

PARALYMPICS IRELAND

NATIONAL CLASSIFICATION COMMITTEE

INTERIM TERMS OF REFERENCE

March 2016 – March 2017

Approved by the Board and effective from 9th March, 2016



**Paralympics
IRELAND**

Table of Contents

1.1 Background	2
1.2 Rationale	2
2. Classification Structure	3
2.1 National Structure	3
3. NCC Structure	4
3.2 Appointment of Members	5
3.3 Terms of Office	5
3.5 Vacancies.....	5
4. NCC Function	6
4.1 Authority	6
4.2 Role	6
4.3 Meetings	6
4.4 Voting	6
4.5 Reporting	7
4.6 Dissolution	7

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 Classification Code & International Standards in 2007. It is consisted by a universal code for classification 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 Classification Code & International Standards (the Code), which shall be implemented on January 1st, 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;

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

(IPC Classification Code Article 1.6)

A requirement 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. In this their roles and responsibilities in line with the Code are to;

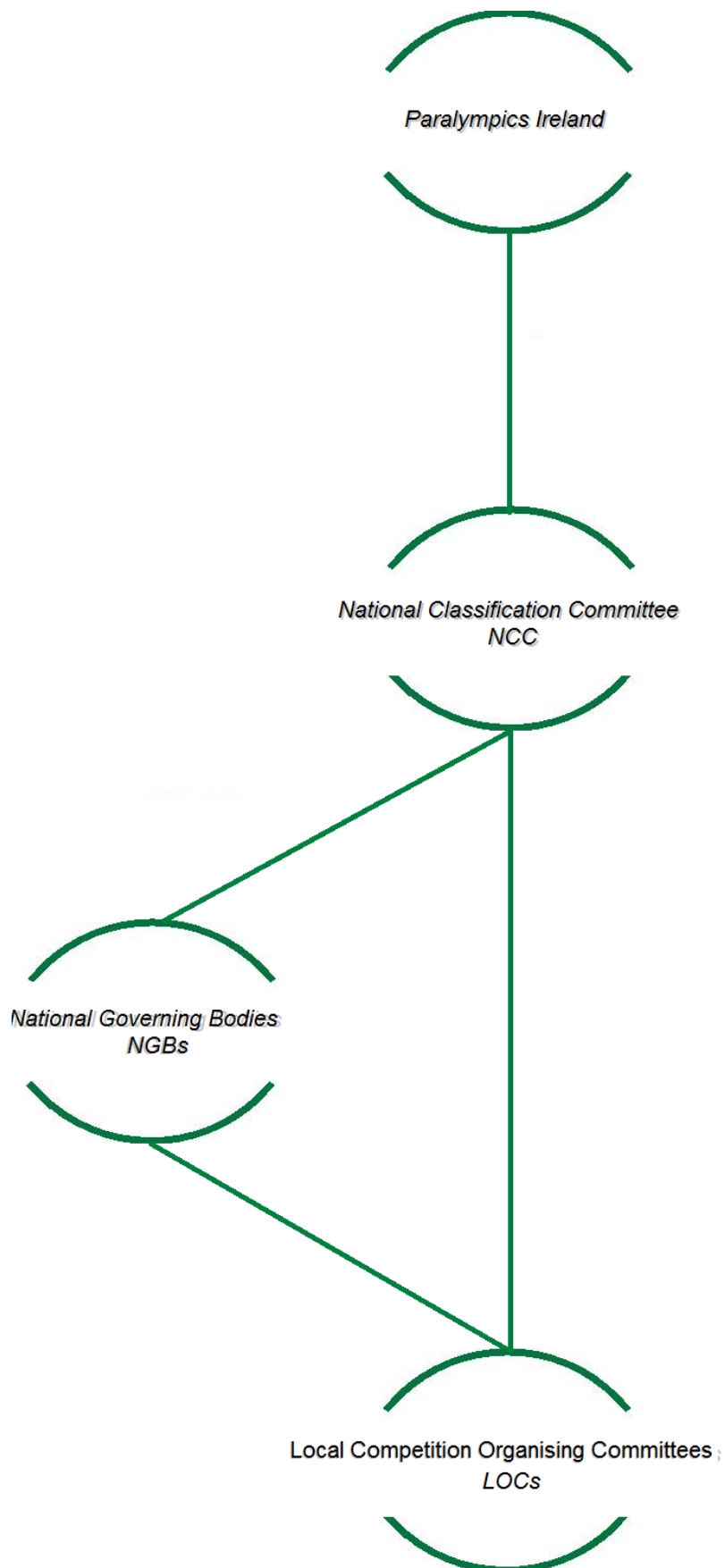
- ☞ Promote development of a National Classification Strategy, incorporating Classification Education
- ☞ Develop and implement a policy for its members to comply with the Code and establish procedures to address non-compliance with the Code
- ☞ Ensure that their Classification Rules conform with the Code

(IPC Classification Code Article 12.3)

1.2 RATIONALE

The National Classification Committee is being established to follow the work of the previously known Classification Advisory Group (CAG) to coordinate and develop the National Classification programme on behalf of Paralympics Ireland.

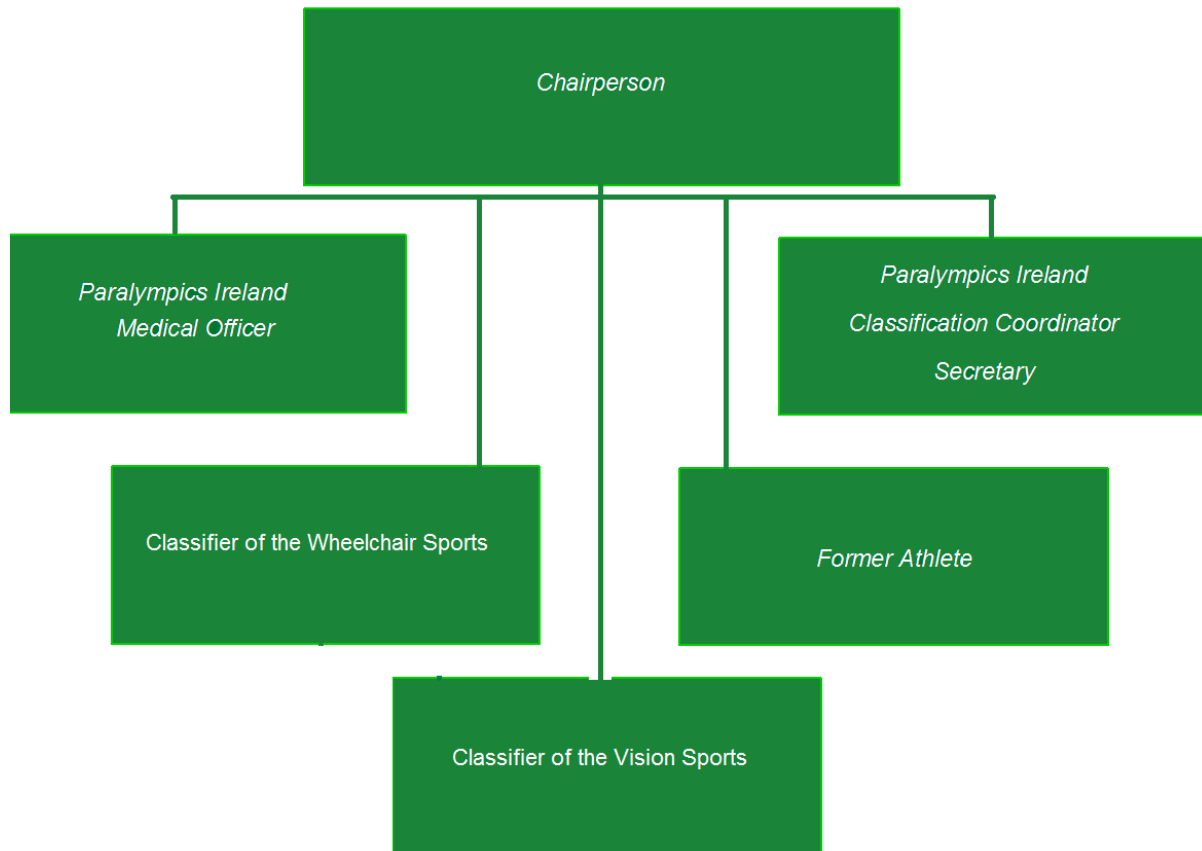
2.1 NATIONAL STRUCTURE



3. NCC STRUCTURE

3.1 COMPOSITION

3.1 (A) The NCC shall normally consist of up to a maximum of twelve (12) members, including the position of Chairperson.



3.2 APPOINTMENT OF MEMBERS

3.2 (A) The Paralympics Ireland Board shall appoint the Chairperson of the NCC.

3.2 (B) The Paralympics Ireland Board shall appoint all members of the NCC.

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

3.2 (D) 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 (A) 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 (A) Vacancies in the NCC occurring through resignation, or any other reason, should be filled by appointment by the Paralympics Ireland Board, following the nomination by the Chairperson of the NCC.

4. NCC FUNCTION

4.1 AUTHORITY

4.1 (A) The NCC is accountable to the Paralympics Ireland Board.

4.2 ROLE

The NCC shall provide advice:

4.2 (A) 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 (B) Review the governance structure of classification in Ireland, including these interim terms of reference, and make recommendations for the NCC's term of reference from March 2017 to ensure its medium to long term viability and sustainability.

4.2 (C) Develop a National Classification programme reinstatement plan.

4.2 (D) Prepare the 2016/2017 classification calendar and budget for Paralympics Ireland approval.

4.2 (E) Recruit volunteer sports Heads of Classification and confirm roles and responsibilities.

4.2 (F) Advise Paralympics Ireland on compliance with the IPC Athlete Classification Code due for implementation on January 1st, 2017.

4.3 MEETINGS

4.3 (A) The NCC will meet in committee form with agenda's set and minutes recorded. The Chairperson is responsible for the organisation of meetings and the setting of agendas.

4.3 (B) The NCC will convene meetings quarterly as a minimum but in excess of this at the discretion of the Chairperson to conduct the remit of the NCC effectively.

4.4 VOTING

4.4 (A) Each member of the NCC will have one vote each. In the event of a tied vote, the Chairperson will have a casting vote.

4.4 (B) No proxy or absentee voting is permitted.

4.4 (C) A quorum for decisions to be binding is 4 voting members.

4.4 (D) On occasion, "virtual" or "dial-in" attendance of NCC meetings is permitted, at the discretion of the chairperson.

4.5 REPORTING

- 4.5 (A) The secretary shall ensure written minutes of all NCC meetings are produced and agreed with the Chairperson prior to distribution to the NCC members.
- 4.5 (B) The secretary will produce a quarterly report to the Performance Director and CEO on all matters related to Classification.
- 4.5 (C) A report on the activities of the NCC will be developed by the secretary of the NCC and will be included in the overall annual report of Paralympics Ireland Board.
- 4.5 (D) 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.
- 4.5 (E) The Chairperson of the NCC may be invited to attend and speak at Paralympics Ireland Board or general meetings.

4.6 DISSOLUTION

- 4.6 (A) The NCC can only be dissolved by a decision of the Paralympics Ireland Board.