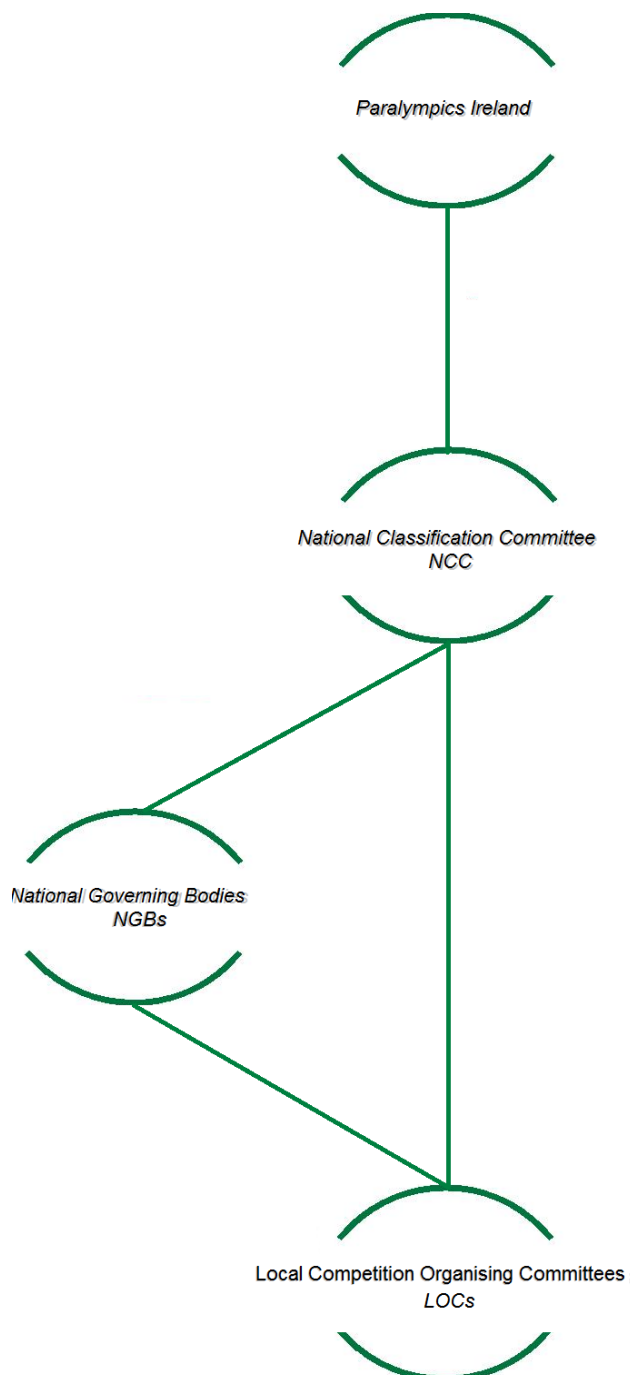
- ✎ Promote the development of a National Classification Strategy, incorporating the key areas detailed in the International Standards
- ✎ Develop and implement a policy for its members to comply with the Code
- ✎ Establish procedures to address non-compliance with the Code
- ✎ Ensure that their Classification Rules conform with the Code

(IPC Classification Code Article 12.3)

1.2. Purpose

The purpose of the National Classification Committee is to advise and oversee the implementation of the National Classification Strategy on behalf of Paralympics Ireland.

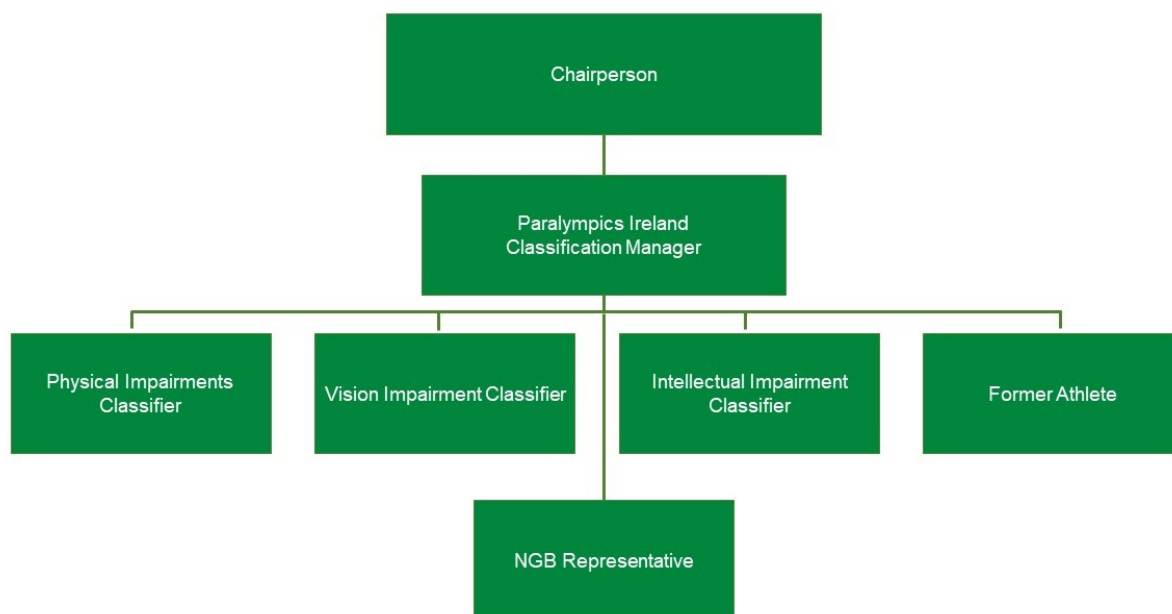
2. National Classification Structure



3. NCC Structure

3.1. Composition

3.1.1. The NCC shall consist of up to a maximum of ten (10) members, including the position of Chairperson.



3.2. Appointment of members

3.2.1. The NCC shall nominate its Chairperson for Paralympics Ireland Board approval.

3.2.2. The NCC shall nominate all members for Paralympics Ireland Board approval.

3.2.3. The NCC, at the discretion of the Chairperson, shall appoint volunteer Heads of Classification for each sport (grouped where necessary).

3.2.4. The NCC, at the discretion of the Chairperson, may co-opt specific individuals to attend the NCC meetings (or parts of meetings) where appropriate in a non-voting capacity.

3.3. Terms of Office

3.3.1. Members of the NCC shall normally serve for two years. Members may be re-appointed to serve for a next term; there are no limitations to the number of terms members can be re-appointed to the NCC.

3.4. Vacancies

3.4.1. Vacancies in the NCC occurring through resignation, or any other reason, should be filled by nominations from the NCC, to be approved by the Paralympics Ireland Board, following the nomination by the NCC.

4. NCC Function

4.1. Authority

4.1.1. The NCC is accountable to the Paralympics Ireland Board.

4.2. Role

The NCC shall provide advice to the Paralympics Ireland Board on all policy matters in the specific area of classification.

The NCC shall in particular have the following roles:

4.2.2. Review the governance structure of classification in Ireland, including these terms of reference, and national policies to ensure its medium to long term viability and sustainability.

4.2.3. Approve the annual National Classification programme.

4.2.4. Review the annual classification calendar and budget for approval by the Paralympics Ireland Board.

4.2.5. Recruit sports national classifiers and confirm roles and responsibilities.

4.2.6. Provide support to the Classification Manager on the implementation of the Classification Programme.

4.2.7. Advise Paralympics Ireland on compliance with the IPC Athlete Classification Code.

4.3. Meetings

4.3.1. The NCC will meet in committee form with agenda's set and minutes recorded.

4.3.2. The Chairperson and the Classification Manager are responsible for the

organisation of meetings and the setting of agendas.

4.3.3. The NCC will convene meetings biannual as a minimum but in excess of this at the discretion of the Chairperson to conduct the remit of the NCC effectively.

4.3.4. The NCC meetings may be in person or virtual and mutually agreed, with at least 1 in person meeting per year.

4.4. Voting

4.4.1. Each member of the NCC will have one vote each.

4.4.2. The Chairperson will also have one ordinary vote.

4.4.3. Where unanimity is not possible, a majority vote will be carried. In the event of a tied vote, the Chairperson will have a casting vote.

4.4.4. No proxy or absentee voting is permitted.

4.4.5. A quorum for decisions to be binding is 4 voting members.

4.5. Reporting

4.5.1. The Classification Manager shall ensure written minutes of all NCC meetings are produced and agreed with the Chairperson prior to distribution to the NCC members.

4.5.2. The Classification Manager will produce an annual report to the Paralympics Ireland Sport Director and CEO on all matters related to Classification.

4.5.3. A report on the activities of the NCC will be provided by the Classification Manager for inclusion in the annual report of Paralympics Ireland.

4.5.4. The CEO shall ensure that recommendations to the Paralympics Ireland Board resulting from NCC meetings are included on the agenda of the Paralympics Ireland Board and that the subsequent decisions from the Paralympics Ireland Board are communicated to the members of the NCC. NCC recommendations will be presented to the Paralympics Ireland Board by the CEO or the Classification Manager for their approval and the subsequent decisions of the Paralympics Ireland Board will be communicated to the NCC.

4.5.5. The Chairperson of the NCC and the Classification Manager may be invited to attend Paralympics Ireland Board or General Meetings.

4.6. Dissolution

4.6.1. The NCC can only be dissolved by a decision of the Paralympics Ireland Board.