



HANDBOOK

TECHNICAL & CLASSIFICATION INFORMATION

February 2005

This Handbook contains necessary information for conducting IPC Swimming competitions and classifications. It is divided into two sections, Technical and Classification information.

Other useful information that can be obtained from IPC Swimming include the following:

**WORLD, PARALYMPIC & REGIONAL RECORDS
CLASSIFICATION MANUAL
SWIM RULE BOOK
CALENDAR OF SWIMMING COMPETITIONS
SWIMMING HANDBOOK
RANKINGS – LONG & SHORT COURSE
LIST OF CLASSIFIED SWIMMERS
SWIMMING SCIENCE RESULTS
GENERAL SWIMMING INFORMATION**

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PART ONE

TECHNICAL INFORMATION

The information included will assist organizers when preparing for a competition. Also included are the necessary forms needed when conducting a competition.

- Bid Checklist for Official Swimming Competition
- Technical Delegate Checklist for Onsite Inspection
- Pool Deck Announcers Guidelines
- Technical Adviser Checklist for Championships
- Official in Training Course Requirements for Accreditation
- Evaluation Checklist for Swimming Officials in Training
- Authorised Swimming Officials Information
- Officials in Training Information
- Procedure for Authorisation of Swimming Officials
- Swimming Official Registration Form
- Deck access Form
- Medical Withdrawal Form
- Protest Form
- Recognised Swimming Events
- Relay Form
- Application for World Record
- Entry Change due to Classification
- Technical Disqualification Sheet
- Pre Competition Warm Up Procedures – 10 lane pool
- Pre Competition Warm Up Procedures – 8 lane pool
- Competition Information Form
- Guidelines for Referees for FINA Exceptions
- IPC Swimming Paralympic Program
- IPC Swimming World & Regional Program
- Rule Book Order Form
- Tapping Device
- Blood Lactate Testing Sampling
- Nomination Form
- Mandate Form
- Assembly Meeting Procedures

PART TWO

CLASSIFICATION INFORMATION

This information compliments classification information and forms necessary when classify swimmers

- Process for Functional Swimming Classifications
- FCS Classification Testing Sheet and Consent Form
- Classification Testing Sheet and Consent Form for Blind
- Consent Form for S14 swimmers
- Declaration for Medical Fitness for Competition
- Code of Medical Diagnosis
- Head of Classification Checklist
- Paper Calculations for Dysmelia and Multiple Amputations
- Body Segment Parameters
- Water Testing Procedure
- Code of Exceptions
- Laymans Guide to Classification
- Swimming Strokes Common Faults and Consequences
- Protest Form
- Classification Course Requirements for Accreditation
- Evaluation Checklist for Trainee Classifiers
- Authorised International Classifiers Information
- Authorised Regional Classifiers Information
- Trainee Classifiers Information
- Procedure for Authorisation of Classifiers
- Application & Registration for an Authorised Classification Course Form
- Trainee Classifiers Registration Form
- Classification Sheet Request Form
- Glossary of Medical Terms

PART 1

TECHNICAL INFORMATION

BID CHECKLIST FOR OFFICIAL SWIMMING COMPETITIONS

1/2/05

This Bid Checklist is to be read in conjunction with the IPC Swimming Swim Rules, Classification Manual and the IPC Swimming Handbook.

In order to place a bid for an IPC Swimming Competition the organizing National Sports Organization for the Disabled must be able to comply with the following criteria: The NPC must underwrite the bid documents for the championships.

- 1. IPC Swimming swim rules concerning the pool and the running of the competition must be applied. The Organizing Committee shall agree to pay for accommodation for a maximum number of 25 IPC Swimming authorised officials selected by IPC Swimming (ie TD, ATD, HC, Classifiers and Swimming Officials)**
- 2. IPC Swimming swim rules must be used and be made available with national translations for the officials in charge if required.**
- 3. Swimming Pool:**
 - IPC Swimming certified pool for competition – 8 or 10 lane pool
 - State whether 50 metre or 25 metre course pool.
[Note: For Paralympic Games a 50 metre course pool only to be used for competition.]
 - Training Pool – precompetition. State whether 50m or 25m course pool/s and the number of lanes available. How many and where are they located. It is required that for every 200 swimmers one 50m pool is to be available. State whether indoor or outdoor.
 - Training Pool – during competition. State whether 50m or 25m pool and the number of lanes available. State whether indoor or outdoor.
 - State whether the competition pool is an Indoor/Outdoor Pool
 - Water temperature +/- 26 degrees C
 - Facilities must be accessible to all competitors [ie. wheelchair, visually impaired]
 - Reserved observation position, during competition, for the IPC Swimming classifiers
 - Stands accessible for wheelchair users
 - For outdoor pools sun shelters must be provided
 - Ramps for wheelchair users are required when and where necessary
 - Facility appropriate for call up room
 - Facility appropriate for doping control
 - Strobe starting lights – min 2
 - Flow of traffic and safety of flow during competition
 - Safety of pool facilities in the entirety
- 4. The Organizing Committee will provide:**
 - i. Facilities for Classification prior to the competition:
 - A separate room, with close access to the swimming pool, which can facilitate at least 4 testing benches
 - Swimming pool with a minimum of two lanes available, with starting platforms. State whether the pool is 25m or 50m pool.
 - Screens for privacy during classification
 - Towels, disinfectant
 - Table and two chairs for each bench
 - Working area for Head of Classification
 - Waiting area for the swimmers attending classification, including one large table and sufficient number of chairs
 - ii. Facilities for Classification prior to competition for the Visually impaired as laid down by IPC Swimming. See attachment.
 - Minimum seven metre long rooms for visual acuity testing

- Illumination lamps, directional, with sixty watt bulbs
 - Tables and desks for each of the medical officers
 - Ophthalmological equipment and testing charts as requested by the IPC Swimming classifier for the blind
- iii. One English speaking interpreter where necessary.
- iv. Equipment available:
- Access to a photocopy machine, cell telephones for the TD, ATD & HC or some form of communication system
 - Protest, relay and other appropriate and necessary forms for the competition
 - Tables, chairs
- v. During the competition an area for classification protests will be made available at the swimming pool with at least one testing bench, chairs, desk and screens.
- vi. Drinks and meals must be available for the IPC Swimming Team and the helpers during classification. The IPC Swimming Team is made up of the classifiers, technical delegate, assistant technical delegate, technical advisers, swimming officials and the result system operator.
- Water must be made available for the swimmers awaiting classification
- vii. Transportation for swimmers and relevant management and the IPC Swimming Team to and from classification.
- 5. A year prior to the competition the Technical Delegate shall be invited by the Organizing Committee to liaise with them in the preparation of the competition. A further on-site inspection may be deemed necessary as determined by IPC Swimming.**
- 6. The Organizing Committee shall invite the following officers appointed by IPC Swimming and the Organizing Committee shall be responsible for all the travel and full accommodation expenses for the total duration of the championships/games:**
- i. One Technical Delegate
 - ii. One Assistant Technical Delegate
 - iii. Two Technical Advisers.
 - iv. Result System Operator [at the discretion of IPC Swimming]
 - v. Head of Classification
 - vi. Authorised Classifiers as deemed necessary.
 - a. Minimum of three teams of authorised classifiers for locomotor disabilities, each team consisting of two persons [one technical and one medical] and the number of teams dependant on the number of competitors needing classification.
 - b. A classifier for the visually impaired [ophthalmologists] appointed by IPC Swimming.
 - vii. Ten authorised swimming officials
- 7. The competition program as found in the IPC Swimming swim rule book must be used. No changes to the program can be made without endorsement from IPC Swimming.**
- 8. No deletion of events to the program shall be made without authorisation from the technical delegate or assistant technical delegate and IPC Swimming.**
- 9. Any formula for the reduction in the number of participants must be agreed upon by IPC Swimming.**

10. The Organizing Committee are required to implement the medal qualifying standards set down by IPC Swimming for events that do not reach the entry number rules. This is according to IPC Swimming swim rules and regulations.
11. General information regarding the training facilities and training timetable, transport for pre-competition, classification and during competition, accommodation, entry information, medal ceremonies, starts and warming up procedure must be provided in advance to IPC Swimming and the Technical Delegate.
12. The pre-competition training schedule is provided to the TD in advance and the TD is required to endorse the schedule prior to being circulated to the NPCs.
13. The Organizing Committee is required to exclusively use the IPC Swimming results system software. The result system software includes entering all entry information as well as results for the duration of the competition. The exception to this is if the Organizing Committee provides information as to the system that is to be used. IPC Swimming solely may give approval for the Organizing Committee system can be used in preference to the IPC Swimming software.
14. The Organizing Committee will provide IPC Swimming with a list of the entered swimmers and classes immediately following the final entry. IPC Swimming will identify the classes of the entered swimmers and the swimmers requiring classification/reclassification.
15. The IPC Swimming Team classifiers will be required to be accommodated one day prior to the start of classification and until a day after the completion of the competition.
16. Swimmers required to attend classification must arrive for the classification to be completed 24 hours prior to the first day of competition.
17. A safety check is to be made on the competition and training venues prior to the arrival of the teams. A report is required to be provided to the TD. Any areas of concern are to be identified and repair prior to the arrival of the teams. This information is also to be provided to the TD.
18. The swimming pools must be available at all times during the running of the competition program, and for training purposes commencing on the first day of the opening of the accommodation.
19. The accommodation of the IPC Swimming Team must be within a short distance of the swimming pool, and the same accommodation as the teams and the headquarters of the Organizing Committee. Single rooms shall be provided for the Technical Delegate and Head of Classification to enable them to work as required.
20. General information concerning the competition site, facilities and training timetable, transport, training, classification timetable, meetings and all procedures concerning the swimming competition, preliminary start list, medal ceremony, start times, protests, and warm up times, must be provided to the competing teams and the IPC Swimming Team, on arrival and at the competition site.
21. Current information must be provided to the IPC Swimming Team [ie letter boxes in swimming pool and accommodation]. The IPC Swimming Team must have admittance to all venues [ie swimming pool and athletes accommodation] and

immediate transport at their disposal. The IPC Swimming Team will require a meeting room to accommodate the full IPC Swimming team at the swimming pool, to be available at all times and equipped with tables and sufficient number of chairs.

22. Meeting with the Competition Manager and the Swimming Officials. Prior to the commencement of the competition a meeting for the officials of the competition shall be organized and led by the technical delegate, assistant technical delegate, technical advisers and IPC Swimming officials in order to discuss rule interpretations.

23. Transportation for Teams –

- i] a shuttle bus service to transport the teams between the accommodation and the swimming pools must be provided by the Organizing Committee so that waiting before and after the competition is avoided
- ii] a shuttle bus service for IPC Swimming team – classifiers, TAs, and swimming officials
- iii] shuttle bus to training facilities pre-competition for teams
- iv] shuttle bus for competitors throughout the day for the full duration of the competition ie during morning sessions [heats], break between the heats and finals and for the evening session [finals]

24. IPC Swimming will conduct classification and officials in training courses prior to the classification of the participants. The Organizing Committee will provide the identified classifiers and officials presenting the course with accommodation, etc at least one day prior to the start of the courses. Trainee classifiers/officials in training are required to pay travel and accommodation costs but the organizers are to pay for meals and ground transport. Trainee classifiers and officials in training are not required to pay the entry fee or the IPC capitation fee.

25. Equipment for the seminar:

- A meeting room for a maximum number of twenty participants
- video recorder and TV
- overhead projector & screen
- whiteboard or flow chart

26. The Organizing Committee must be prepared to conduct dope testing according to the IPC Medical Code. The facility requirements are to be in accordance with WADA recommendations.

27. The Organizing Committee will provide for the disposal of sharps containers for countries that have applied and been approved by IPC Swimming to conduct blood lactate testing.

28. Meetings during competition

i. IPC Swimming Meetings

- During the competition IPC Swimming officers will conduct several meetings. The room must be wheelchair accessible.

ii. Managers/Coaches Meetings

- A coaches meeting with the Technical Delegate, Assistant Technical Delegate, Technical Advisers, IPC Swimming Officials and the responsible officer from the Organizing Committee is required after the classification and before the start of the competition. Further meetings may be necessary during and after the competition. A room for about 80 people, wheelchair accessible shall be provided for this purpose.

iii. Athletes Meetings

- A meeting for athletes should be held prior or during the championships. A room for approximately 80 people, wheelchair accessible, shall be provided

29. The Organizing Committee agrees to pay the accommodation cost for a maximum of 25 IPC Swimming international officials identified by IPC Swimming
30. It is recommended that the Organizing Committee does not arrange accommodation/meals for NPCs but are required to identify and negotiate reasonable prices for a minimum of 4 hotels/housing during the championships. The housing information with process and contact details are to be included in the first entry package information. The nominated housing are to be included in the transport shuttle service to and from the competition venue.
31. When the Organizing Committee are not involved with housing/meals it is recommended the entry fee per participant should not exceed \$US300 without prior approval from IPC Swimming.
32. Room for press/media with access to phone, fax and ISDN lines. Provision of results and access to photocopying.
33. The organizing committee is to ensure that a complete set of results is available to all NPC prior to the departure from the championships.

CHECK LIST **VISUAL CLASSIFICATION EQUIPMENT**

- ❖ Schedule: 3 athletes per 60 minutes
- ❖ Lockable classification room at least 6 metres in length and 3 metres in width with table and chairs [1 rolling stool] and the possibility of changing the ordinary light from strongly lighted to completely darkened.
- ❖ Waiting area dimly lighted
- ❖ Standardized low vision acuity cards [SOSH 3rd edition 1990]
- ❖ Measuring tape, sticking plaster, pocket calculator
- ❖ Portable set of trial lenses with increments of 0.5 sph, negative cylinder, glasses frame
- ❖ Lensmeter [manual or automated]
- ❖ Ophthalmoscope [direct type with additional + 20sph lense or indirect type] complementary optical handheld slitlamp, optional retinometer
- ❖ Automatic refractometer [handheld refractor NIKON "Retinomax" preferred because of handiness and mobility, otherwise table top refractometer]
- ❖ Perimeter [at least handheld Schwalgger or Forster], desirable Goldmann perimeter with kinetic tests
- ❖ Tests for colour deficiency [ISHIHARA]
- ❖ Mydriatic and analgesic eye drops
- ❖ Adapter for wall socket
- ❖ Station for charging ophthalmoscopes
- ❖ Spare batteries, replacement bulbs
- ❖ Ability to consult an eye center or eye hospital in special cases

Dr Carl Axel Bolsinger
Ophthalmologists – Sports Physician
IPC Visual Impairment Classifier
Medical Director IBSA Europe

TECHNICAL DELEGATE CHECKLIST FOR ON SITE INSPECTIONS

Check list to be read in conjunction with IPC Swimming swim rules.

In consultation with ATD the following are reviewed, discussed & implemented for Paralympic Games, World Championships, Regional Championships and other major IPC Swimming events



1/2/05			
Key Areas	Description	Key Person	Comments
Entry Information	Date of when competition information is to be distributed to countries ie accommodation, costs, dates, etc		
	Date when first entries are to be distributed to countries		
	2nd entry information to be distributed to countries		
	Timelines for collation of entry information		
	Timelines for distribution of entry information to TD		
	Conducting classification and officials in training courses		
	Accommodation & flight details for IPC Swimming team		
	Timeline for medal qualifying standards to be set		
	Timeline for qualifying standards to be set		
Airport Facilities	Assistance - ability to transfer athletes from cargo to entrance of plane		
	Number of wheelchairs available at the airport		
	Accessibility of airport		
	Assistance at baggage claim area		
Customs	Requirements for equipment [carnet]		
	Drug requirements		
	Food & drink regulations		
	Money regulations		
	Visa applications for large groups		
	Immunisation requirements		
	Medical insurance information		
	Assistance for teams		
Quarantine	Re-entry of dogs for blind		

Venue	Floor plan of inside of pool complex to be provided		
	Flow of traffic & safety of flow during competition		
	Safety of venue – competition & training pools, changing rooms, etc		
	Computers [prefer 1 for men, 1 for women] for results		
	Computer results system being used		
	Electronic Timing System		
	Type of Timing System		
	Touch pads at both ends of pool - able to obtain splits		
	Score board facilities		
	Accessibility from stands to pooldeck		
	Change rooms – accessibility		
	Extra portable toilets if required		
	PA system		
	Information/results center		
	Fluids available		
	Seating arrangement for teams		
	Seating arrangements for classifiers with power outlet available & table top or desks		
	Seating arrangement for spectators		
	Seating arrangements for VIPs and sponsors		
	Pre-competition training pool/s – 1 pool per 200 competitors		
	Warm up facilities – number of lanes, length, starting platforms, depth range		
	Medical center		
	Dais accessibility for wheelchairs		
	Medal area		
	Marshall/call up area		
	Country flags and national anthems		
	Doping area		
	Colour of markings of lines on the bottom of the pool		
	Lane ropes – antiwave		
	Pool depth at each end for competition pool		
	Starting blocks – surface		
	Accessibility to starting blocks		
	Backstroke flags - colour & size		

Venue [cont]	False start rope		
	Starting strobe light - movable or not. At least 2 are required		
	Life guards - procedures & protocol		
	Availability for training at competition pool between heats & finals		
	Equipped functional office for TD, TA & classifiers		
	Room for classifications during competition - 1 bench		
	Sanitary requirements		
	Room for swimming officials – briefing & debriefing		
Ceremonies	Transportation to and from ceremonies		
Open & Closing	Meals		
	Fluids available		
	Timing of the events		
Communication	For IPC Swimming Team - headsets, mobile phone, etc		
Accreditation	When		
	Where		
	How to be organized		
Accommodation	List of IPC Swimming Team accommodation details		
	List of accommodation details of each country		
	Accessibility of rooms		
	Accessibility to floors		
	Information/results desk		
	Meals - times & nutritional value. Flexibility of meal times		
	Emergency procedure		
	Room amenities ie TV, radio, telephone, computer ports, iron, laundry		
	Suggest if hotel is used		
	a] bar facilities removed		
	b] direct overseas dialing tie/bar		
	c] pay TV tie/bar		
	Entertainment ie theatres, meeting place, email café, etc		
Transportation	To and from airport		
	To and from pool and accommodation precompetition		

Transport [cont]	Transportation availability through Village complex		
	Shuttle service on a day to day basis pre & during competition		
	Shuttle service throughout the duration of competition to the venue		
	Transportation and tours availability information ie buses, taxis, etc		
Training Pool	See venue requirements		
	Number of pools available pre-competition		
	Indoor/outdoor		
	50m/25m pool/s		
	Starting platforms available		
	Depth range		
	Number of lanes per pool		
	Backstroke flags - colour & size		
Classification	Pool facility - min 25m with sufficient depth, starting block		
	Room that has privacy		
	Physio benches/plinth - at least 4		
	One table and one chair per bench		
	Large table for necessary paperwork & 4 chairs		
	Fluids available		
	Accessible change rooms		
	Desk and chair at entrance of classification area		
	Chairs for waiting athletes		
	Observation area for classification team during competition with power available		
	Adequate classification area for the blind		
Volunteers	Training for specific areas		
	Assistance onto pooldeck and starting blocks - min 34		
	Assistance at medal ceremony - min 12		
	Room available for a rest area		
	When are the volunteers to be trained		
	How are the volunteers going to be trained		
	Who is going to train the volunteers		
	Uniforms		
	Meals & fluids available		

Program	Combination of events/classes		
	Timing of events - heats & final sessions		
	Classification changes - corrections to the program - FCS & Blind		
	Availability of start list on arrival		
	Timeline for printing of full program after classifications		
	Classification changes - during competition		
	Medal qualifying standards		
	Entry qualifying standards		
Medal Protocol	National anthems		
	National flags		
	Presenters - list of names		
	Medals – cast		
	Flowers		
Officials	National level of accreditation		
	International senior officials required – max 10 appointed by IPC Swimming		
	Meals provided - snack & fluids throughout competition		
	Uniforms		
	Meeting room		
	Number of rule books required		
	Certified stopwatches [24] & reserves min 10		
VIPS	VIP arrangements - invitation to IPC President, IPC Technical Officer		
	VIP & Sponsors arrangements – seating		
	VIP arrangements – accommodation		
	VIP arrangements – transportation		
Doping	Are tests to be conducted		
	Organizing Committee to contact National Drug Agency		
	Organizing Committee to contact IPC Doping Officer		
	IPC Doping Officer to be invited		
	Training required to educate collectors of disability information		
	Doping room identified		
	Sealed fluids available		

Media	Seating arrangements		
	Photographers		
	Section for TV outlets		
	Power available in area for computers, etc		
	Accessibility to pooldeck ie rotation system		
	Media room for interviews of athletes		
	Identification of media ie coloured bibs		
Research Project	Inform organizers the particular project that is likely to be conducted	Requirements necessary	
	Ensure that the requirements needed are to be in place		
Safety Procedures	Weather patterns for the time of the year		
	Evacuation of Aquatic Centre and training facilities – document		
	Fire procedures at Aquatic Centre and training facilities- document		
	Evacuation of accommodation – document – if in a ‘Village’ type situation		
	Fire procedures at accommodation – document		
	Life guard procedures & roster		
	Timetable for medical personnel on pooldeck		
	Availability of physio, masseurs during competition		
	Equipment back-up for computer system		
General	Medical centre availability pre and during competition		
	Meeting rooms availability		
	Meeting room available for classification & officials in training courses		
	Meeting with all key people		
	Classification rules and regulations		
	Money exchange facilities ie banks		
	Telephone, fax, postage facilities		
	Laundry facilities – costs		
	Security procedures for teams		
Blood Lactate Testing	Availability of adequate disposal of sharps containers		
	Designated area poolside for testing		

IPC Swimming

POOL DECK

ANNOUNCERS'

GUIDELINES

*Prepared by:
Peter R. Graham
Chief Announcer.
South Australia Swimming Assoc.*

Introduction:

The following documents provide guidelines for pool deck announcer(s) at championship swim meets.

It is intended that they provide a guide as to the process of announcing at such meets as opposed to providing a script which must be followed rigidly. The guidelines are produced from my experience in announcing at two World Championships, Pan Pacific Championships, Oceania Championships and at almost every National Open, Shortcourse and Age Championships, throughout Australia since 1986. That experience has been enhanced by the advice, assistance and encouragement provided by senior officials and administrators from Australian Swimming who themselves have been involved in the highest levels of the sport of swimming for many years.

Announcers at all levels must realise that the technical delegate, referee and meet director are responsible for the conduct of the meet. Announcers are in effect the public voice of the referee and/or meet director.

The major role of the announcer(s) is to assist in the smooth running of the program and to keep swimmers, coaches, team managers, officials and the general public informed. Announcers should not seek to become the main feature of the program.

The level of competition and performance by the swimmers will generally determine the success or otherwise of the meet. It is the announcer's role to ensure the audience are informed to enable them to recognise and salute achievement.

Pool deck announcers must be well prepared with information which accredited and is relevant to the competitors and the meet generally. A philosophy worth consideration is, "if in doubt, leave it out."

I trust the guidelines will assist you in your endeavours.

Good luck.

*Peter Graham.
Chief Announcer.
South Australia Swimming Association.*

Contents:

Heats Format:

A broad guide to the process of conducting a heats session. (One page).

Introduction to Sessions:

A step by step process to the introduction of sessions after the meet director had signalled for the session (heat or final) to commence.

Introduction to Finals:

A step by step process to the introduction of championship finals.

Victory Ceremonies:

A step by step process to the formality of the announcement of the ceremony, acknowledgement of presenters, announcement of medal winners and playing of the anthem.

INTRODUCTION TO SESSIONS:

***“GOOD MORNING/EVENING LADIES & GENTLEMEN.
WELCOME TO THE (? 3rd ?) HEATS/FINALS SESSION OF
THE SWIMMING PROGRAM IN THE IPC SWIMMING WORLD OR
REGIONAL CHAMPIONSHIPS. PLEASE WELCOME TO
THE POOL DECK THE OFFICIALS FOR THIS SESSION.”***

The officials then march out to appropriate music. When all officials are in position, fade the music and announce:-

“THE REFEREES FOR THIS SESSION: FOR THE

WOMEN’S EVENTS: [NAME ? - include title if appropriate]

FOR THE MEN’S EVENTS: [NAME ? - include title if appropriate]

“THE STARTERS FOR THIS SESSION: FOR THE

WOMEN’S EVENTS: [NAME ? - include title if appropriate]

FOR THE MEN’S EVENTS: [NAME ? - include title if appropriate]

“THE OFFICIALS ARE INVITED TO BE SEATED.”

If appropriate, play suitable music until signalled by referee (or meet director) to introduce the first event.

Cont.....

At signal, announce:

“MAKING THEIR WAY ONTO THE POOL DECK ARE THE

COMPETITORS/FINALISTS FOR: (Event No: e.g. ***Event 5*** - Event Title:
e.g. ***Women’s 100 metre Freestyle name of the Championship – IPC Worlds or Regional).***”

Swimmers are then introduced by lane number, country and name. (Name is given last as it usually generates applause, cheering and the like.)

Note: *Swimmers are not introduced by name during heats - see Heats Format.*

Approximately 12 - 15 seconds should be spent on the introduction for each swimmer as there will be a pause between each individual introduction to allow for crowd acknowledgment of each finalist. Total time for all 8 introductions should be around 90 - 120 seconds. Certainly no more.

Referee will sound whistle at end of event and competitors will clear the pool.

This format is repeated until the final event is completed.

After the final victory ceremony for the session (and all other pre-arranged protocols have been completed) and on the signal from the technical delegate, referee or meet director; announce:

“ON BEHALF OF THE REFEREE WE WOULD LIKE TO

THANK THE POOL DECK OFFICIALS FOR THEIR SERVICE

AND INVITE THEM TO MARCH FROM THE POOL DECK”.

Appropriate music is then played until all officials are clear of the pool deck.

It is then time for any approved “housekeeping” announcements and the playing of background music as required.

*Prepared by:
Peter R. Graham
Chief Announcer.
South Australia Swimming.*

HEATS FORMAT.

1. Officials march on (as indicated in 'Introduction to Sessions' format sheet).
2. Introduce Referees and Starters (as indicated in 'Introduction to Sessions').
3. Seat officials (as indicated in 'Introduction to Sessions' format sheet).
4. On signal from Referee or Meet Director; introduce 1st event and number of heats in the event.

(e.g. ***"Event 8 - Men's 200 metre Butterfly. There are six heats in this event"***).
5. While competitors are at the blocks and prior to being "whistled" onto the blocks, announce;

"This is heat (?)". (The introduction of swimmers by name and country is not usually required during a heats session).
6. When next heat of swimmers are about to be "whistled" onto the blocks announce,

"This is heat (?)". (Introduction of swimmers not usually required).
7. When final heat for event at block, announce,

"This is the final heat for event (?) - heat (?)".
8. Swimmers names and country are announced only if there has been a change in the program; (e.g. heats reseeded, change of lanes or other directive from the referee.)
9. Other approved announcements as required.

*Prepared by:
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South Australia Swimming.*

INTRODUCTIONS FOR FINALS:

On signal from technical delegate, referee or meet director, announce:-

***“LADIES AND GENTLEMEN PLEASE WELCOME TO THE POOL
DECK THE FINALISTS FOR EVENT (? give no. ?) THE MEN’S 100
METRE BUTTERFLY IPC WORLD OR REGIONAL[name]
CHAMPIONSHIP.***

Music plays while swimmers move onto pool deck and take up positions behind their lane starting block. When all eight are on the pool deck, fade music and announce:

Lane 1: Representing (Country) - (Name swimmer).

Pause briefly for applause.

Lane 2: Representing (Country) - (Name swimmer).

Pause briefly for applause.

Lane 3. Representing (Country) - (Name Swimmer).

Pause briefly.

Lane 4. Representing (Country) - (Name Swimmer).

Pause briefly.

Lane 5. (Continue process as above.)

Lane 6. (Continue process as above.)

Lane 7. (Continue process as above.)

Lane 8. (Continue process as above.)

Cont.....

After the crowd have acknowledged the competitor in Lane 8; announce:

***“LADIES AND GENTLEMEN: THE FINALIST FOR THE MEN’S 100
METRE BUTTERFLY IPC WORLD/REGIONAL [name]
CHAMPIONSHIP.***

Referee will then sound whistle and swimmers will mount start blocks. No further announcements should be made until the swimmers have completed a clean start and the event is in progress. If a false start occurs, no comment is to be made.

*Prepared by:
Peter R Graham
Chief Announcer.
South Australia Swimming.*

VICTORY CEREMONIES.

On signal from the technical delegate, referee or meet director, announce:-

“LADIES & GENTLEMEN - VICTORY CEREMONY FOR

*(Event title - e.g. **Women’s 100 metre Backstroke, IPC World or Regional Championship**).*

MEDALS WILL BE PRESENTED BY:-

*(Title, name and position of presenter - e.g. **Sir Edwin Smiffington, OBE Chairman of the Commonwealth Games Finance Authority**).*

HE/SHE IS ACCOMPANIED BY:-

*(Title, name and position - e.g. **Dr. Phoebe Bumkins, Honorary Secretary, Oceania Swimming Association**).*

Pause for applause. Then announce:

WINNER OF THE GOLD MEDAL AND IPC WORLD/REGIONAL

CHAMPION IN A (??? Record ???) ***TIME OF*** (state time):

REPRESENTING (Country) - ***(Name Swimmer).***

Pause for applause and presentation of medal. As presenter steps away from gold medal winner; announce:

WINNER OF THE SILVER MEDAL, IN A TIME OF (state time)

REPRESENTING (Country) - ***(Name Swimmer).***

Pause for applause and presentation of medal. As presenter steps away from silver medal winner; announce:

WINNER OF THE BRONZE MEDAL, IN A TIME OF (state time)

REPRESENTING (Country) - **(Name Swimmer).**

Pause for applause and presentation of medal. As presenter steps away from bronze medal winner and resumes position adjacent to victory dais; announce:

“LADIES AND GENTLEMEN, THE NATIONAL ANTHEM OF (Name country of Gold medal winner).

At end of anthem music will play to allow medal winners and presenters to march from pool deck prior to next event.

*Prepared by:
Peter R. Graham.
Chief Announcer.
South Australia Swimming.*

TECHNICAL DELEGATE/ADVISERS CHECKLIST FOR CHAMPIONSHIPS

At all times the TA is to continually update the TD on any changes. Verbal reports to the TD is required daily.



1/2/05

Pre-competition:		Comments	Name
	Check time for Managers/Coaches meeting or set time		
	Obtain the classification timetable - FCS & Blind		
	Obtain a list of swimmers competing		
	Check classification master list and identify all swimmers competing.	Highlight the master classification copy	
	Check all N & R status swimmers are included on the classification timetable		
	Check there is sufficient number of copies of the consent forms		
	Check there is sufficient number of classification sheets		
	Collate all sheets of swimmers who are required to attend classification		
	Check relay forms are available to countries		
	Check deck access forms are made available to countries		
	Check protest forms are made available to countries		
	Check technical disqualification sheets are available to swimming officials		
	Check there are sufficient number of classification request forms		
	Obtain start list/program for each session		
	Obtain a timeline for each session including medal ceremony information		
	Check doping area	It is secure & drinks are available	
	Check pre competition warm up procedures		
	Check VIP area		
	Check area for classifiers during competition		
	Check media area		
	Check headsets		
	Check pool equipment - lane ropes, starting blocks, mats, light for start	Lane ropes, starting blocks, mats, light for start, backstroke flags, false start rope	
	Strobe light for start – min or 2 – moveable		
	Check marshalling call up room		
	Meet with swimming officials		

Pre-competition [cont]	Roster swimming officials in training with specific tasks	Include rule exceptions on program with classifiers	
	Check tapping devices and starting devices		
	Brief lifeguards		
	Check pool clarity		
	Check medal area		
	Check for sufficient volunteer	Numbers, assistance on pooldeck, clothing medals	
	Check safety of pool		
	Check 'traffic' flow for designated areas		
	Check toilets and changerooms		
	Check to see where the daily posting of results are to be located		
Classification	Identify the room and ensure it is set up		
	Set up table	Sheets of swimmers to be classified	
		Consent forms	
		Classification timetable - 2 copies required	
		Classification master list	
		Stationary	
		Classification files of classified swimmers	
		Classification files of swimmers to be classified	
		Classification sheet request forms	
		Program/start list	
	Follow desk control procedure		
	Check master program/start list is correct - swimmers class		
	Include coding/rule exceptions onto master program/start list		
	Availability of fluids		
	Check events necessary for medal qualifying standards	Check standards	
	Blind classifications	Room and other necessary requirements	
Desk Control Procedure	Welcome swimmer		
	Check swimmer is wearing swim wear		
	Check for person to accompany swimmer who is English speaking		
	Name of swimmer		
	Check off swimmer on list of swimmers to be classified	Highlight classification timetable & include time	
	Consent form for swimmer to be signed		

Desk Control Procedure [cont]	Locate swimmers classification sheet and check for correct spelling of name		
	Take swimmer through to classifiers once the consent form is signed	Attach consent form to classification sheet	
		Note classification team on timetable	
	Receive classification sheet and check that it is completed correctly		
	Classification sheet goes into plastic sleeve for HC to check		
	Once checked all classification details enter into the classification master list	Name, DOB, Country, Male/Female, Disability, Classes, Exceptions, Medical, Review	
	Swimmers classes then entered onto the timetable	Changes given to the computer people	
	Check classification sheet scratch outs - white out where required		
	Classification sheet is then filed with completed sheets	File alphabetically and by country	
	Receive & receipt protest money	Inform TD & HC	
	Set in place timetable for protests	Inform TD & HC and country involved	
	Pull classification sheets for protested swimmer		
	Obtain copies of blind classification cards		
Research Projects	Ensure requirements for project are in place when & where necessary		
	Allocate a person responsible to supervise the project	To report to TD daily	
Blood Lactate Testing	Availability of adequate disposal of sharps containers	To report to TD daily	
	Designated area poolside for testing		
Competition	Check all deck access forms.	Sign off & return to relevant area ie information desk	
		Allocate identification to support staff	
	Meet with swimming officials daily	Brief and debrief before and after each session	
	Check for medical withdrawals daily. TD & HC to be informed	Withdrawals - inform computer people	
	Check with HC for any classification changes - FCS & Blind	Changes - inform computer people	
		Secure reprint of event	
	Collect relay forms - 1 copy required to be photocopied	HC to check swimmers class	
	Check relays for points total.	Copy to computer people once all is confirmed	
	Check blackened goggles	On completion of race	
	Check marshalling/call up area on and off during each session		
	Check medal ceremony area on and off throughout the final session		

Competition [cont]	Obtain at least one full set of results per session	Give to TD	
	Brief life guards	Daily - positioned one on each side of the pool	
	Check for doctor/medical staff on or near pooldeck		
	Check for sufficient volunteers present	Escort swimmers onto pooldeck [32]	
		For clothing baskets [32]	
		Escort to medal area [9]	
		Medal area [12]	
	Check that officials are provided with drinks during competition		
	Check toilets and changerooms throughout the competition	Report to TD if concerns	
	Identify who & where technical protests are to be submitted	Recommend at the information desk	
		Ensure they have a receipt book	
	Check that DSQ are announced & reason for DSQ		
Protests	Collect & receipt technical & classification protest money during competition	Inform TD & HC	
		Inform computer room	
	Inform medal ceremony area - no medal ceremony until decision is made		
	Set in place necessary protest committee		
	Photocopy result of protest	Distribute to relevant country/countries	
	Inform computer people of decision	Redistribution of result of event	
	Inform medal ceremony area		
Post Competition	Meet with the swimming officials	Thank you	
	Confirm there is at least one full set of results for all sessions	Given to TD	
	Obtain world record application forms	Given to TD	
	Obtain full set of results for all sessions	Given to TD	

SWIMMING OFFICIALS IN TRAINING COURSE REQUIREMENTS

1/2/05

- ❖ Only conducted at a major competition ie IPC Swimming World or Regional eg European, FESPIC, Pan American Championships, and approved IPC Swimming national competitions.
- ❖ Only to be conducted by an authorised IPC Swimming technical adviser and/or swimming official are present
- ❖ Where the Mentor system is implemented
- ❖ The course presented is as follows:
 - minimum of 5 days
 - 3 days of theory
 - where possible observation of classifications
 - minimum of 2 days of competition.
 - Officials in training are required to the work pool deck in a senior officiating capacity ie referee, judge of stroke, starter, during the competition

Officials in Training are required to meet the following requirement to be selected to attend a Swimming Officials in Training Course

- ❖ Must have satisfactorily completed the online classification course

Authorisation

International

- ❖ To be authorised the official in training must have attended a minimum of at least one course at a major competition ie IPC Swimming World or Regional Championship.

Regional

- ❖ To be authorised the official in training must have attended a minimum of at least one course at an approved IPC Swimming national championship.

Requirements to attended a Course

It is recommended that the ratio number of presenters to officials is no more than 1 [presenter] to 10 [officials in training] or 2 [presenters] to 15 [officials in training].



EVALUATION OF SWIMMING OFFICIALS

Competition									
Date									
Place									
Name of Official									
Country									
			5	4	3	2	1	0	Comments
Positions	Referee								
	Starter								
	Judge of Strokes								
	Chief Inspector of Turn Judge								
	Hy-Tek Meet Manager Operator								
Competencies	Comprehension of FINA rules								
	Application of FINA rules								
	Comprehension of IPC Swimming rules								
	Application of IPC Swimming rules								
	Writing of disqualifications								
	Comprehension of Protest Procedures:	Jurisdiction							
		Types							
	Officials Position on Pool deck								
	Alertness during Competition								
	Alertness at the Start								
	Concentration during Competition								
	Pre-Competition Equipment Check								
	Ability to communicate clearly	Officials							
		Technical Delegate							
		Team managements							
		Swimmers							
		Volunteers							
		Head of Classification							
		Classifiers							
	Technical Advisers								
	Control on Pool deck								
	Reliability								
Reaction under Stress									
Ability to make Decisions									

Competencies	Ability to make Decisions		5	4	3	2	1	0	Comments	
	Factuality for Decision									
	Rationalisation of Decision Making									
	Ability to be Impartial									
	Attitude & Respect towards	Swimmers								
		Officials								
		Technical Delegate								
		Volunteers								
		Team managements								
		Head of Classification								
		Classifiers								
		Technical Advisers								
	Ability to Work with IPC Swimming									
	Appearance [dress[on pool deck									
Decorum on pool deck										
	Answers									
How many competitions did you officiate at in the preceding 2 years that included swimmers with a disability.										
How many competitions did you officiate at in the preceding 2 years that included multidisability events										
What was the average number of swimmers with a disability that competed in the multidisability events in the competition										
	Print Name	Signature								
Names of Evaluators										
Date of evaluation										
0	Not observed									
1 Poor	Does not meet minimal standards. More training under supervision									
2 Fair	Meets minimal standards. More deck experience required									
3 Good	Normal standards met									
4 Very Good	Above normal standards. Senior level. IPC Swimming regional level									
5 Excellent	IPC Swimming level. World & Paralympic level									

AUTHORISED INTERNATIONAL SWIMMING OFFICIALS

1. IPC Swimming shall maintain and update a list of internationally authorised IPC Swimming Swimming Officials.
There will be three recognized categories of officials:
 - Internationally authorised officials
 - Regional authorised officials
 - Officials in training
2. The authorised swimming officials are recognised FINA or national authorised swimming official and shall be identified as a referee, judge of stroke, or starter.
3. Authorised swimming officials work closely with the classification team, and the organizational and competition structure.
4. Authorised swimming officials shall take part in officiating at a disability competition at least once every 18 months in order to maintain their international status.

Definition: To have officiated at an international and/or national competition where swimmers with a disability are competing. A copy of the full set of results of the competition is to be forwarded to IPC Swimming Chairman or Technical Officer.

5. Authorised swimming officials shall educate interested groups/individuals in all aspects of swimming officiating for IPC Swimming by way of conducting courses.
6. At major competitions, where an Officials in Training course is conducted, authorised technical advisers and/or swimming officials are further responsible for the education of officials in training. The Technical Delegate for the competition will assign an official in training to each technical adviser and/or swimming official [mentor system]. The official in training will work with the technical adviser and/or swimming official for the full duration of the competition.

The authorised technical adviser's and/or swimming official's responsibilities are:

- i] educate officials in training in regard to the relevant roles and tasks assigned;
- ii] educate officials in training on the process and tasks involved with the communication of classifiers, TAs and swimming officials; and
- iii] officials in training must demonstrate initiative during the organization/competition and supporting activities. This is to be monitored by the assigned technical adviser and/or swimming official.

NOTE: The first priority at all major competitions where an Officials in Training course is being presented, is the conducting of the competition. Technical Advisers and/or Swimming Officials will make every endeavour to assist with the education of officials in training but not to the detriment of the roles and responsibilities of assisting with the conducting of the relevant competition.

7. Authorised swimming officials are required to sign and observe the Code of Conduct and Ethics. [key points are set out below].

Code of Conduct and Ethics

Authorised swimming officials shall

- a] Respect the swimmers and coaches/team leader by

- i] maintaining a courteous attitude during the officiating of a competition;
 - ii] involving the swimmers and coach/team leader in discussions in matters pertaining to their technical issues and explain the results;
 - iii] handling protests in a fair, non-threatening and non-arbitrary manner; and
 - iv] performing duties while not being under the influence of alcohol or illicit substances.
 - b] Respect the rules by
 - i] establishing and following clearly defined procedures for officiating; and
 - ii] making the procedures widely known to swimmers and coaches/team leaders.
 - c] Respect the decision making process by
 - i] treating discussions as confidential information;
 - ii] maintaining confidentiality of the swimmers information whenever possible;
 - iii] not criticizing other officials, technical advisers and classifiers;
 - iv] acknowledging the Technical Delegate or Head of Classification as the spokesperson;
 - v] remembering you are acting for the sport of Swimming and officiating and not for your nation;
 - vi] being able to justify and explain your decision without showing anger or resentment;
 - vii] performing duties without yielding to any economic, political, sporting or human pressure; and
 - viii] publicly and privately respecting the deliberations of fellow officials, technical advisers and classifiers whether you agree or not.
8. The revoking of a technical adviser's and/or swimming official's authorisation shall be recommended to the IPC Swimming Executive by the IPC Swimming Technical Committee. The IPC Swimming Executive Committee, in consultation with the IPC Technical Officer, shall determine the revoking of the authorisation of said technical adviser and/or swimming official.
9. Authorised technical advisers and/or swimming official may have their authorisation revoked when:
- i] officiating decisions involving swimmers from their own country are continually inconsistent and/or incorrect ie swimmers from their country are continually being disqualified incorrectly or not being disqualified although incorrect stroke, at national competitions;
 - ii] officiating of swimmers is continually inconsistent and/or incorrect ie swimmers at the competition are continually being disqualified incorrectly or not being disqualified for incorrect strokes, at international competitions;
 - iii] having not taken part in officiating of a competition for over a period of 18 months [refer point 4]; and
 - iv] not abiding by the Code of Conduct and Ethics.
10. Authorised technical advisers and/or swimming officials who have had their authorisation revoked may have their name included onto the Officials in Training list. Exceptions being those technical advisers and/or swimming officials who have had their authorisation revoked for not abiding by the Code of Conduct and Ethics.

AUTHORISED REGIONAL SWIMMING OFFICIALS

1. IPC Swimming shall maintain and update a list of regional authorised IPC Swimming Swimming Officials.
2. The regional swimming officials are recognised FINA or national authorised swimming official and shall be identified as a referee, judge of stroke, starter.
3. Regional swimming officials work closely with the classification team, and the organizational and competition structure.
4. Regional swimming officials shall take part in officiating at a disability competition at least once every 18 months in order to maintain their international status.

Definition: To have officiated at an international and/or national competition where swimmers with a disability are competing. A copy of the full set of results of the competition is to be forwarded to IPC Swimming Chairman or Technical Officer.

5. Regional swimming officials shall educate interested groups/individuals in all aspects of swimming officiating for IPC Swimming by way of conducting courses.
6. At major competitions, where an Officials in Training course is conducted, authorised technical advisers and/or regional swimming officials are further responsible for the education of officials in training. The Technical Delegate for the competition will assign an official in training to each technical adviser and/or swimming official [mentor system]. The official in training will work with the technical adviser and/or swimming official for the full duration of the competition.

The authorised technical regional swimming official's responsibilities are:

- i] educate officials in training in regard to the relevant roles and tasks assigned;
- ii] educate officials in training on the process and tasks involved with the communication of classifiers, TAs and swimming officials; and
- iii] officials in training must demonstrate initiative during the organization/competition and supporting activities. This is to be monitored by the assigned technical adviser and/or swimming official.

NOTE: The first priority at all major competitions where an Officials in Training course is being presented, is the conducting of the competition. Technical Advisers and/or Swimming Officials will make every endeavour to assist with the education of officials in training but not to the detriment of the roles and responsibilities of assisting with the conducting of the relevant competition.

7. Regional swimming officials are required to sign and observe the Code of Conduct and Ethics. [key points are set out below].

Code of Conduct and Ethics

Regional swimming officials shall

- a] Respect the swimmers and coaches/team leader by
 - i] maintaining a courteous attitude during officiating of a competition;
 - ii] involving the swimmers and coach/team leader in discussions in matters pertaining to their technical issues and explain the results;
 - iii] handling protests in a fair, non-threatening and non-arbitrary manner; and

- iv] performing duties while not being under the influence of alcohol or illicit substances.
 - b] Respect the rules by
 - i] establishing and following clearly defined procedures for officiating; and
 - ii] making the procedures widely known to swimmers and coaches/team leaders.
 - c] Respect the decision making process by
 - i] treating discussions as confidential information;
 - ii] maintaining confidentiality of the swimmers information whenever possible;
 - iii] not criticizing other officials, technical advisers and classifiers;
 - iv] acknowledging the Technical Delegate or Head of Classification as the spokesperson;
 - v] remembering you are acting for the sport of Swimming and officiating and not for your nation;
 - vi] being able to justify and explain your decision without showing anger or resentment;
 - vii] performing duties without yielding to any economic, political, sporting or human pressure; and
 - viii] publicly and privately respecting the deliberations of fellow officials, technical advisers and classifiers whether you agree or not.
8. The revoking of a regional swimming official's authorisation shall be recommended to the IPC Swimming Executive by the IPC Swimming Technical Committee. The IPC Swimming Executive Committee, in consultation with the IPC Technical Officer, shall determine the revoking of the authorisation of said regional swimming official.
9. Regional swimming official may have their authorisation revoked when:
- i] officiating decisions involving swimmers from their own country are continually inconsistent and/or incorrect ie swimmers from the country are continually being disqualified incorrectly or not being disqualified although incorrect stroke, at national competitions;
 - ii] officiating of swimmers is continually inconsistent and/or incorrect ie swimmers at the competition are continually being disqualified incorrectly or not being disqualified for incorrect strokes, at international competitions;
 - iii] having not taken part in officiating of a competition for over a period of 18 months [refer point 4]; and
 - iv] not abiding by the Code of Conduct and Ethics.
10. Regional swimming officials who have had their authorisation revoked may have their name included onto the Officials in Training list. Exceptions being those regional swimming officials who have had their authorisation revoked for not abiding by the Code of Conduct and Ethics.

SWIMMING OFFICIALS IN TRAINING

1. IPC Swimming shall maintain and update a list of officials in training.
2. An official in training is required to have satisfactorily completed the IPC Swimming online classification course.
3. An official in training is an individual who has attended an IPC Swimming authorised and approved Officials in Training course, is a registered Swimming Official in Training, but does not hold full authorisation. The person's country is responsible for the registering of the official in training using the Swimming Official in Training Register Form.
3. The official in training officials are recognised FINA or national authorised swimming official and shall be identified as a referee, judge of stroke, or starter
4. Officials in Training are required to sign and observe at all times, the Code of Conduct and Ethics. [key points are set out below]

Code of Conduct and Ethics

- a] Maintain silence regarding procedures outside of the officiating meetings. Do not discuss the details of individual swimmers with any person or nation.
 - b] Do not discuss individual officiating and classification problems outside of the team of IPC Swimming officials.
 - c] Remember that there are confidentiality issues involved in the officiating process and therefore avoid discussions where they may be overheard.
 - d] Respect the swimmers and coaches/team leaders and members.
 - e] The official in training shall not criticize other officials in training, technical advisers, swimming officials or classifiers. Officials in training shall accept the decisions of authorised technical advisers and swimming officials without criticism.
 - f] The Technical Delegate, Head of Classification or Mentor shall be the spokesperson to which queries or comments shall be made.
5. Officials in Training not abiding by the Code of Conduct and Ethics at a competition will be removed. This information shall be recorded, a written report will be forwarded to the relevant nation and the Chairman of IPC Swimming and the official in training name will be removed from the Swimming Officials in Training Register.
 6. During competition authorised technical advisers and officials are also responsible for defining the role of an official in training so that the officials in training are able to demonstrate a basic understanding of the classification system, a comprehensive understanding and implementation of the officiating process, as outlined below.
 - i] a set of roles and tasks shall be identified for each session by the technical delegate in consultation with the technical advisers and swimming officials
 - ii] a roster of duties shall be drawn up and completed for at least one day ahead
 - iii] an official in training will be assigned to an authorised technical adviser and/or swimming official [mentor system] and will work with this official in training for the full duration of the competition
 - iv] official in training shall be assigned and rostered to work on pooldeck in a senior position ie referee, judge of stroke, and/or starter, during the competition.
 - v] officials in training shall learn the process and tasks involved with the communication between technical advisers, swimming officials and classifiers
 - vi] when the official in training is not involved in a specific task the designated authorised technical adviser and/or swimming official will assist in the further

education of the official in training in the basic understanding of the classification system and full officiating knowledge. This includes but is not limited to the following;

- a] discussion on specific swimmers competing
- b] discuss general aspects to develop the basic understanding of the classification system
- c] discuss the disability rule exceptions
- d] an understanding of the implications associated with the conducting of a competition including the various classes.
- e] officials in training must contribute and demonstrate initiative throughout the full process.

NOTE: The first priority at all major competitions where an Officials in Training course is being presented, is the conducting of the competition. Authorised international technical advisers and/or swimming officials will make every endeavour to assist with the education of the official in training but not to the detriment of the roles and responsibilities of assisting with the conducting of the relevant competition.

7. During competition the official in training will be assessed by the technical delegate, the technical advisers and/or swimming officials and shall be informed officially of their progression prior to the completion of the competition.
8. The official language of Officials in Training courses shall be English.
9. The official in training shall be sufficiently conversant with the English language.
10. The official in training shall be assessed by a panel of at least three [3] authorised people ie technical delegate, at least one technical adviser and swimming official who are in attendance at the respective competition. The panel shall report to the Technical Committee who in turn will recommend the authorisation to the IPC Swimming Executive for endorsement.
11. Newly authorised swimming officials shall receive confirmation of the authorisation, in the form of a letter on endorsement from the IPC Swimming Executive. The country of residence of the newly appointed swimming official will also receive written notification of the authorisation from IPC Swimming Executive.
12. All officials in training attending a recognised and approved Classification/Officials in Training course will receive a certificate verifying their attendance at the relevant course.

PROCEDURE FOR AUTHORISATION OF SWIMMING OFFICIALS

1. Educational courses for swimming officials shall be held in conjunction with a swimming competition.
Please consult the information explaining what constitutes an Officials in Training Course.
2. All officials in training must have satisfactorily completed the online classification course
3. To be authorised the official in training must have attended a minimum of at least one course at a major competition ie IPC Swimming World or Regional Championship.
4. The official in training shall be fully conversant with the IPC Swimming swim rules and basic understanding of the classifying of swimmers of all types of locomotor disabilities [ie amputee, cerebral palsy, spinal cord injured, les autres and polio swimmers].
5. The official in training shall be assessed by a panel of at least two [2] authorised people who are in attendance at an approved IPC Swimming national competition and course. The panel shall consist of at least the technical delegate and/or technical adviser and one authorised swimming official. The panel must be in unanimous agreement to the authorisation of the official in training trainee technical adviser to become an authorised regional swimming official. The panel shall report to the Technical Committee who in turn will recommend the authorisation to the IPC Swimming Executive for endorsement.

International authorisation of an official in training or regional official can only be obtained at a major championships ie Worlds, Regional, where a panel of three [3] authorised people are in attendance. The panel shall consist of the Technical Delegate and at least one Technical Adviser and an authorised official. The panel shall report to the Technical Committee who in turn will recommend the authorisation to the IPC Swimming Executive for endorsement.
6. The newly authorised swimming official shall be identified as either an international or regional swimming official.
7. The newly authorised swimming official will receive written confirmation of the authorisation, from the IPC Swimming Executive. The country of residence of the newly appointed swimming official will also receive written notification of the authorisation from IPC Swimming Executive.
8. IPC Swimming shall ratify the authorisation of swimming officials and thereby include the newly authorise swimming official onto the official list of authorised swimming officials.



SWIMMING OFFICIAL IN TRAINING REGISTRATION FORM

PLEASE PRINT ALL RELEVANT INFORMATION

Name:.....

Address:.....

.....

Country:.....

Telephone:.....
[Include Country & Area Code]

Facsimile
Number:.....
[Include Country & Area Code]

EMAIL:.....

Officials in Training Course attended within the past 24 months:

Date

Place

Conducted By

1.....

2.....

3.....

4.....

5.....

Officiating for Swimmers Competing:

S1 – S10 [FCS]	Yes/No
S11 – S13 [Blind]	Yes/No
S14 [intellectual Disability]	Yes/No

Type of Officiating:

Referee	Yes/No
Judge of Stroke	Yes/No
Starter	Yes/No
Judge of Turns	Yes/No
Time Keeper	Yes/No

Other:.....

Number of years officiating at swimming competitions:

Where has the officiating taken place within the past 24 months:

Date	Place	Disability of Swimmers	Number of Days Observed competition
1.....			
2.....			
3.....			
4.....			

Events officiated conducted under IPC Swimming swim rules [Delete which is not applicable]	Yes/No
---	--------

Are you conversant with the English language	Yes/No
--	--------

Please return this information sheet to:

Anne Green
Chairman
IPC Swimming
18/20 Alday St
St James WA 6102
AUSTRALIA
Tel/Fax No: 61 8 9355 5517
Email: anne.ipcswimming@bigpond.com
Website: www.ipcswimming.org



DECK ACCESS FORM

Please Print All Details

Day & Date: _____

Country: _____

Name of Swimmer: _____

Class: _____

Name/s of Support Staff/Tappers: _____

Event No	Heat No	Lane No	Distance	Stroke
eg. 6	3	4	100m	Backstroke

Reason for Deck Access: _____

Ratified/Denied: _____ **Date:** _____

Position: _____ **Signature:** _____
(ATD, TD, HC, AHC)



MEDICAL WITHDRAWAL FORM

Date: _____

Identity Number: _____

Family Name: _____

Given Name: _____

Country: _____

Circle: **Male/Female**

Visual/Functional/Intellectual Disability Class: _____

EVENTS WITHDRAWN FROM:

Event Number	Heat Number	Distance	Stroke
<i>Eg 5</i>	<i>2</i>	<i>200 m</i>	<i>Freestyle</i>

Reason for Medical Withdrawal: _____

Doctor/Physiotherapist Name: _____

Doctor/Physiotherapist Signature: _____

Date: _____ Time: _____

Received By: _____ Signature: _____

Full Name

Date/Time: _____



Protest Form

Details of Person submitting form

Name of Competitor:

Family Name: _____

Given Name: _____

Country: _____

Internationally Authorised Classification

S _____ **SB** _____ **SM** _____

Classification Protested

S _____ **SB** _____ **SM** _____

Events entered into: _____

Person submitting form: _____

Position of person: _____

Signature: _____

Details of Protest: _____

Date and Time received: _____

Protest Fee Paid: _____

Signature of Person presenting form:. _____

Signature of Person receiving the form: _____

Decision of the Protest Jury:

Accepted / Denied

Reasons: _____

Date, Time: _____

Names of classifiers/officials: _____ **Medical/Technical**
(Please print)

_____ **Medical/Technical**

_____ **Medical/Technical**

Signatures: _____



RECOGNISED EVENTS

13/11/00

Distance	Strokes	FCS	FCS SC	IPC FCS	IBSA	IBSA SC	IPC BLIND	INAS-FID	INAS-FID SC	IPC S14
50m	Freestyle	S1 - S10	S1 - S10	S1 - S10	S11 – S13	S11 – S13	S11 - S13	S14	S14	S14
100m	Freestyle	S1 - S10	S1 - S10	S1 - S10	S11 – S13	S11 – S1313	S11 - S13	S14	S14	S14
200m	Freestyle	S1 – S10	S1 – S10	S1 - S5	S11 – S13	S11 – S13		S14	S14	
400m	Freestyle	S6 - S10	S6 - S10	S6 - S10	S11 – S13	S11 – S13	S11 - S13	S14	S14	S14
800m	Freestyle	S6 - S10	S6 - S10		S11-S13 Women	S11-S13 Women		S14	S14	
1500m	Freestyle	S7 - S10	S7 - S10		S11-S13 Men	S11-S13 Men		S14	S14	
50m	Backstroke	S1 – S10	S1 – S10	S1 - S5	S11 – S13	S11 – S13		S14	S14	
100m	Backstroke	S1 - S10	S1 - S10	S6 - S10	S11 – S13	S11 – S13	S11 - S13	S14	S14	S14
200m	Backstroke	S6 - S10	S6 - S10		S11 – S13	S11 – S13		S14	S14	
50m	Breaststroke	SB1 – SB9	SB1 – SB9	SB1 - SB3	S11 – S13	S11 – S13		S14	S14	
100m	Breaststroke	SB1 – SB9	SB1 – SB9	SB4 – SB9	SB11-SB13	SB11-SB13	SB11-SB13	SB14	SB14	SB14
200m	Breaststroke	SB4 – SB9	SB4 – SB9		SB11-SB13	SB11-SB13		SB14	SB14	
50m	Butterfly	S1 – S10	S1 – S10	S1 - S7	S11 – S13	S11 – S13		S14	S14	
100m	Butterfly	S5 - S10	S5 - S10	S8 - S10	S11 – S13	S11 – S13	S11 - S13	S14	S14	S14
200m	Butterfly	S8 - S10	S8 - S10		S11 – S13	S11 – S13		S14	S14	
100m	Ind Medley		SM1-SM10			SM11-SM13			SM14	
150m	Ind Medley	SM1 - SM4		SM1 - SM4						
200m	Ind Medley	SM3 - SM10	SM3 - SM10	SM5 - SM10	SM11-SM13	SM11-SM13	SM11-SM13	SM14	SM14	SM14
400m	Ind Medley	SM8 - SM10	SM8 - SM10		SM11-SM13	SM11-SM13		SM14	SM14	
Relays										
4x50m	Freestyle	Max 20 points	Max 20 points	Max 20 points			Max 49 points	S14	S14	
4x100m	Freestyle	Max 34 points	Max 34 points	Max 34 points	B1 - B3	B1 - B3	Max 49 points	S14	S14	S14
4x50m	Medley	Max 20 points	Max 20 points	Max 20 points			Max 49 points	S14	S14	
4x100m	Medley	Max 34 points	Max 34 points	Max 34 points	B1 - B3	B1 – B3	Max 49 points	S14	S14	S14

IPC = Paralympic events
SC = Short Course events



RELAY FORM

Country: _____ Event: _____

Swim Order	ID No	Family Name	Given Name	Stroke	Disability eg S1-S10, S11- S13, S14	Class

BL 4.1 For each relay event, each country may enter only one team per disability. All swimmers entered per disability can be used in relays.

BL 4.2 The composition of a relay team may be changed between heats and finals of an event. When heats are swum, medals shall be awarded to swimmers who swam in the heats and the final race.

Remarks:

FCS - The participants must enter the class for the stroke that they are going to swim.

4 x 50m relays shall not exceed 20 points.

4 x 100m relays shall not exceed 34 points

Visually Impaired – Relays shall not exceed 49 points

BL 4.3 The names of swimmers and their classification must be submitted on the IPC Swimming official form at least one hour before the start of the session in which the event is to take place, in the order in which they are to swim. The names of the swimmers in the medley relay events must be listed for their respective strokes.



Application for World & Regional Record

1. Name of Competitor: _____ Date of Birth: _____

2. Country: _____ 3. Male _____ Female: _____

4. Classification: Mentally Handicapped/Visual/Functional: _____ Class: _____

5. Stroke (freestyle, backstroke, breaststroke, butterfly) _____

6. Length of Event: _____ Length of Course: 25m 50m

8. Relay Team, names in order of 1. _____

2. _____

3. _____

4. _____

9. Electronic time: _____ Hand Held times 1. _____

(in the case of no 2. _____

Electronic timing) 3. _____

10. Manufacturer of Electronic Equipment: _____

11. Competition title: _____

12. City: _____ Name of Pool: _____

13. Date of race: _____ Was the water still? YES/NO INDOOR/OUTDOOR

14. In my opinion IPC Swimming rules have been upheld.

Name of Referee: _____ Signature: _____

15. Submitted by: _____ Organization: _____

Position: _____ Signature: _____ Date: _____

For Official Organizations use only

Application Received on: _____ Ratified/Denied on: _____

Position: _____ Signature: _____

Reason for Denial:

For newly classified swimmers:

Classified by: Technical: _____ Medical: _____

Signature _____ Signature: _____



ENTRY CHANGE DUE TO CLASSIFICATION

Date: _____

Identity Number: _____

Family and given name: _____

Country: _____

Circle: Male/Female

Visual/Functional Class/Mental Handicap and Class: _____

Events No:	Heat No	Distance	Description
<i>eg 5</i>	<i>10</i>	<i>400 m</i>	<i>Individual Medley</i>

I hereby accept my entry listed above, cancelling my previous entry in this sport

Athletes signature: _____

Team Delegate signature: _____



TECHNICAL DISQUALIFICATION SHEET

Event No.	Heat No.	Lane No:	Men/Women	Classification
Swimmers Name:			Code of Exceptions	

Event			
Freestyle:			
Backstroke:			
Breaststroke:			
Butterfly:			
Medley:			
Relay:	Freestyle.	Medley.	

Reason for Disqualification: _____ _____ _____
IPC Swimming Rule Number:
Printed Name of Official:
Officials Position:
Date:
Signature:
Printed Name of Referee:
Signature:
Printed Name of TD or TA:
Technical Delegate/Technical Assistant Signature:

Allowed	Disallowed
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PRE COMPETITION WARM UP PROCEDURES FOR THE COMPETITION POOL (10 LANE POOL)

"There will be no diving during warm-up except in allocated sprint lanes"

Safety Lane 0	Entry and exit lane for only S1, S2 and S3 swimmers
Lane 1	S1, S2 and S3 swimmers only - circle swimming
Lane 2	Back starts and push starts - one way only from the starting end
Lane 3	General warm-up circle swimming counter clockwise
Lane 4	General warm-up circle swimming counter clockwise
Lane 5	General warm-up circle swimming counter clockwise
Lane 6	General warm-up circle swimming counter clockwise
Lane 7	Back starts and push starts - one way only - from the starting end
Lane 8	S1, S2 and S3 swimmers only - circle swimming
Safety Lane 10	Entry and exit lane for only S1, S2 and S3 swimmers

Athours lanes 1 and 8 will be designated as dive lanes - one way only from the starting end of the pool.

Athours lanes 2 and 7 will be designated Dive/Pace lanes

NOTE: Coaches and/or team leaders are always responsible for their swimmers during warm-up and swim down activities.



PRE COMPETITION WARM UP PROCEDURES FOR THE COMPETITION POOL (8 LANE POOL)

"There will be no diving during warm-up except in allocated sprint lanes"

Lane 1	S1, S2 and S3 swimmers only - circle swimming
Lane 2	General warm-up circle swimming counter clockwise Dive / Back starts in the sprint lane- one way only from the starting end starting 45 mins prior to the close of the warm-up period
Lane 3	General warm-up circle swimming counter clockwise Pace lane, push starts only beginning 45 mins prior to the end of the session
Lane 4	General warm-up circle swimming counter clockwise
Lane 5	General warm-up circle swimming counter clockwise
Lane 6	General warm-up circle swimming counter clockwise
Lane 7	General warm-up circle swimming counter clockwise Dive / Back starts in the sprint lane - one way only from the starting end starting 45 mins prior to the close of the warm-up period
Lane 8	S1, S2 and S3 swimmers only - circle swimming

NOTE: Coaches and/or team leaders are always responsible for their swimmers during warm-up and swim down activities.



INFORMATION FORM

IPC Swimming has set in place a Swimming Calendar of Events and therefore we need your assistance. Could you please complete the following information.

NAME OF COUNTRY: _____

NAME OF CHAMPIONSHIPS: _____

DATE/S OF SWIMMING CHAMPIONSHIPS: _____

LOCATION OF SWIMMING CHAMPIONSHIPS: _____
(Town and Country)

DURATION OF SWIMMING CHAMPIONSHIPS: _____

Long Course / Short Course
(Delete one)

Championships to be conducted under IPC Swimming Swim Rules:
(Delete which is not appropriate)

Yes/No

Disability Groups Include:
(Delete where not applicable)

Class S11 – S13 (Blind)
Class 14 (Intellectual disability)
Transplants

Class S1 – S10 (FCS)
Class S15 (Deaf)

Are International Competitors Invited to Compete?

Yes/No

Open or by Invitation: _____

Closing Date for Entries: _____

Are Classifications conducted?

Yes/No

Are the Classifications to be conducted by
International Authorised Classifiers

Yes/No

Further information: _____
(Name and address of contact)

Please return this information sheet to:

Anne Green
Chairman IPC Swimming
18/20 Alday Street
St James WA 6102
AUSTRALIA
Fax: 61 8 9355 5517
Email: anne.ipcswimming@bigpond.com
Website: www.ipcswimming.org



GUIDELINES FOR REFEREES FOR FINA EXCEPTIONS - MULTIDISABILITY

S1 – S10	SB1 – SB9	SM1 – SM10	=	Functional Classification System	FINA with exceptions below
S11 – S13	SB11 – SB13	SM11 – SM13	=	Blind	FINA with exceptions below
S14	SB14	SM14	=	Intellectual Disability	FINA with no exceptions

Strokes	Exceptions	Interpretation
Start SW 4	Nil	No exceptions
	Assistance – own country's support staff Volunteer – assistance required	Requires someone to assist ie assistance required to get onto the block; assistance is required to steady the swimmer on the block. Cannot be held past the vertical
SW 4.1	Water with one hand in contact with the poolside	Starting in the water but is required to remain stationary
SW 4.1	Feet – classes S1, S2 & S3 only	Start in the water with someone holding the swimmers feet onto the wall.
SW 4.1	Light or touch	Swimmer is deaf
SW 4.1	Touch start	Swimmer is blind and/or deaf
SW 4.1	Beside the platform	Unable to start on the platform
SW 4.1	Sit dive	Sitting on the platform to dive. For protection one layer of towel or chamois can be used
SW 4.1	Assisted water start	Requires someone to hold the swimmers arm/hand on poolside
	Starting device	Device is not to enhance the swimmers true ability above their classification level
Freestyle SW 5	Nil	No exceptions
SW 5.3	Swimmer may be completely submerged during part of the stroke cycle after the start and turn 15m rule	Swimmers performing ie two arm backstroke, may be completely submerged during part of the stroke cycle but are required to break the surface during some part of each stroke cycle
Backstroke SW 6	Nil	No exceptions
SW 6.1	One hand start	One hand only is capable to grip the starting grip
SW 6.1	Assistance required for the start. Or the use of a starting device	Someone is required to assist the swimmer due to the disability ie no arms; arms are restricted; legs are restricted. No sculling allowed
SW 6.1	Feet start – classes S1, S2 & S3 only	Someone holding the feet onto the wall. Toes must be under the water.
SW 6.1	Making contact with the end of the pool	Not able to hold the starting grips but is to remain stationary
SW 6.1	Unable to grip starting grips (holding onto pooldeck/or top of touch pads)	Hands not able to grip starting grips
SW 6.3	Swimmer may be completely submerged during part of the stroke cycle after the start and turn 15m rule	Swimmers performing ie two arm backstroke may be completely submerged during part of the stroke cycle but are required to break the surface during some part of each stroke cycle

Breaststroke SW 7	Nil	No exceptions
SW 7.1	Body not on the breast at start or turns	Swimmer with no leg use. Is able to perform one asymmetrical stroke
SW 7.4	Show intent to kick and show intent on the horizontal plane	Both legs are affected to some point and therefore the feet do not have to turn out and there is an attempt to perform the breaststroke kick
SW 7.5	Left or right foot must turn out	Left or right leg with no disability
SW 7.5	Leg drag	No kick
SW 7.6	One hand touch	Stroke is performed with only one arm
SW 7.6	One hand touch with simultaneous intent to touch with other	Stroke is performed with two arms with one full good arm and the other being only a part of an arm or it is an affected arm
SW 7.6	Part of the upper body touch	No arms or the arms are too short to extend above the head
SW 7.7	One arm stroke constitutes a full cycle	Non functional arm. Leg movement only
SW 7.7	One arm cycle to constitute a complete cycle	No use of legs. Arm movements only
SW 7.7	One leg kick cycle to constitute a complete cycle	No arms or no use of arms
Butterfly SW 8	Nil	No exceptions
SW 8.1	Able to perform one asymmetrical stroke at start & turn	No use of legs
SW 8.1	The body must be kept on a breast	All swimmers also required to have both shoulders in line with the normal water surface unless identified as having a disability where this is not possible (dropped shoulder)
SW 8.2	If too close to the lane ropes and not able to bring arms forward together or simultaneously	Blind swimmer [S11 & S12]
SW 8.2	At the final stroke at the turn and/or finish a breaststroke arm movement is permitted	No use of legs
SW 8.5		
SW 8.3	Simultaneous movement of the legs constitutes the stroke	No arms or use of arms.
SW 8.2	One arm stroke constitutes a full cycle	One arm or part of an arm or a non functional arm
SW 8.3	Breaststroke kick permitted	All swimmers
SW 8.3	No kick	No leg movement or non functional legs
SW 8.4	One hand touch	Stroke is performed with only one arm
SW 8.4	One hand touch with simultaneous intent to touch with other	Stroke is performed with two arms with one full good arm and the other being only a part of an arm or it is an affected arm
SW 8.4	Part of the upper body touch	No arms or the arms are too short to extend above the head
	Breaststroke arm stroke	No leg function therefore may perform a half stroke with the arm/s recovering forward
Medley SW 9	Nil	No exceptions
SW 9.1	150m individual medley offered	No butterfly included

The Race SW 10		
SW 10.2	Swimmer may inadvertently surface in the wrong lane	Blind swimmers – S11 & and some S12
SW 10.13	Swimmers may remain in their lane until the completion of the race	Classes S1, S2, S3, S4 & S5 only may stay in the water but must move away from the touch pads but not interfere with the next lane
Others	Tapper	Compulsory for S11, SB11, SM11 swimmers required having someone to indicate when the swimmer is to turn and finish. For any event over 50m [Long Course] or a 50m event [Short Course] two tapers per swimmer are required ie one at each end. Also includes FCS swimmers who have applied due to medical reasons.
	Blackened in goggles	Compulsory for S11, SB11, SM11 swimmers Goggles that no light can be seen through. Exceptions are those swimmers who have prosthetic or glass eyes.
	No prosthetics [artificial limb] to be worn when competing	
	Medical/lifeguard	Medical alert due to existing condition
SW 10.7	Strapping/Taping	The strapping/taping the swimmer is required to gain clearance from the IPC Swimming medical officer prior to competition. If the clearance is not received it will result in the swimmer being disqualified.

For further information the IPC Swimming rule booklet may be obtained, free of charge, at the following address

IPC Swimming
18/20 Alday Street
St James WA 6102
AUSTRALIA
Tel: 61 8 9355 5517
Fax: 61 8 9355 5517
Email: anne.ipcswimming@bigpond.com
Website: www.ipcswimming.org



PARALYMPIC PROGRAM

Day 1

200m Freestyle	S1 - S2
100m Butterfly	S13
100m Freestyle	S3 – S5
200m Ind Medley	SM6 – SM7
100m Butterfly	S8 – S9
400m Freestyle	S11 – S12

Day 2

100m Butterfly	S10
400m Freestyle	S13
100m Freestyle	S14
50m Backstroke	S4 - S5
100m Breaststroke	SB11 – SB12
100m Freestyle	S9 – S6

Day 3

100m Backstroke	S6
100m Freestyle	S10
100m Butterfly	S11 – S12
200m Freestyle	S3 – S5
100m Breaststroke	SB7 – SB8
100m Freestyle	S1 – S2
4x100m Freestyle Relay	S14

Day 4

100m Breaststroke	SB9
100m Freestyle	S13
400m Freestyle	S14
100m Backstroke	S7
200m Ind Medley	SM11 – SM12
50m Butterfly	S3 – S5
4x100m Freestyle Relay	34 points

Day 5

400m Freestyle	S7
50m Breaststroke	SB1 – SB3
200m Ind Medley	SM5
100m Butterfly	S14
200m Ind Medley	SM8 – SM10
4x100m Freestyle Relay	49 points

Day 6

100m Breaststroke	SB4 – SB6
100m Freestyle	S11 – S12
200m Ind Medley	SM13
200m Ind Medley	SM14
400m Freestyle	S8 – S10
4x50m Freestyle Relay	20 points

Day 7

100m Backstroke	S11 – S12
50m Butterfly	S6 – S7
100m Backstroke	S8 – S10
100m Breaststroke	SB13
100m Breaststroke	SB14
50m Freestyle	S1 – S3

Day 8

50m Freestyle	S11 – S12
150m Ind Medley	SM1 – SM4
400m Freestyle	S6
100m Backstroke	S13
100m Backstroke	S14
50m Freestyle	S7 – S10

Day 9

50m Backstroke	S1 – S3
50m Freestyle	S4 – S6
50m Freestyle	S14
50m Freestyle	S13
4x100m Medley Relay	34 points
4x50m Medley Relay	20 points
4x100m Medley Relay	S14
4x100m Medley Relay	49 points



WORLD & REGIONAL PROGRAM

Day 1

100m Freestyle	S8
100m Freestyle	S11 – S12
200m Ind Medley	SM5
100m Butterfly	S9 – S10
200m Ind Medley	SM13
100m Backstroke	S6 – S8
200m Ind Medley	SM14
50m Freestyle	S1 – S5
4x100m Freestyle Relay	49 points
4x100m Freestyle Relay	34 points

Day 2

100m Freestyle	S6 – S7
400m Freestyle	S11 – S12
100m Backstroke	S9 – S10
100m Butterfly	S8
100m Freestyle	S13
100m Freestyle	S14
150m Ind Medley	SM1 – SM4
100m Breaststroke	SB5
100m Backstroke	S11 – S12

Day 3

100m Breaststroke	SB6 – SB7
100m Freestyle	S9 – S10
400m Freestyle	S13
400m Freestyle	S14
200m Ind Medley	SM8
200m Freestyle	S1 – S5
100m Butterfly	S11 – S12
100m Breaststroke	SB14
100m Breaststroke	SB13
4x100m Medley Relay	34 points
4x50m Freestyle Relay	20 points

Day 4

100m Breaststroke	SB4
200m Ind Medley	SM9 – SM10
50m Backstroke	S1 – S3
400m Freestyle	S6 – S7
100m Breaststroke	SB11 – SB12
100m Butterfly	S13
100m Butterfly	S14
100m Breaststroke	SB8 – SB9
50m Butterfly	S3 – S5
4x100m Medley Relay	49 points
4x100m Freestyle Relay	S14

Day 5

50m Backstroke	S4 – S5
400m Freestyle	S8 – S10
200m Ind Medley	SM11 – SM12
50m Breaststroke	SB1 – SB3
50m Freestyle	S13
50m Freestyle	S14
200m Ind Medley	SM6 – SM7

Day 6

50m Freestyle	S6 – S10
100m Freestyle	S1 – S5
100m Backstroke	S14
50m Butterfly	S6 – S7
100m Backstroke	S13
50m Freestyle	S11 – S12
4x100m Medley Relay	S14
4 x 50m Medley Relay	20 points

Day 7

5km Open Water event	Men & Women Open classification
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ORDER FORM SWIMMING RULE BOOK

PLEASE PRINT ALL INFORMATION

NAME OF ORGANIZATION:.....

.....

ADDRESS:.....

.....

.....

FAX NO:.....

[Include country area code]

EMAIL ADDRESS:.....

NUMBER OF SWIMMING RULE BOOKS REQUIRED.....

ANNE GREEN
CHAIRMAN,IPC SWIMMING
18/20 ALDAY ST, ST JAMES WA 6102
AUSTRALIA
FAX: 61 8 9355 5517
EMAIL: anne.ipcswimming@bigpond.com
WEBSITE: www.ipcswimming.org

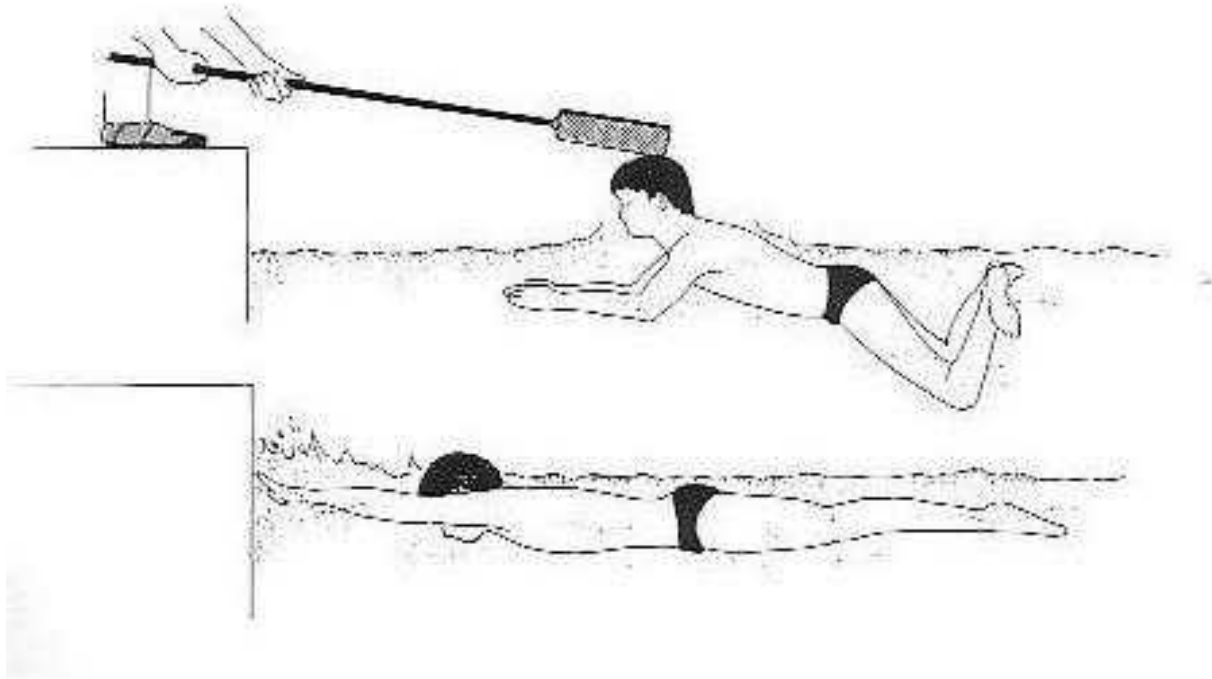
TAPPING DEVICE

A tapping device is an adapted 'pole' used to indicate to the swimmer when they are approaching the wall at the turn or finish. A tapping device shall be deemed to be safe.

The length of the 'pole' is required to be sufficient in length for the person tapping to be able tap the swimmer, and to be the satisfactory length for the distance from the wall that the swimmer wishes to be tapped

At the end of the 'pole' a soft implement is required to be fixed. The soft implement can be a tennis ball or a piece of high density foam. The implement must be firmly fixed.

(see GN 6.2)





Requests for Blood Lactate sampling at IPC Swimming sanctioned events

Note: This testing procedure is only for lactate testing. Blood sampling for any other purpose requires additional formal notification.

IPC swimming is concerned with the health and welfare of all participants at sanctioned events. We therefore want to assure that all activities of any nature taking place at such events are conducted with this in mind. The following guidelines and questions apply to the collection of blood sample for the purpose of athlete service. Countries wishing to conduct such testing at sanctioned events must adhere to the following.

- These guidelines refer to testing done in or near the competition or training area from the moment that the competition venue is available for training purposes until the official closing of the competition.
- Countries wishing to perform such testing must make a written request to IPC Swimming 3 months prior to their arrival at the event. (anne.ipcswimming@bigpond.com)
- The country involved in blood sampling will test only its own athletes and has written permission from each individual to do so. A copy of these individual forms should be available for inspection during the event.
- The detailed sampling methods and safety procedures (Universal precautions www.niehs.nih.gov/odhsb/biosafe/univers.htm) must be presented in writing together with the written request in addition to the qualifications of the person(s) performing the testing. If necessary the country will be required to answer any concerns still standing. When no concerns are present preliminary permission will be granted.
- The sampling will take place at a predetermined position or room in the pool agreed to by the Technical Delegate (TD) in consultation with the meet organizer and an IPC Swimming representative medical doctor from the classification team present. The individual responsible for testing the swimmers from their country is to contact the TD on arrival and will then be informed of the allocated position for testing.
- The organizer will provide for disposal of all medical waste (gloves, lancets, capillary tubes etc.) in agreement with a recognized local firm and/or hospital. All costs of this disposal are for the country involved. A written request to test implies that the country involved agrees to cover their part of the costs (in relation to the size of their participant delegation).
- Before testing can start the IPC Swimming representative will inspect the testing area and confirm that all stipulations are being adhered to. At this time the IPC Swimming representative together with the country representative will sign the final agreement sheet.
- Failure to adhere to these terms will result in the loss of accreditation for the person(s) involved in the testing.
- Each country involved will file a report on their testing to the chairperson of IPC Swimming within 6 weeks of the event in question. This should include the number of tests conducted, problems with the procedures, and findings of general interest to IPC Swimming. If a country fails to forward a report, permission to conduct future tests may not be granted.

ABBREVIATED STANDARD PRECAUTIONS

'Standard Precautions' are basic work practices adapted from the Universal precautions of the National Institute of Environmental Health and Safety (USA). It is only for use by persons specified by IPC Swimming.

1. General Hygiene:

- Work areas should be maintained in a hygienic state – benches and equipment should be kept free of spills and wiped over with an alcohol or bleach based product after use. The use of protective pads can help to keep the work area clean. The protective pads should be changed at the end of every work session and within a session if it becomes soiled.

2. Hands / Gloves:

- Disposable gloves *must be* worn at all times when handling blood samples or any equipment associated with blood collection/testing.
- Hands should be cleaned with warm water and disinfectant after the handling of any blood samples or equipment associated with blood testing.

3. Biohazard Disposal / Biological Waste:

- All 'sharp' items contaminated or not, *must be* disposed of immediately after use, in a Biohazard Sharps Container [ie needles, butterfly needles, lancets, capillary tubes].
- Other contaminated items, not considered 'sharps' must be disposed of in a Biohazard Bag [ie tissues, autolet platforms, gloves, cotton wool balls, alcohol swabs].
- Biohazard Sharps Containers and Biohazard Bags should be collected by the firm designated in the agreement as mentioned above.

4. Food – Foodstuffs and drinks *must not* be consumed in blood testing areas or when using blood testing equipment.

5. Risk Minimization – All blood samples *must be* transported from the testing areas in closed containers.

NEEDLE/SHARPS INJURY & EXPOSURE MANAGEMENT

In the event of a needle/sharp injury and/or exposure to body fluids, the individual must report within 24 hours to the designated doctor in the classification team and their team and their team doctor. Full responsibility for assessment of the injury and categorization of exposure, including the follow-up lies with the team doctor.

CHECK LIST FOR BLOOD SAMPLING AT IPC SWIMMING SANCTIONED EVENTS

1. The country involved in blood sampling will test only their own swimmers.
2. The country will have written consent forms from each individual swimmer.
3. The country must have a hard copy of the standard sampling methods and safety procedures available.
4. The country must do their sampling at the predetermined position or room in the pool agreed to by the Technical Delegate and the designated IPC Swimming medical person.
5. Countries must adhere to the standard precautions described below.
6. The qualifications of personnel performing the testing are available in writing.
7. The country will sign an agreement form allowing blood sampling during competition.



BLOOD SAMPLING CHECK LIST		
General	Yes/No	Action
Country testing own Swimmers		
Written consent forms		
Hard copy of standard sampling safety procedures		
Sampling at the predetermined position		
Adhere to the standard precautions described		
Copy of tester qualifications available.		
The country will sign an agreement form allowing blood sampling during competition (attached)		
Provide information on those who are to conduct tests		

AGREEMENT FORM ALLOWING BLOOD SAMPLING DURING COMPETITION

I,on behalf of
[PRINT NAME] [COUNTRY]

have read the IPC Guidelines for Lactate testing, and verify that we will abide by the procedures laid down. We will ensure that the testing area is clean and that our hazardous materials are being disposed of through the appropriate agency.

.....
Signature

.....
Date

.....
Witness

.....
Date

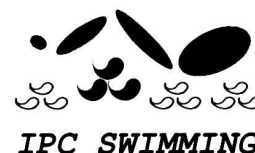
.....
IPC Medical Officer

.....
Date

NOMINATION FORM

PRINT ALL INFORMATION

IPC MEMBER/FEDERATION:	
ADDRESS:	
TEL:	FAX:
We hereby mandate the following person to the IPC Swimming Assembly Executive Committee for the next four year period; 2004– 2008, their term beginning and ending at the completion of the Paralympic Games.	
FAMILY NAME:	FIRSTNAME:
ADDRESS:	
TEL:	FAX:
AREA OF EXPERTISE:	
SIGNATURE:	
POSITION NOMINATING (circle relevant position)	Chairman Medical Officer Classification Officer Technical Officer Swimmers Representative Member at large (5 positions available)
NPC /FEDERATION DIRECTOR: (print name)	
SIGNATURE OF NPC/FEDERATION DIRECTOR:	
DATE:	
Please return nomination form to: By September 2004	Chairman, IPC Swimming 18/20 Alday Street St James WA 6102 AUSTRALIA Tel: 61 8 9355 5517 Fax: 61 8 9355 5517 Email: anne.ipcswimming@bigpond.com Website: www.ipcswimming.org



MANDATE FORM

PLEASE PRINT ALL INFORMATION

IPC MEMBER/ FEDERATION :	
ADDRESS: _____	
TEL: _____	FAX: _____
We hereby mandate the following person to the IPC Swimming Assembly Executive Committee for the next four year period; 2000 - 2004, their term beginning and ending at the completion of the Paralympic Games.	
FAMILY NAME: _____	FIRSTNAME: _____
ADDRESS: _____	
TEL: _____	FAX: _____
AREA OF EXPERTISE: _____	
SIGNATURE: _____	
NPC/ FEDERATION REPRESENTED: _____	
NPC/FEDERATION DIRECTOR: _____	
SIGNATURE OF FEDERATION DIRECTOR: _____	
DATE: _____	
Please return nomination form to: By: September 2004	Chairman IPC Swimming 18/20 Alday Street St James WA 6102 AUSTRALIA Tel: 61 8 9355 5517 Fax: 61 8 9355 5517 Email: anne.ipcswimming@bigpond.com Website: www.ipcswimming.org



1. PREPARATIONS – BEFORE SPORTS ASSEMBLY

✓	PREPARATION	TIME BEFORE MEETING	RESPONSIBLE	COMMENTS
	Letters to Chair outlining process, deadlines and items for review	4-5 months	IPC Secretariat	
	Deadline for Chair to approve nomination forms, agenda and SAEC structure [for World Championships only]	4 months	Chair & IPC Secretariat	
	Distribution of forms, agenda and additional papers as provided by the SAEC	3-5 months [28 days for extraordinary meeting]	IPC Secretariat	1 st mailing to NPCs, IOSDs and Chair
	Receipt of motions, mandates and nominations forms [for World Championships only] from NPCs & IOSDs	2 months	IPC Secretariat	For Assembly to be conducted at the World Championships Each nominee to attach a brief CV with nomination form
	Letter of confirmation to NPCs & IOSDs and final distribution of papers incl list of delegates and observers, submitted motions and info of nominees [for World Championships only]	6 weeks	IPC Secretariat	2 nd mailing to NPCs, IOSDs & Chair



2. PRE-ASSEMBLY – PREPARATIONS THAT NEEDS TO BE DONE BEFORE THE MEETING

	DESCRIPTION	BY LAW	COMMENTS
	Appoint 'door-guard' to keep track of the number of members & observers attending		
	Open doors to meeting		
	Register delegates	IPCH B-L 3.2.1 – 3.2.3	
	Delegates receive voting cards		
	Delegates receive Standing Rules of Order		
	The Chairperson of IPC Swimming will chair the Swimming Assembly	IPCH B-L 3.2.1	
	The secretary prepares to keep minutes of the meeting	IPCH B-L 3.4.1	
	Chair calls for order		
	Chair sees that quorum is present	IPCH B-L 3.3.3	50% + 1 member of IPC Member Nations widely practising swimming
	Chair declares the meeting open		



3. ASSEMBLY – OPENING, APOLOGIES, REPORTS AND RELEASE OF RESPONSIBILITY

✓	DESCRIPTION	COMMENT
	Chair opens the Swimming Assembly	
	Chair welcomes the delegates – Roll Call – Quorum confirmed	
	Chair asks the secretary to read the apologies for the meeting	
	Chairs asks that the Agenda be adopted Vote is taken – Yes/No/Abstain	All adoptions must be moved and second
	Adoption of Standing Rules of Order	
	Chair: a) approve minutes of the previous assembly. b) any discussions/questions as a result of the minutes of the previous assembly. c) move that the minutes are a true and correct record of the previous assembly. d) vote that the minutes are a true and correct record e) Vote is taken – Yes/No/Abstain	Any amendments to the minutes
	Chair: Confirm the distribution of the reports from the Chair and the relevant sub committees [Classification, Technical, Swimmers, Science, etc].	
	Chair: You have received the Chairs report is there any further discussion or clarification required. Chair asks for someone to move that the report is accepted as a true and correct record & seconder Yes/No/Abstain	Clarification or discussion any details as requested
	Chair: You have received the Technical Officer's report is there any further discussion or clarification required Chair asks for someone to move that the report is accepted as a true and correct record & seconder Yes/No/Abstain	Clarification or discussion on any details are requested

	Chair: You have received the Classification Officer's report is there any further discussion or clarification required. Chair asks for someone to move that the report is accepted as a true and correct record & seconder Yes/No/Abstain	Clarification or discussion on any details are requested
	Chair: You have received the Swimmer's report is there any further discussion or clarification required. Chair asks for someone to move that the report is accepted as a true and correct record & seconder Yes/No/Abstain	Clarification or discussion on any details are requested
	Chair: You have received the Swimming Science Officer's report is there any further discussion or clarification required Chair asks for someone to move that the report is accepted as a true and correct record & seconder Yes/No/Abstain	Clarification or discussion on any details are requested
	Chair: All reports have been received and accepted and this concludes the reports	No further discussions about previous events is allowed unless the finds that it is necessary.



4. ASSEMBLY – PROPOSALS AND MOTIONS TO IPC SWIMMING/CLASSIFICATION RULES

✓	DESCRIPTION	COMMENT
	Chair: Now we move to proposals and motions for amendments to IPC Swimming/Classification rules. We start with the proposals made by the IPC Swimming Executive Committee.	Only the SAEC, NPCs and IOSDs may present motions. This to be submitted to the IPC Headquarters by the due date and circulated accordingly.
	Chair reads the proposal	
	Chair calls for a seconder for the motion	If no seconder then the motion will not proceed
	Chair explains the motion or asks the relevant person to explain the motion.	
	Chair calls for other views on the motion	A limited number of people to speak for and against is determined by the Chair. The time allocated to each speaker is to be determined by the Chair.
		The proposer has the right to be the final speaker on the motion. No other person has the right to speak twice on the same motion. The mover of a motion may withdraw it, if the seconder agrees and the meeting consents.
	If an amendment is made during the discussion Amendments may be moved to 1. leave out/delete certain words 2. leave out certain words in order to insert or add others 3. insert or add certain words	An amendment must not be a direct negative
	Chair reads the amendment	
	Chair asks if the amendment is accepted by the proposer	If the amendment is not accepted by the proposer then the amendment does not proceed
	If the amendment is accepted the Chair asks for a seconder to the amendment	*Once a motion has been amended no amendments shall be proposed which will return the motion to its original form
	Chair asks for a seconder on the amendment	Only the mover of the original motion has the right of reply. The mover of the amendment has not right to reply.
	Chair calls for the vote – it is moved and accepted Yes/No/Abstain	*For a motion to be reconsidered the amendment requires a seconder and 2/3 of the voting members
	Chair declares the voting results – for, against, abstentions	
	Chair: We continue with the motions from IPC members.	
	To proceed as above	



5. ASSEMBLY – ELECTIONS OF NEW IPC SWIMMING EXECUTIVE COMMITTEE (PARALYMPICS ONLY)

✓	DESCRIPTION	COMMENT
	Chair: We continue with the election of the new IPC Swimming Executive Committee.	
	If Chair is standing for election then the Chair must vacate the chair and be replaced by an Election Officer.	An independent person or member of the SAEC [not running for election] shall be appointed by the SAEC in advance of the meeting.
	Appointment of scrutineers	
	Elected Officer: Now we will elect the following positions in IPC Swimming: [chairman], Classification Officer, Technical Officer and three members at large. The swimmers representative is voted on by the athletes through the IPC Athletes SAEC Representative election process.	
	Elected Officer: The nominees are allowed to give a no longer than 3 minutes resume of themselves	If a translator is required 4 minutes shall be allocated to the nominee
	Do the presentations	
	Elected Officer: Elections will be conducted by secret ballot.	
	Vote for Chair	
	Elected Officer: Announcement of result of ballot	
	Elected Officer: Proposal to destroy all ballot papers	
	Vote for Classification Officer	
	Elected Officer: Announcement of result of ballot	
	Elected Officer: Proposal to destroy all ballot papers	
	Vote for Technical Officer	
	Elected Officer: Announcement of result of ballot	
	Vote for 3 members at large	
	Elected Officer: Announcement of results of ballot	
	Elected Officer: Proposal to destroy all the ballot papers.	Newly elected committee members shall not take up positions until after the completion of the relevant competition ie World Championships
	Elected Officer: This concludes the elections. We wish the newly elected committee good luck in their work.	
	Officer gives the chair back to chairman	



6. ASSEMBLY – OTHER BUSINESS AND CLOSING OF THE ASSEMBLY

✓	DESCRIPTION	COMMENT
	Chair: No other business is allowed, unless the chair deems it necessary	Items shall be submitted to the SAEC for consideration in advance of the meeting
	Other business brought up by chair	
	Chair closes the meeting: I thank you all for attending this assembly and find the assembly closed	

PART 2

CLASSIFICATION INFORMATION

The Functional Classification System is based on the maximised ability of elite competitive swimmers with a physical disability.

For a swimmer to compete they must be classified.

CONSENT FORM

Before commencing the process all swimmers are required to sign a consent form.

PROCESS

The Swimming classification process involves three parts:

Bench Test – that is usually performed by a doctor or a physiotherapist familiar with the testing protocol

Water Test – a technical test usually performed by a technical specific person

Observation - during competition

A swimmer can only be granted an international classification if classified by two Authorised IPC Swimming Classifiers (one medical and one technical).

LEVELS OF CLASSIFICATION

There are different levels of classification in the International system for Classification

Currently **trainee** classifiers, **regional** classifiers (either technical or medical) and **international** classifiers (when working alone) in each country who are able to provide the swimmer with a temporary recognized classification (see N Status below). The classification sheet must be forwarded to the Chair of IPC Swimming and the classification information recorded into the IPC Swimming classification database for the swimmers times to be acknowledged and entered into the rankings.

N STATUS

A trainee classifier, regional classifier or one authorised Classifier can only provide classifications for the swimmers from their own nation (= “N”). Usually a swimmer is initially classified at national or regional level. This classification makes it possible for the swimmer to compete at National level or at some international competitions. The status of the swimmer will be recorded as N status.

P STATUS

For a classification to gain a permanent international status (= “P”), the swimmer must be classified by two internationally authorised classifiers [one medical and one technical].

R STATUS

Occasionally a swimmer classified by two internationally authorised classifiers will be given a “R” or review status. This will normally be due to the doubt by the classifier of the swimmers classification. These swimmers will be required to attend the classification process at a major IPC competition, i.e. Paralympic Games, IPC World Championships or IPC Regional Championships, or approved IPC Swimming national competitions.

RECLASSIFICATION

Once a swimmer has been internationally classified, the swimmer can only be reclassified if there has been a change in the swimmers disability or a change in the classification system.

For a swimmer who has an international classification the NPC may submit a protest to IPC Swimming, prior to a major competition ie Paralympic Games, IPC World Championships or IPC Regional Championships, if they are dissatisfied with the swimmers classification. The protest is required to be accompanied with the protest fee. For a protest the IPC Swimming rules and regulations shall be observed. A swimmer who has attended a protest then is allocated a PP status.

No change can be made to an international classification at a national competition when there are less than four internationally authorised [two medical and two technical] classifiers present and three of the four classifiers having not previously classified the swimmer within the past 18 months.

The intention of this brochure is to inform swimmers of the current international process of functional swimming classification.



The controlling body for functional swimming classification is IPC Swimming. Classification that takes place outside of IPC Swimming regulations is not recognized.

Note: It is recommended that the **IPC Swimming Swim Rules, IPC Swimming Classification Manual and IPC Swimming Handbook** should be consulted and read carefully.

All of this information can be readily accessed through the IPC Swimming web site www.ipcswimming.org

International Process For Functional Swimming Classification



Compiled by :

Anne Green
(Chairman IPC Swimming)

Conrado R Jaubert
(IPC Swimming Classification Officer)

February 2005



Status: N R P PP ^{W D}

SWIMMING FUNCTIONAL CLASSIFICATION TESTING SHEET

(Please print all details in English)

FAMILY NAME: _____

GIVEN NAME: _____

DATE OF BIRTH: _____ SEX: MALE/FEMALE

CITY/STATE/COUNTRY: _____

Diagnosis + Associated Diagnosis: _____

_____ Since _____

Progressive Yes/No Seizures: Yes/No Asthma Yes/No

Ability to Walk: Yes/No Crutches/Aids: Yes/No Wheelchair: Yes/No

Accredited Coach/Trainer: Yes/No

How long involved in Competitive Swimming: _____

No. of Training Sessions per week: _____

Length of each Training Sessions: _____

Cross Training: YES/NO Type: _____

No. of Competitions within the past 12 months: _____

Testing Place, Date: _____ CLASSES: S SB SM

MEDICAL TESTER'S SIGNATURE _____

TECHNICAL TESTER'S SIGNATURE _____

SWIMMERS SIGNATURE _____

EXCEPTIONS: To be Observed During Competition: _____

Assistance Required for Start:

Assistance Required to Enter and Exit the Water:

Start: _____

Support Staff/Volunteer

Yes/No

Freestyle: _____

Backstroke: _____

Butterfly: _____

Breaststroke: _____

Comments: _____

BENCH TEST			Coordination Muscle Test		Contracture ROM	
			RIGHT	LEFT	RIGHT	LEFT

UPPER LIMBS

Shoulder	S	SB	Flexion				
	S	X	Extension				
	X	X	Abduction				
	S	SB	Adduction				
	S	X	Ext. Rot				
	S	SB	Int. Rot				
Elbow	S	SB	Flexion				
	S	SB	Extension				
	S	SB	Pronation				
Wrist	S	SB	Flexion				
	S	X	Extension				
	X	SB	Uln. Abn				
Finger	S	SB	Flexion				
	S	SB	Extension				
	S	SB	Adduction				
TOTAL S							
TOTAL SB							

Dive Start and Push-off : S and SB Strokes

Start in water with assistance	0	points
Start in water without assistance	1-2	points
Falls into the water	1-2	points
Poor functional dive with one leg	3-4	points

Poor functional dive with both legs	5-6	points
Good functional dive with one leg	7-8	points
Good functional dive with both legs	9-10	points

Dive with one non-functional arm 9 points

(*dragging or above elbow amp*)

Dive with non-functional arms 7 points

(*dragging or above elbow amp*)

No push-off with legs possible 0 points

Push-off only with any single joint 1-2 points

Poor functional push-off with one leg 3-4 points

Poor functional push-off with both legs 5-6 points

Good functional push-off with one leg 7-8 points

Good functional push-off with both legs 9-10 points

Turning without arms 7 points

(*dragging or above elbow amp*)

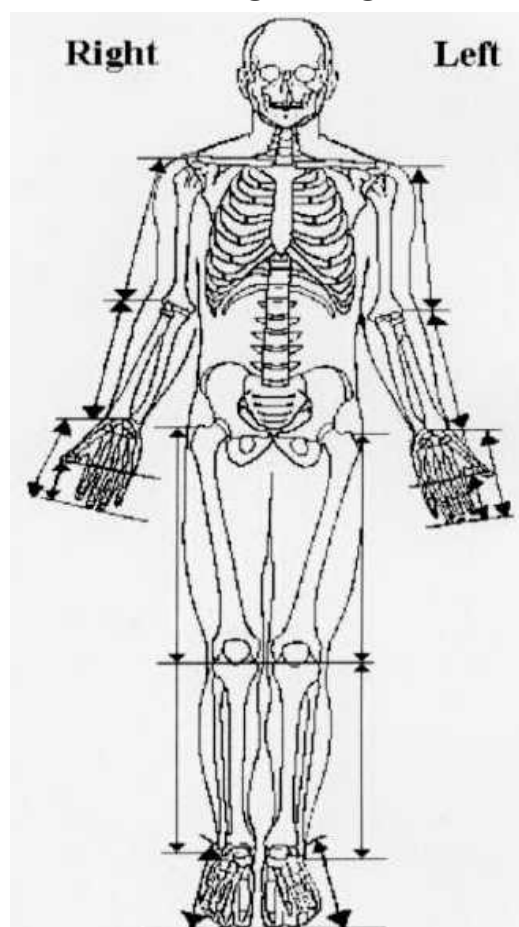
Turning with one arm 9 points

(*dragging or above elbow amp*)

BODY HEIGHT:.....cms

HEAD TO BUTTOCK.....cms

AMPUTATION



Highlight amputated limb/s (with highlighter and draw in particular features.

Fill in the measurement in cms. of the amputated limb

Lower limb length difference in cm:

TRUNK

Trunk	S	SB	Flx. Upper				
	S	SB	Flx. Lower				
	S	SB	Ext Upper				
	S	SB	Ext. Lower				
	S	X	Rotation				
TOTAL S							
TOTAL SB							

LOWER LIMBS

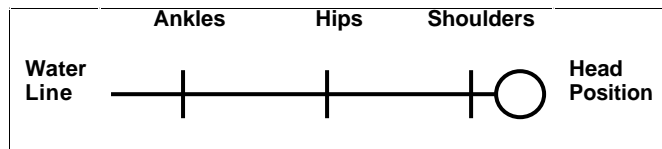
Hip	S	SB	Flexion				
	S	SB	Extension				
	X	SB	Abduction				
	S	SB	Adduction				
	X	SB	Ext. Rot				
	S	SB	Int. Rot				
Knee	S	SB	Flexion				
	S	SB	Extension				
Ankle	S	SB	Dorsiflex.				
	S	SB	Plantaflex.				
	S	SB	Pronation				
	S	SB	Supination				
TOTAL S							
TOTAL SB							

SHOULDER TEST			Right	Left	Dynamic Test	
Scapula	Muscle Test	Retraction			Right	Left
		Elevation				

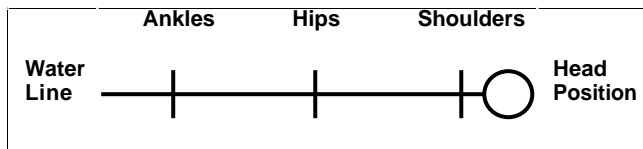
FUNCTIONAL STATUS WATER TEST

BODY POSITION

FACE FLOAT



BACK FLOAT



WATER TEST S – FUNCTIONAL

UPPER LIMBS			
TOTAL ARMS FUNCTIONAL			
RIGHT (65)		LEFT (65)	
B	W	B	W

WATER TEST SB - FUNCTIONAL

UPPER LIMBS			
TOTAL ARMS FUNCTIONAL			
RIGHT(55)		LEFT (55)	
B	W	B	W

TRUNK

TOTAL ARMS FUNCTIONAL			
RIGHT (25)		LEFT (25)	
B	W	B	W

TRUNK

TOTAL ARMS FUNCTIONAL			
RIGHT (20)		LEFT (20)	
B	W	B	W

LOWER LIMBS

TOTAL ARMS FUNCTIONAL			
RIGHT (50)		LEFT (50)	
B	W	B	W

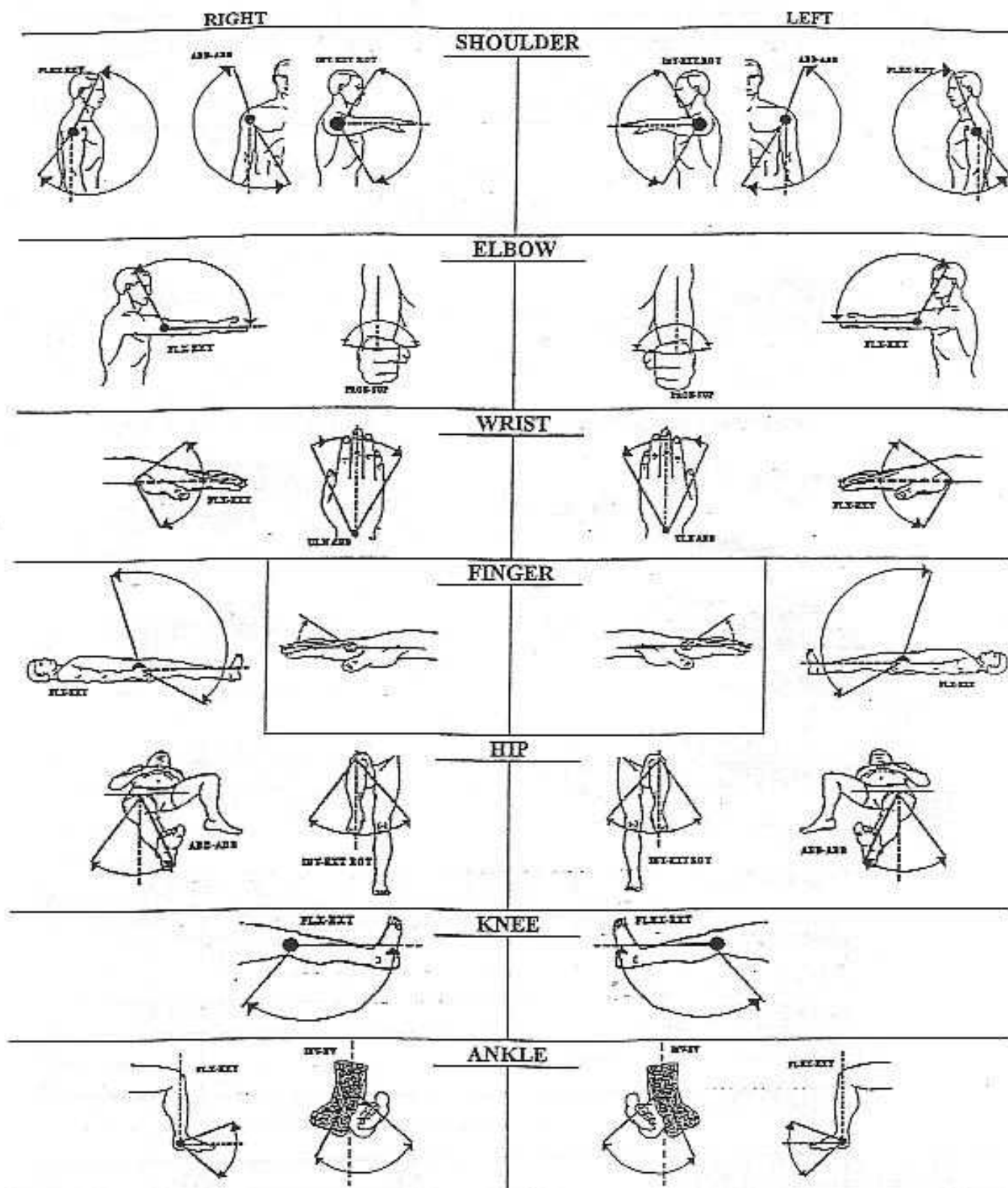
LOWER LIMBS

TOTAL ARMS FUNCTIONAL			
RIGHT (60)		LEFT (60)	
B	W	B	W

POINTS SCORE	S-STROKE		SB-STROKE	
	BENCH	WATER	BENCH	WATER
UPPER LIMBS				
TRUNK				
LOWER LIMBS				
START				
TURN				
TOTAL				

CLASSES	S	SB	SM
---------	---	----	----

RANGE OF MOVEMENTS



Points System:

- 0 No joint mobility
- 1 Slight movement completely unfunctional
- 2 25% of the FROMS
- 3 50% of the FROMS
- 4 75% of the FROMS
- 5 Functional Range of Movement for Swimming (FROMS)

Fill in the start and the end positions of each movement affected and their corresponding degrees in numbers.
Mark clearly with a zero (0) if not movement is present.

Highlight the range of movement that is active



CONSENT FOR FCS CLASSIFICATION

Explanation:

For a swimmer to be eligible to compete in IPC Swimming competitions the swimmer must be classified by authorised IPC Swimming classifiers.

Failure to cooperate with the classifiers or failure to complete a classification will lead to ineligibility to compete in the competition sanctioned by the IPC Swimming Committee.

If the swimmer finds their ability to cooperate with the IPC Swimming classifiers limited by pain, the swimmer must agree to a full classification test regardless of that pain. The swimmer agrees to indemnify the classifiers from any pain and suffering caused by the testing.

The following is an agreement by the swimmer to undergo a functional classification test, both medical [bench] and water test.

I.....wish to be classified for the IPC Swimming competition.
[PLEASE PRINT FULL NAME]

I understand that the IPC Swimming classification process includes a bench [medical] test, a water [swim] test and observation during competition. I understand that to be classified I must be willing to take part in all components of the classification process and cooperate fully with the classifiers.

I understand that to perform the bench [medical] test, the IPC Swimming classifiers must examine all movements and muscle groups. I agree to undertake these tests, and I agree that the classifiers are indemnified from any pain and suffering I may experience in the course of the test.

Signature of Swimmer:.....

Witness Signature of guardian/manager/coach:.....

Date:.....



**IPC SWIMMING
CLASSIFICATION FORM FOR VISUALLY IMPAIRED**

FAMILY

NAME:.....

GIVEN

NAME:.....

COUNTRY:.....

DATE OF BIRTH:..... **. MALE/FEMALE**

SPORT:.....

MEDICATION:.....

PREVIOUS

CLASSIFICATION:.....**DATE:**.....

OTHER CONDITIONS: eg Asthma, epileptic.....

ANAMNESIS:.....

OPTICAL AIDS: Spectacles Contact lenses Sun glasses Swim glasses

CLINICAL EXAMINATION:

VISUAL ACUITY WITHOUT CORRECTION **RIGHT**.....**LEFT**.....

VISUAL ACUITY WITH CORRECTION **RIGHT**.....**LEFT**.....

REFRACTION **RIGHT**.....**LEFT**.....

**VISUAL ACUITY WITH
CONTACT LENSES** **RIGHT**.....**LEFT**.....

VISUAL FIELD IN DEGREES **RIGHT**.....**LEFT**.....

[IF APPLICABLE]

INCLUDE COPY WITH APPLICATION

VISUAL DIAGNOSIS:.....

CLASSES **S**.....**SB**.....**SM**.....

.....
SIGNATURE OF OPHTHALMOLOGIST

DATE:.....

**VISUAL IMPAIRMENT
CLASS SYSTEM**

- S11 NO LIGHT PERCEPTION IN EITHER EYE UP TO LIGHT PERCEPTION BUT INABILITY TO RECOGNISE THE SHAPE OF A HAND AT ANY DISTANCE OR IN ANY DIRECTION**
- S12 FROM ABILITY TO RECOGNISE THE SHAPE OF A HAND UP TO VISUAL ACUITY OF 2/60 AND/OR VISUAL FIELD OF LESS THAN 5 DEGREES**
- S13 FROM VISUAL ACUITY ABOVE 2/60 UP TO VISUAL ACUITY OF 6/60 AND/OR A VISUAL FIELD OF MORE THAN 5 DEGREES AND LESS THAN 20 DEGREES**



Status: N R ^W ^D
P PP

SWIMMING BLIND CLASSIFICATION TESTING SHEET

(Please print all details in English)

FAMILY NAME: _____

GIVEN NAME: _____

DATE OF BIRTH: _____

SEX: MALE/FEMALE

CITY/STATE/COUNTRY: _____

DIAGNOSIS + ASSOCIATED DIAGNOSIS: _____

DIAGNOSED - YEAR: _____

Seizures: Yes/No Asthma Yes/No Cardiac problems Yes/No

Accredited Coach/Trainer: Yes/No

How long involved in Competitive Swimming: _____

No. of Training Sessions per week: _____

Length of each Training Sessions: _____

Cross Training: YES/NO Type: _____

No. of Competitions within the past 12 months: _____

IPC SWIMMING OFFICIAL USE ONLY

Signature of receipt, Date: _____ CLASSES: S SB SM

EXCEPTIONS: To be Observed During Competition:

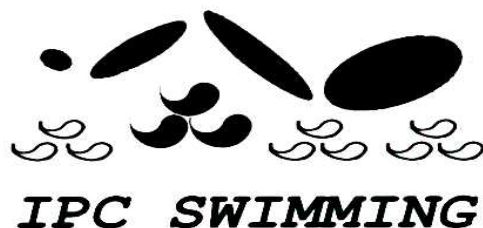
Start: _____

Tapper : YES / NO [Circle which is applicable]

Blackened Goggles : YES / NO [Circle which is applicable]

Prosthesis: YES / NO [Circle which is applicable]

Comments: _____



CONSENT FOR BLIND CLASSIFICATIONS

Explanation:

For a swimmer to be eligible to compete in IPC Swimming competitions the swimmer must be classified by an IBSA authorised classifiers.

Failure to cooperate with the classifiers or failure to complete a classification will lead to ineligibility to compete in the competition sanctioned by the IPC Swimming Committee.

The following is an agreement by the swimmer to undergo the testing procedure laid down by IBSA.

I.....wish to be classified for the IPC Swimming competition.
[PLEASE PRINT FULL NAME]

I understand that the IBSA classification process involves the necessary eye tests. I understand that to be classified I must be willing to take part in all portions of the testing procedure and cooperate fully with the classifiers.

Signature of Swimmer:.....

Witness Signature of guardian/manager/coach:.....

Date:.....



Status: N R ^{W D}
P PP

SWIMMING S14 CLASSIFICATION TESTING SHEET

(Please print all details in English)

FAMILY NAME: _____

GIVEN NAME: _____

DATE OF BIRTH: _____ SEX: MALE/FEMALE

CITY/STATE/COUNTRY: _____

SWIMMERS IQ RESULT: _____

NAME OF IQ TESTING PROCEDURE PERFORMED: _____

YEAR WHEN THE IQ TEST WAS PERFORMED: _____

DOWN'S SYNDROME, AUTISM, ASPERGERS, DYSPRAXIC, SCHIZOPHRENIC,
PSYCHIATRIC,
[Circle the appropriate major condition]

OTHER _____

Seizures: Yes/No Asthma Yes/No Cardiac problems Yes/No

Accredited Coach/Trainer: Yes/No

How long involved in Competitive Swimming: _____

No. of Training Sessions per week: _____

Length of each Training Sessions: _____

Cross Training: YES/NO Type: _____

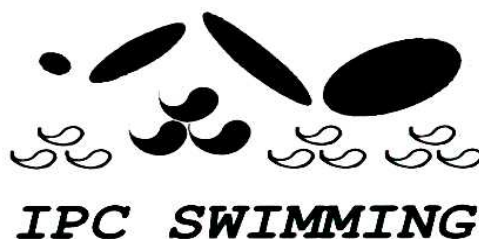
No. of Competitions within the past 12 months: _____

IPC SWIMMING OFFICIAL USE ONLY

Signature of receipt, Date: _____ CLASSES: S SB SM

EXCEPTIONS: To be Observed During Competition: _____

Comments: _____



CONSENT FOR S14 CLASSIFICATION

Explanation:

For a swimmer to be eligible to compete in IPC Swimming competitions the swimmer must reach the eligibility criteria laid down by IPC Swimming.

Failure to cooperate with the eligibility testing protocol will lead to ineligibility to compete in the competition sanctioned by the IPC Swimming Committee.

The following is an agreement by the swimmer to undergo the IPC Swimming identified eligibility criteria and evaluation process.

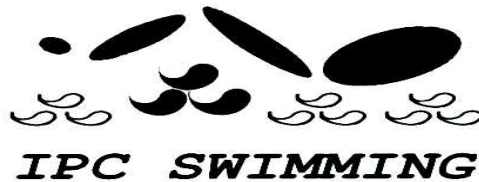
I.....wish to be classified for the IPC swimming competition.
[PLEASE PRINT FULL NAME]

I understand that the IPC Swimming classification process involves meeting set eligibility criteria and completion of the IPC Swimming classification process. I understand that to be classified I must be willing to take part in all components of the classification process and cooperate fully with IPC Swimming classifiers.

Signature of Swimmer:.....

Witness Signature of guardian/manager/coach:.....

Date:.....



DECLARATION OF MEDICAL CONDITIONS THAT MAY REQUIRE EMERGENCY PROCEDURES

[please print all information and complete in English]

Explanation:

For a swimmer to be eligible to compete in an IPC Swimming competition all associated medical conditions must be declared.

The swimmer's declaration should include:

- 1 the condition ;
- 2 the management plan for the condition.

The declaration is made in an attempt to ensure that adequate safety procedures and protocols are observed for medical conditions, to ensure the safety of the swimmer, and manage, the possible impact on other swimmers in the competition.

This form has been introduced as a result of previous incidents on pool deck, which could have been avoided with proper notification and the necessary action plan in place. To try and ensure that this type of incident does not occur in future, the declaration form has been designed. All swimmers with associated medical conditions, which may require specific and immediate onsite management, must complete this form.

These conditions include but are not limited to asthma, seizures, epilepsy, diabetes, low blood pressure, cardiac abnormalities and a tendency to hyperventilate.

Failure to declare a known existing condition and outline the necessary management will result in the swimmer being deemed ineligible to compete in the competition, which a condition results in performance of a rescue.

If a condition becomes evident for the first time during competition and is diagnosed at the time [e.g. dehydration], the swimmer will still be eligible to compete so long as the swimmer observes the recommended management for the condition.

The declaration form should be completed by the swimmer and their personal or team physician. Ensure that the competitor has stated all known medical conditions that may require onsite management and include the current management protocol.

The content of this form is confidential. This form is required to ensure that the personnel responsible for safety on pooldeck are alerted to swimmers who may require assistance. This information is filed with the individuals classification sheets and is accessible to authorised IPC Swimming classifiers only.

If the condition necessitates taking medication that requires the completion of a TUE a copy of this must also be supplied to IPC Swimming.

The preference is to have the athlete's personal physician complete the declaration form.

All Swimmers [classes S1 through S14] must complete this form.



DECLARATION OF MEDICAL CONDITIONS THAT MAY REQUIRE EMERGENCY MEASURES

[please print all information and complete in English]

Iwish to compete in the IPC Swimming competition.
[PLEASE PRINT FULL NAME]

I understand that IPC Swimming requires me to state any known medical conditions that may compromise my safety in the water. I understand that I must state the current management for my condition[s]

(please print n/a if there are no associated medical conditions)

I suffer from _____

The current management for the above is _____

I understand that if I fail to state any known medical conditions and if this condition results in having to perform a rescue, I will automatically be deemed ineligible for the present competition. I also understand that if a condition becomes evident for the first time during competition and is diagnosed at the time e.g. dehydration, I will still be eligible to compete as long as I observe the recommended management for the condition.

SIGNATURE OF SWIMMER : _____

SIGNATURE of PARENT/GUARDIAN/WARD [UNDER AGE 18]: _____

SIGNATURE OF PERSONAL DOCTOR/TEAM PHYSICIAN _____

SIGNATURE OF WITNESS _____

DATE : _____

TUE APPLICATION
COPY ATTACHED

☐

This form is to be resubmitted if there are changes to the condition and medication and/or management.

CODE OF MEDICAL DIAGNOSIS

There have been some problems in the recording of the diagnosis. There are instances where the medical name of the disease or traumatic injuries is not understood by either the medical or technical classifiers. This makes communication and understanding the swimming profile difficult. Although the medical diagnosis can be more accurate most classifiers tend to use the following terminology to simplify the diagnosis. These should be used on the classification sheets.

Disability	Diagnosis	Specification	Side	Assoc diagnosis	Grade
Amputations	AMP	A/K	(R)		
		B/K	(L)		
		A/E	Double/DBL		
		B/E	Same/opposite		
Dysmelia	DYS	A/K	(R)	↓ROM Dysfunctional joint: hip, knee, ankle...	
		B/K	(L)		
		A/E	Double/DBL		
		B/E	Same/opposite		
		Thru/K or E			
Spinal	PARA	Level	Complete/Com Incomplete/Inc	Spasticity ↓ROM Shunt Rods	
	TETRA	SB – Level			
	SPINA BIFIDA				
Cerebral Palsy	CP	Diplegic		Spastic Athetoid	Slight Moderate
		Quad			
		Hemi	(R)/ (L)	Ataxic	Severe Very severe
		Mono			
Arthrogryposis	Arthrogryposis	↓ROM	1/2/3/4 limbs		Slight Moderate Severe Very severe
Head Injury	HI (CP-like)				
Myopathy Neuropathy	Myopathy Neuropathy				Slight Moderate Severe Very severe
Brachial Plexus	Brachial Plexus		Com/Inc (R)/ (L)		
Poliomyelitis	POLIO	Leg/s Arm/s Abdominals	(R)/ (L)		
Any medical condition, syndrome, Diseases known with a Family Name	Name of the disease plus: CP-like Para-like ↓ROM or code most similar to the condition.	Any above mentioned description that can help to understand the functionality of the condition			

NOTE: If a swimmer presents without knowing their diagnosis or if the diagnosis that is given is obscure or unknown, the country/representative is asked to send to IPC Swimming, within 3 months a translated letter from their doctor outlining their condition with results of appropriate investigations and tests. This is then noted on the top left hand corner of the front page 'country notified to provide a letter to establish the swimmers diagnosis'.

HEAD OF CLASSIFICATION CHECKLIST
*To work in conjunction with classification team, Technical Delegate, Technical Advisers
and Swimming Officials*



1/2/05

Key Areas	Check List	Comments	Action
Arrival	Check arrival times for classifiers	Assign classifiers to course section	
	Timetable for course	Allocate time for medical section	
		Allocate time for technical section	
		Allocate time for water session	
	List of trainees attending	Check arrival times	
	List of swimmers requiring classification		
	Timetable for classifications of swimmers	Check list	
	Stationary required	Check	
	List of all scheduled meeting required	Committee meetings, meeting with countries	
Meetings TD, TA, Classifiers	Obtain updated list of swimmers to be classified	New classifications sheets to be filled out	
		Sufficient consent forms	
		Timetable to be confirmed	
		45 mins to be allowed for first part of day one	
		30 mins to be allowed from then onwards	
	Check room for course	number of chairs, tables, OHP, video	
	Presentation of course	Allocate presentation sections of course to classifiers	
	Check transport arrangements & timetable		
	Check meal times	Arrange for meals at pool during classification	
	Allocate times for daily debriefings	With TD & ATD	
		Classifiers	
		Trainee classifiers	
	Allocate responsibilities to classifiers/officials	Headsets	
		Take to and from pool the classification sheets	
		Collect start list, revised start lists	
		Supervise the photocopying of requested classification sheets	
		Collect the relay forms and return to TA once checked	
		Work with TA in regard to deck access forms	

Meetings [cont]		Check start list for correct classes of swimmers	
		Add code of exceptions onto start lists	
		Provide TD, ATD & TA with coding information per session	
Meeting with Trainees	General information presented	General timetable	
		Expectations and responsibilities	
		Classification of swimmers	
		Competition schedule	
	Collate list of trainees details	Contact details – name, address, phone, fax, email	
Meeting IBSA Classifier	Check list of swimmers to be classified	Classification sheets and consent forms	
	Check for any changes to class of swimmer		
Classification Sheets	Start list	Check entries	
		classification status	
		class of swimmer	
		include class of swimmer if combined classes	
	Major classification database	Check information against start list - FCS, Blind, S14	
Appoint Teams	Allocate trainees to each team	Assign trainees to classifiers who they have not previously worked with	
		Trainees to be assigned/rostered other duties during classification and competition	
	Allocate a mentor to each trainee	Medical classifier normally mentor medical trainee	
		Technical classifier normally mentor technical trainee	
	Allocate who is responsible to check start list	Classes are correct	
		Include rule exceptions in consultation with officials	
	Evaluation forms for classifiers for trainees	Evaluation forms required	
Meeting Organizers	Control of classification area	Check the volunteers present	
		Control access to classification room	
		Control availability of translators	
		Call countries as according to the roster	

Observation Area	Check adequacy	Privacy	
		Tables & chairs	
		Good view of competition pool area	
		Check headsets throughout pool area	
Check in desk			
		For checking of swimmers attending classification	
		Change of swimmers events	
		Protests received and receipted	
		General information	
Classification Room	Benches - min of 4		
	Table and 2 chairs per bench		
	Large table for classification files, etc and check in		
	Waiting area for swimmers	Sufficient chairs and fluids	
	Classification sheets		
	Master classification database		
	Timetable of swimmers to be classified - 2 copies	One copy to go to the computer people with changes	
	Classification sheets of athletes to be classified	In order of timetable	
	Declaration forms		
	Consent forms		
	Blank classification sheets		
	Request for classification sheets form		
	Protest forms		
	Receipt book		
	Stationary		
	Cleaning agent for benches		
	Disposal bin		
	Water/drinks		
	Event program per country		
	Event program day by day, per class		
Control Check	To be performed by two of the three TD/ATD/HC	Check front page has been completely correctly	
	Check is to be performed daily	Dive or water start circled	
		Rule exceptions completed	

Control Check [cont]		Medical problems highlighted	
		Consent form signed and attached to classification sheet	
		Medical testing recording completed	
		Calculations completed correctly	
		Points allocated for starts and turns	
		Range of movement testing completed correctly	
		Calculations are appropriate for disability ie 40 points for	
		trunk when only 50% of total points given for upper &	
		lower limbs	
		All countries athletes - S1-S14 - to have completed the	
		declaration of fitness form	
Classifiers Trainees	Communicate the need to work as a team	Introduce to swimmer & coach/manager	
		Check they understand English	
		Do not proceed if unsure or does not understand	
		Request an interpreter	
		No camera or videos unless TD & HC have given permission	
		No more than 4 classifiers/trainees per bench	
		Do not make comments in front of swimmer	
		Do not discuss the philosophies of the system	
		Do not discuss ways in which the system can be improved	
		Interaction between all teams	
		Clean bench after each classification	
		Schedule meal breaks	
	Start of procedure	Swimmer must have signed consent form	
		Consent form must be signed by a witness	
		Declaration of fitness form completed and signed	
		Complete the first page of the classification sheet	
		Check all spelling of first name and family name PRINT	
		Perform the test	
		Technical - complete rules exceptions PRINT	
		Classification sheet to be signed by authorised medical &	
		technical classifiers	
		Classification sheet to be signed by swimmer. If swimmer	
		refuses to sign this does not alter the class	

Trainee [cont]		Sheets are to be 'control checked' before information is added to the main list, corrections made, sheets filed	
	Photocopying of swimmers classification sheet	Upon completion of a request form only	
		Classification sheet photocopied and then filed	
		Photocopied only between heat and final sessions	
		Copies to be physically handed to manager/head coach of relevant country only	
Protests prior to Competition	Select classifiers	Check protest has been presented in the timeline	
	Trainees and Regionals may not attend protests	Record whether protest is from current competition or from a previous competition - which one	
		Confirm that the correct money has been receipted	
		PP status included on classification sheet on completion of observation during competition	
		Copy of result to be distributed to country/countries	
		Return protest money when necessary	
	Ensure that there is a receipt book		
	HC responsible to receive protest, money & receipt		
Competition	Teams to be formed	Check protest testing area	
		Allocate headsets per session. Ensure that they are returned after each session	
	Paperwork	Secure daily/sessions start list - 8 copies min	
		Add code of exceptions on start list in conjunction with officials	
		Provide TD, ATD, TAs with start list including codes	
		For combined events check the class of each swimmer	
	Observation desk	First day of competition only authorised classifiers to man headsets.	
		Divide teams into two lines -	
		Line 1 - work with TAs	
		Line 2 - observation & filing and safety alert	
		Rotate trainees - lines and headsets	
		Obtain a copy of the relay forms - check classes & tally.	
		Inform TD/TA correct/incorrect	
		Where appropriate roster rest days	

Comp [cont]		Be prepared to answer TD/TAs queries quickly	
	Blood lactate test	Assign the medical officer or appropriate personnel to supervise all procedures	
	Medical withdrawals	Assign the medical officer or appropriate personnel to supervise all procedures	
	Strapping/Taping	Assign the medical officer or appropriate personnel to supervise all procedures	
Protest During Competition Classification	Form team	Protest received and receipted	
		TD to be informed immediately	
		HC to inform relevant country and arrange a time	
		A time to be set on the day of receiving the protest	
		The time is to be nominated by the country of the protested	
		Swimmer	
		On completion of the protest TD to be informed immediately of the result	
Protest Technical	TD/TA to immediately inform the HC	Provide the relevant classification sheet	
Swimmers Status	At least 3 authorised classifiers - at least one medical/technical	All sheets to be checked and status to be circled	
Trainee Classifiers	Classifiers	Each mentor is to report on trainee	
		HC & one other classifier to meet with each trainee	
Authorisation	TD, HC, TAs and classifiers to meet	Discussion and where relevant trainee to be authorised	
Debriefing Daily	Meet with TD	Report on days event and any concerns	
	Meet with classifier		
	Meet with trainees		
Final Debriefing	End of competition	TD, classifiers and swimming officials	

PAPER CALCULATIONS FOR DYSMELIA AND MULTIPLE AMPUTATIONS

(This sheet is to be used as a **guide** only – **not to be used for straight profile swimmers**)

NB: Trunk length is often abnormal which affects calculations

Measurement from Head to buttock = cm = (X)

Estimate body height in M (males) = $X / 0.52$ = cm = (A)

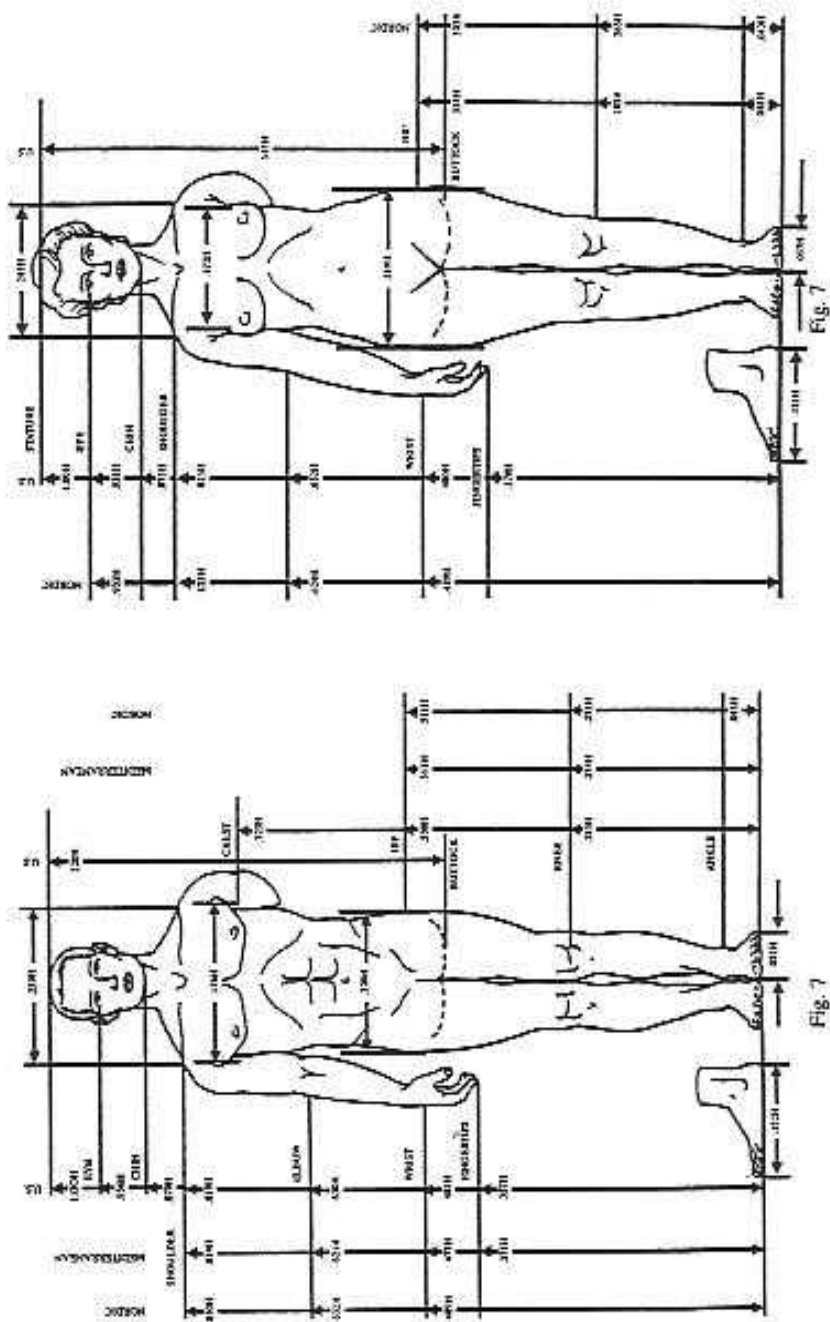
F (females) = $X / .0533$ =cm = (A)

Body Segment Parameters = B			Est Length A x B = C	Measured Length = D		Est % of Limb present D/C = E		S	SB	Points for remaining limb			
										S points		SB points	
										S x E		SB x E	
Parts	Male	Female		R	L	R	L	POINTS	POINTS	R	L	R	L
Arm	0.189	0.193						13	7				
Forearm	0.145	0.152						24	22				
Hand	0.128	0.11						28	26				
Thigh	0.245	0.242						20	14				
Leg	0.242	0.234						10	18				
Foot	0.152	0.151						20	28				
Trunk	0.520	0.533						25	20				
Subtract 2 points for every finger missing & allow for reduced movement when arriving at totals													
								TOTAL		S		SB	
								CLASS					

APPENDIX IV • BODY SEGMENT PARAMETERS

This is used in the case of halfthird of limbs where there is a difference as to the class in which the swimmer should be classified.

Ref: R Contini (1972) *Body Segment Parameters-Part II, Artificial Limbs*, 16 (1) 1-19.





WATER TESTING PROCEDURE

Following is the basic water testing procedure that is to be adopted for all water tests.

1. Give the swimmer the opportunity to warm up but this should be done while the calculations are being made. In other words the swimmers is be ready to start the water testing as soon as the classifiers are on pooldeck.
2. Perform the actual race start eg stand dive unassisted/assisted, sit start, water start, feet start.
3. Freestyle - 25m 50% pace, next 25m race pace with immediately going into a turn, out of the turn completing approximately 5 or 6 strokes and stop [should be at the backstroke flags].
4. Face float with arms stretched out in front.
5. Face float with flutter [freestyle kick] with arms stretched out in front.
6. Back float with arms stretched over the head
7. Back float with kick.
8. Backstroke for at least 25m. **Note:** For CPs backstroke is an excellent stroke to identify the co-ordination problems.
9. Backstroke start
10. Breaststroke for at least 25m. If unsure of the leg strength then request the swimmer to perform leg only breaststroke kick with arms at the side of the body.
11. Butterfly for at least 15m. If the swimmer does not normally perform butterfly ask them to do approximately 4 or 5 strokes. The only time that a swimmers is not required to perform butterfly is for medical reasons.

Swimmers with coordination problems may be required to swim further distance eg 50m extra to assess the class.

CODES FOR EXCEPTIONS

STARTS

W – WATER START

F – FEET START

D – DIVE START

H – HEARING IMPAIRED LIGHT OR SIGNAL REQUIRED

Y – STARTING DEVICE

E – UNABLE TO GRIP FOR BACKSTROKE START

V – VOLUNTEER REQUIRED

A – ASSISTANCE REQUIRED

T – TAPPERS

B – BLACKENED GOGGLES

G – PROTHESIS/GLASS EYES

Z – MEDICAL/LIFEGUARD ALERT

DURING SWIMMING

- 0 - NIL**
- 1 - ONE HAND START**
- 2 - RIGHT HAND TOUCH**
- 3 - LEFT HAND TOUCH**
- 4 - RIGHT HAND TOUCH WITH SIMULTANEOUS INTENT TO TOUCH WITH OTHER**
- 5 - LEFT HAND TOUCH WITH SIMULTANEOUS INTENT TO TOUCH WITH OTHER**
- 6 - SIMULTANEOUS INTENT TO TOUCH**
- 7 - PART OF UPPER BODY MUST TOUCH**
- 8 - RIGHT FOOT MUST TURN OUT**
- 9 - LEFT FOOT MUST TURN OUT**
- 10 - SHOW INTENT TO KICK**
- 11 - LEG DRAG**
- 12 - LEG DRAG OR SHOW INTENT TO KICK**
- 14 - DROPPED SHOULDER**
- * - DROPPED SHOULDER TEST COMPLETED**
- + - DOLPHIN KICK IS ABLE TO BE PERFORMED [BREASTSTROKE]**

LAYMANS GUIDE TO CLASSIFICATIONS

Swimming is the only sport that combines the conditions of limb loss, cerebral palsy (coordination and movement restrictions), spinal cord injury (weakness or paralysis involving any combination of the limbs) and other disabilities (such as Dwarfism (little people); major joint restriction conditions) into a single classification system.

Classes 1-10 – are allocated to swimmers with a physical disability

Classes 11-13 – are allocated to swimmers with a visual disability

Class 14 – is allocated to swimmers with an intellectual disability

The Prefix:

- S before the Class represents Freestyle, Backstroke and Butterfly
- SB before the class represents Breaststroke
- SM before the class represents Individual Medley.

The classes range from swimmers with severe disability (S1, SB1, SM1) to those with minimal disability (S10, SB9, SM10)

In any one class some swimmers may start with a dive or in the water depending on their condition. This is factored in when classifying the athlete.

The examples are only a guide - some conditions not mentioned may also fit the following classes.

Functional Classification System

S1 SB1 SM1

Examples: Swimmers with very severe coordination problems in four limbs or have no use of their legs, trunk, hands and minimal use of their shoulders only.

Usually only swim on their back.

Swimmers in this class would usually be wheelchair bound and may be dependent on others for their every day needs.

S2 .SB1 SM2

Examples: Swimmer able to use their arms with no use of their hands, legs or trunk or have severe co-ordination problems in 4 limbs.

S3 SB2 SM3

Examples: Swimmers with reasonable arm strokes but no use of their legs or trunk; swimmers with severe coordination problems in all limbs and swimmers with severe limb loss to four limbs.

S4 SB3 SM4

Examples: Swimmers who use their arms and have minimal weakness in their hands but have no use of their trunk or legs; swimmers with coordination problems affecting all limbs but predominantly in the legs; swimmers with limb loss to 3 limbs.

S5 SB4 SM5

Examples: Swimmers with full use of their arms and hands but no trunk or leg function; swimmers with coordination problems of all limbs.

S6 SB5 SM6

Examples: Swimmers with full use of their arms and hands with some trunk control but no useful leg function; swimmers with coordination problems (usually these athletes walk); swimmers with major limb loss of 2 limbs on the same side; specific type of dwarfism (< 130cm for women and 137cm for men). The exceptions being the dwarfs who are found in class SB6.

S7 SB6 SM7

Examples: Swimmers with full use of their arms and trunk with some leg function; coordination or weakness problems on the same side of the body; major limb loss of 2 limbs.

S8 SB7 SM8

Examples: Swimmers with full use of their arms and trunk with some leg function; limb loss of 2 limbs; swimmers without the use of one arm.

S9 SB8 SM9

Examples: Swimmers with severe weakness in one leg only; swimmers with very slight coordination problems; swimmers with one limb loss

Unless there is an underlying medical condition usually all of these athletes will start out of the water.

S10 SB9 SM10

Examples: Swimmers with very minimal weakness affecting the legs; swimmers with restriction of hip joint movement; swimmers with both feet deformed; swimmers with minor limb loss of part of a limb.

Visually Impaired Classes

S11 SB11 SM11

These swimmers are unable to see at all or have minimal light perception and are considered totally blind. They must wear blackened goggles if they swim in this class. They will also require someone to tap them when they are approaching a wall.

S12 SB12 SM12

These swimmers can recognise the shape of a hand and have some ability to see. There is a large range of vision ability within this class.

S13 SB13 SM13

Swimmers who are the most sighted but have a significant visual impairment.

Intellectual Disability

S14 SB14 SM14

Swimmers who have a recognised intellectual impairment according to international standards as recognised by the World Health Organization ie IQ testing of 75 and below.

Note: At this present time INAS-FID eligibility criteria is under review by IPC.

FREESTYLE

Common Faults	Can Result In
Head held too high when the face is in the water.	Hips dropped causing excessive leg drag.
Head held too low when the face is in the water	Hips held very high but frontal drag with head so low in the water
Inadequate body roll	Body being held too flat in the water with not a relaxed stroke being performed
Kicking not on the same plane Legs not kicking from the hips Kick too low in the water Kick too deep in the water Kick ceases when breathing Kick is excessively crossover Ankles are not loose	All result in inadequate, unsatisfactory and non propulsive kick
Dropped elbow and/or dropped wrist during the catch and/or pull phase of the stroke	Less effective propulsion
Hand entering the water too wide of the shoulders	Lateral hip movement and legs swaying from side to side
Hand entering the water too close to the head	Ineffective first part of the catch phase of the arm pull
A straight arm recovery, too close to the water surface	Hips and legs swaying from side to side
Pull through reaching too far across the centre line of the body	Reduced power of the pull phase of the stroke and legs swaying from side to side
In the catch phase the hand enters too far across the centre line of the body	Lateral hip movement and legs swaying from side to side
Straight arm pull	The hips will rise and fall and it will appear that the upper body is bobbing on the surface
Arm is out too early – hand recovered at the waist rather than at the thigh	Reduced propulsion
Head does not centre after breathing Head rotates too high on breathing Head is lifted not rotated Head turns from side to side Breathing occurs prior to hand entry Breathing is too late	Stroke rhythm erratic Too much head movement can result in excessive movement from the trunk which may result in hips and legs swaying from side to side causing excessive drag
Holding the breath	Head being turned too quickly or lifted in an attempt to take a breath

Any stroke deficiencies in the propulsion phase of the stroke are particularly noticeable with those swimmers who have minimal or no use of their legs ie maximum arm cycles but minimal propulsion [travelling forward]. It also results in the excessive swaying, from side to side, of the hips and legs.

BACKSTROKE

Common Faults

Can Result in

Torso and head held too high [chin tucked onto the chest]	Hips dropping - no longer a streamline body position causing excessive leg drag
Head held too far back Back too relaxed [sagging at hips]	Unsatisfactory body position causing drag
Head moving from side to side	Too much head movement causes excessive movement from the trunk which may result in hips and legs swaying from side to side and causing excessive drag and ineffective stroke
Bent arm entry	Hand entering too far above the head reducing the effectiveness of the initial phase of the catch
Hand enters too wide from the shoulder line	Less effective initial pull phase
Hand enters too far behind the head	Less effective catch phase and may cause the legs to sway from side to side
Elbow drops too early in pull Pull is too shallow Hand pushes to the side instead of back	Less effective catch and pull phase therefore ineffective propulsion
Excessive sculling at the side of the body before the hand exits the water	Ineffective propulsion and can cause the legs and hips to sway from side to side
Straight arm pull through	Reduced power and lateral body movement causing the hips and legs to sway from side to side
Dropped elbow and/or wrist	Less effective propulsion
Kick too wide	Hips being lower in the water and causing excessive leg drag
Breathing in on one arm and out on the other Body roll not evident Lateral movement Shoulder does not lift before arm recovery Head moves up and down with hand entry Body position moves up and down	Unsatisfactory rhythm to the stroke resulting in partial ineffective propulsive stroke. May also result in excessive drag due to body not being streamline

BREASTSTROKE

Common Faults

Can Result In

Hips do not remain high Position is leaning too towards the vertical	Excessive drag
Hips undulating too much	Ineffective stroke for propulsion
Knees being drawn too far under the body	Causes the hip to bob up and down
Knees too wide	Ineffective leg propulsion
Dropped elbows and/or hands	Less effective propulsion
Elbows tucked into the ribs	Changes timing of the stroke and the streamline body position
Arms not reaching the full extension	Not achieving the elbow streamline position – excessive leg drag
Pull too wide or too narrow	Less effective propulsion
Hands pulled back past the waistline	Illegal stroke
Hands are pulling prior to the completion of the kick Breathing too late Incorrect timing of the stroke Feet kick too early	Ineffective stroke
Excessive and early head lifting	Change to body position – excessive leg drag
Rigid head position	Excessive upper body movement and causing hips to drop

BUTTERFLY

Common Faults	Can Result In
Lifting the head too high. Body inclines to the vertical Legs too low	Hips sinking causing excessive leg drag.
Hands entering too wide of the shoulder line	Reduction of the pull phase
Catch made too soon or too rapidly	Less effective propulsion
Straight arm recovery	Additional tension in the arms and shoulders making it difficult to maintain a smooth recovery
Excessive bent elbow recovery	Excessive muscle tension of the shoulders and arms and a possible shorter pull phase of the stroke due to hands entering the water too early
Not completing the follow through of the arm cycle – finishing at the waist instead of the thighs	Difficulty in lifting the arms out from the water
Arms forced forward rather than swung from the shoulders	Unsatisfactory recovery
Pull through too wide or too narrow or hands too straight	Less effective propulsion
Kick is a flutter kick	Illegal stroke
Bending the knees on the up beat part of the kick	Hips dropping and changing the body position causing excessive leg drag
Breathing too late	Difficulty to achieve the arm recovery and will effect the rhythm of the stroke. Hips will also drop causing excessive leg drag
A leg kick and arm pull are not co-ordinated	Unsatisfactory timing which may result in ineffective stroke
Back is stiff and body does not undulate	Unsatisfactory stroke and will result in less power
Head rises too high for breathing	Drop in hips and excessive leg drag

It is suggested for those athletes who have minimal or no use of their legs that breathing to the side can be effective.

Also those athletes with restricted or no movement of one arm may adopt this practice resulting in a more effective stroke.



Details of Person submitting form

Name of Competitor:

Family Name: _____

Given Name: _____

Country: _____

Internationally Authorised Classification

S _____ **SB** _____ **SM** _____

Classification Protested

S _____ **SB** _____ **SM** _____

Events entered into: _____

Person submitting form: _____

Position of person: _____

Signature: _____

Details of Protest: _____

Date and Time received: _____

Protest Fee Paid: _____

Signature of Person presenting form: _____

Signature of Person receiving the form: _____

Decision of the Protest Jury:

Accepted / Denied

Reasons: _____

Date, Time: _____

Names of classifiers/officials: _____ **Medical/Technical**
(Please print)

_____ **Medical/Technical**

_____ **Medical/Technical**

Signatures: _____

CLASSIFICATION COURSE PRESENTATION REQUIREMENTS

1/2/05

- ❖ Conducted at a major competition ie IPC Swimming World or Regional eg European, FESPIC, Pan American Championships, and/or approved IPC Swimming national competitions.
- ❖ A minimum of three [3] IPC Swimming classifiers are present [1 team + 1]
- ❖ The Mentor system is implemented
- ❖ The course presented is as follows:
 - minimum of 4 days
 - ½ day theory and where possible a water practical session of participants
 - minimum of 1 ½ days of classification of swimmers
 - minimum of 2 days of competition.
 - trainees are required to observe the competition for the full duration of the championship

Trainees are required to meet the following requirement to be selected to attend a Course

- ❖ Must have satisfactorily completed the online classification course

Authorisation

International

- ❖ To be authorised the trainee classifier must have attended a minimum of at least one course at a major competition ie IPC Swimming World or Regional Championship.

Regional

- ❖ To be authorised the trainee classifier must have attended a minimum of at least one course at an approved IPC Swimming national championship.

CLASSIFICATION COURSE

1/2/05

Trainee requirement to be accepted to attend a course

- ❖ Must have satisfactorily completed the online classification course

Requirements to attend a Course

- ❖ The course presented is as follows:
 - minimum of 4 days
 - ½ day theory and where possible a water practical session of participants
 - minimum of 1 ½ days of classification of swimmers
 - minimum of 2 days of competition.
 - trainees are required to observe the competition for the full duration of the championship

Note: This does not include translation of the course. It is recommended that a minimum of 5 days are required for course translation.
- ❖ Presented by either one or more authorised classifiers
- ❖ To be in conjunction with a competition
- ❖ To allocate at least one hour for each classification per swimmer
- ❖ If the course is conducted in conjunction with a major competition the number of swimmers to be classified is to be determined by the number of authorised classifiers present ie a team [one medical and one technical] then only 2 benches are to be operating for the classification of the swimmers. This ensures 'good' classifications of the swimmer and the education of the trainees. This also enables the 2 authorised classifiers to adequately supervise the full classification procedure for each swimmer. If only one classification day is available for the classification of the swimmers, then a timetable is to be, starting from 9am – 8pm scheduled with breaks in the morning, lunch and afternoon. One hour is to be allocated per swimmer per team eg 2 benches operating 2 swimmers classified per hour – max 20 swimmers classified per day.
- ❖ It is recommended when a competition is being conducted in conjunction with the course that the organizers should prioritize and select the most appropriate swimmers requiring an international classification, and that the number of swimmers that are to be classified in the allocated time period ie 20, should not be exceeded. If the competition is an open competition with international competitors, then the host nation should be given the right of having at least half of the positions available for the classification of their swimmers. The other half is allocated to the international competitors.
- ❖ Authorised classifiers are to counter sign all classification sheets, only if the classifier has observed at least part of the medical and technical testing, and where they believe the classification of the swimmer is correct.
- ❖ It is recommended that the trainee teams are rotated after each classification of a swimmer
- ❖ It is recommended that where a team/s of authorised classifiers are present that they perform at least the first classification where the trainees can observe the full procedure – both medical and technical.
- ❖ It is recommended that where possible the trainee teams remain the same for the duration of the classification period.

- ❖ It is recommended that if a course is being held in conjunction with a competition, that a team of authorised classifiers ie one medical and one technical classifier should be present. If this is not possible the organizers are to clearly understand that no classification will be authorised.
- ❖ It is recommended that one bench operates for every one classifier ie one medical or one technical classifier. But if 4 classifiers are present but only one technical or medical classifier than no more than 2 benches should operate.

Statement: The 'attempt' to classify over 40 swimmers in one day when only 2 or 3 authorised classifiers are present when attempting to train 15 – 30 trainees is impossible. Too many incorrect classifications are being recorded which is unfair on the athletes and therefore requires him/her to attend reclassification at the next major competition. Also, it is not an ideal learning environment for trainee classifiers. Thorough organization and planning will enable courses to be more ideally delivered. Classification can only take place with extensive preparation allowing adequate time for swimmers to be classified in conditions suitable for training and education to take place. Part of the responsibility of the organizers is to communicate well in advance to those concerned ie 1 month prior, the scheduled times for swimmers to attend classification.

EXCEPTIONS TO COURSE REQUIREMENTS:

Modified courses may be conducted by applying to IPC Swimming for exceptional circumstances. When translation is necessary it is not required for the participants to complete the online course. In this instance the course needs to be conducted as follows: 5 hours medical theory, 5 hours technical theory and at least 6 hours for practical testing of swimmers. A total of 16 hours. This is without translation. At least an extra 2 days will be required for translation of the full course. For a modified course the participants may not be required to complete the online classification course. Any participant wishing to be considered for authorisation must have satisfactorily completed the online classification course.

EVALUATION CHECKLIST CLASSIFICATION – MEDICAL



This form assists in the trainee's evaluation of their progression and development of competencies in classification.
The form is only meant as a 'feedback' device and is not the only determinate for authorisation.

Competition:.....

Date:.....

Name of Trainee:.....

Names of mentors:.....

Medical Classifier

Technical Classifier

Item	Satisfactory	Needs More Work	Unsatisfactory	Comments
Overall knowledge and understanding of the classification process				
Communication				
Swimmers				
Staff/Manager				
Fellow trainees				
IPC Swimming Team				
Competition Staff & Volunteer				
Working as a Team Member				

Item	Satisfactory	Needs More Work	Unsatisfactory	Comments
Documentation				
Consent Form				
1 st page [information recording]				
2 nd & 4 th pages [bench recording]				
3 rd page [water recording]				
Muscle Test				
Co-ordination Test				
Joint Mobility Test				
Amp/Dysmelia + Body Segment Test				
Other tests ie body height, dropped shoulder				
Swimming Knowledge				
Water Test contribution				
Classes allocated				
Rule Exceptions knowledge				

Item	Satisfactory	Needs More Work	Unsatisfactory	Comments
Competition observation				
Co-operation with Competition related tasks				
Code of Conduct and Ethics				
Other				



EVALUATION CHECKLIST CLASSIFICATION – TECHNICAL

This form assists in the trainee's evaluation of their progression and development of competencies in classification.
The form is only meant as a 'feedback' device and is not the only determinate for authorisation.

Competition:.....

Date:.....

Name of Trainee:.....

Names of mentors:.....

Medical Classifier

Technical Classifier

Item	Satisfactory	Needs More Work	Unsatisfactory	Comments
Overall Knowledge and Understanding of the Classification Process				
Communication				
Swimmers				
Staff/Manager				
Fellow trainees				
IPC Swimming Team				
Competition Staff & Volunteer				
Working as a Team Member				

Item	Satisfactory	Needs More Work	Unsatisfactory	Comments
Documentation				
Consent				
1 st page [information recording]				
2 nd & 4 th pages [bench recording]				
3 rd page [water recording]				
Bench Test Knowledge				
Conduct Water Test				
Freestyle Test				
Backstroke Test				
Breaststroke Test				
Butterfly Test				
Dive & Turn Tests				
Understanding of what is observed in the water test				

Item	Satisfactory	Needs More Work	Unsatisfactory	Comments
Classes Allocated				
Rules Understanding				
Rule Exceptions				
Competition observation				
Co-operation with Competition related tasks				
Code of Conduct and Ethics				
Other				

AUTHORISED INTERNATIONAL CLASSIFIERS

1. IPC Swimming shall maintain and update a list of internationally authorised classifiers. There will be three recognised categories of classifiers:
 - Internationally authorised classifiers
 - Regionally authorised classifiers
 - Trainee classifiers
2. The authorised classifiers shall be identified as either a medical or a technical classifier
Definition: medical classifier doctor or physiotherapist
 technical classifier recognised/accredited swim coach/trainer
3. An authorised classification and status can only be granted to a swimmer when authorised classifiers work in a team being made up of one [1] medical and one [1] technical classifier.
4. Authorised classifiers shall take part in official classifications of at least ten [10] swimmers of varying disabilities/classes, at least once every 18 months in order to maintain their international status.
Definition: To have classified internationally and/or nationally. Classification sheets must be forwarded to the IPC Swimming Chairman or Classification Officer.
Exception: If there are no new swimmers in the country, the authorised classifier shall take part in a swimming competition and forward the list of participants in the championships to the IPC Swimming Chair
5. Where only one classifier resides in the country, or both classifiers are medical or technical, the classification sheets of those swimmers classified are to be forwarded to the IPC Swimming Chairman or Classification Officer. The classification of the swimmers will be noted as not holding an authorised internationally recognised classification ie N status.
Note: Technical classifiers are not to perform bench/medical tests.
6. Authorised classifiers shall have the authority to classify their own country's swimmers apart from at major events.
7. At major competitions authorised classifiers shall not classify competitors from their own country.
8. Authorised classifiers shall educate interested groups/individuals in all aspects of the classification system by way of conducting courses.
9. At major competitions, where a Classification course is conducted, authorised classifiers are further responsible for the education of trainee classifiers. The head of classification will assign a trainee to each classifier [mentor system]. The trainee will work with the classifier for the full duration of the competition.

The authorised classifier's responsibilities are:

- i] educate trainees in regard to the relevant roles and tasks assigned;
 - ii] educate trainees on the process and tasks involved with the communication of classifiers, TAs and swimming officials;
 - iii] educate trainees in the basic understanding of IPC Swimming swim rules; and
 - iv] ensure trainees demonstrate initiative during the organization and supporting activities.
- This is to be monitored by the assigned classifier.

NOTE: The first priority at all major competitions where a Classification course is being presented, is the conducting of the competition. Authorised classifiers will make every

endeavour to assist with the education of trainee classifiers but not to the detriment of the roles and responsibilities of assisting with the conducting of the relevant competition.

10. Authorised classifiers are required to sign and observe at all times, the Code of Conduct and Ethics [key points are set out below].

Code of Conduct and Ethics

Authorised classifiers shall

- a] Respect the swimmers and coaches/team leader by
 - i] maintaining a courteous attitude during the classification process and officiating of the competition;
 - ii] involving the swimmers and coach/team leader in discussions in matters pertaining to their classification and explain the results;
 - iii] handling protests in a fair, non-threatening and non-arbitrary manner; and
 - iv] performing duties while not being under the influence of alcohol or illicit substances.
 - b] Respect the rules by
 - i] establishing and following clearly defined procedures for classification;
 - ii] making the procedures widely known to swimmers and coaches/team leaders.
 - c] Respect the decision making process by
 - i] treating discussions as confidential information;
 - ii] maintaining confidentiality of the swimmers information whenever possible;
 - iii] not criticizing other classifiers, technical advisers and/or officials;
 - iv] acknowledging the Technical Delegate or Head of Classification as the spokesperson;
 - v] remembering you are acting for the sport of Swimming and the classification process and not for your nation;
 - vi] being able to justify and explain your decision without showing anger or resentment;
 - vii] performing duties without yielding to any economic, political, sporting or human pressure; and
 - viii] publicly and privately respecting the deliberations of fellow classifiers, technical advisers and swimming officials whether you agree or not.
11. The revoking of a classifiers authorisation shall be recommended to the IPC Swimming Executive by the IPC Swimming Classification Committee. The IPC Swimming Executive Committee, in consultation with the IPC Technical and IPC Classification Officers, shall determine the revoking of the authorisation of said classifier.
12. Authorised classifiers may have their authorisation revoked under the following circumstances;
- i] classifying swimmers from their own country and the classifications are continually inconsistent and/or incorrect
 - ii] classifying swimmers as a member of an appointed classification team and the classifications of the swimmers are continually inconsistent and/or incorrect
 - iii] having not taken part in official classifications for over a period of 18 months [refer point 4]
 - iv] not abiding by the Code of Conduct and Ethics.
13. Authorised classifiers who have had their authorisation revoked may have their name included onto the Trainee Classifiers list. Exceptions being those classifiers who have had their authorisation revoked for not abiding by the Code of Conduct and Ethics.

AUTHORISED REGIONAL CLASSIFIERS

1. IPC Swimming shall maintain and update a list of regional authorised classifiers.
 2. The authorised regional classifiers shall be identified as either a medical or a technical classifier
Definition:

medical classifier	doctor or physiotherapist
technical classifier	recognised/accredited swim coach/trainer
 3. Authorised regional classifiers are only able to allocate an R status classification when they work in a team being made up of one [1] medical and one [1] technical classifier.
 4. Authorised regional classifiers shall take part in official classifications of at least ten [10] swimmers of varying disabilities/classes in any country or competition conducted in the region in which they reside at least once every 18 months in order to maintain their regional status.
Definition: To have classified regionally and/or nationally. Classification sheets must be forwarded to the IPC Swimming Chairman or Classification Officer.
 5. A regional classifier shall not have the authorisation to change any classifications given by internationally authorised classifiers or other regional classifiers. In cases of doubt the classifier shall submit the relevant classification query to the IPC Swimming Chairman or Classification Officer.
 6. At a major competition a regional classifier may be present with the prior approval gained from the Technical Delegate and Head of Classification. Expenses for attendance must be met by the regional classifier.
 7. Authorised regional classifiers shall educate interested groups/individuals within the region in which they reside in all aspects of the Classification System by way of conducting courses. The Classification course presenters package shall be used as the guidelines for Classification courses. These courses are not part of the IPC Swimming official education program.
 8. At regional competitions, where a Classification course is conducted, authorised regional classifiers are further responsible for the education of trainee classifiers.
The authorised regional classifier's responsibilities are:
 - i] educate trainees in regard to the relevant roles and tasks assigned;
 - ii] educate trainees on the process and tasks involved with the communication of classifiers TAs and swimming officials;
 - iii] educate trainees in the basic understanding of IPC Swimming swim rules; and
 - iv] ensure trainees demonstrate initiative during the organization/competition and supporting activities. This is to be monitored by the assigned classifier.
- NOTE:** The first priority at all major competitions where a Classification course is being presented, is the conducting of the competition. Authorised regional classifiers will make every endeavour to assist with the education of trainee classifiers but not to the detriment of the roles and responsibilities of assisting with the conducting of the relevant competition.
10. Authorised regional classifiers are required to sign and observe at all times, the Code of Conduct and Ethics [key points are set out below].

Code of Conduct and Ethics

Authorised regional classifiers shall

- a] Respect the swimmers and coaches/team leader by
 - i] maintaining a courteous attitude during the classification process,
 - ii] involving the swimmers and coach/team leader in discussions in matters pertaining to their classification and explain the results,
 - iii] handling protests in a fair, non-threatening and non-arbitrary manner, and
 - iv] performing duties while not being under the influence of alcohol or illicit substances.
 - b] Respect the rules by
 - i] establishing clearly defined procedures for the classification and follow them, and
 - ii] making the procedures widely known to swimmers and coaches/team leaders.
 - c] Respect the decision making process by
 - i] treating discussions as confidential information,
 - ii] maintaining confidentiality of the swimmers information whenever possible,
 - iii] not criticizing other classifiers, technical advisers and/or officials.
 - iv] acknowledging the Technical Delegate or Head of Classification as the spokesperson, and
 - v] remembering you are acting for the sport of Swimming and the classification process and not for your nation.
 - vi] being able to justify and explain your decision without showing anger or resentment;
 - vii] performing duties without yielding to any economic, political, sporting or human pressure; and
 - viii] publicly and privately respecting the deliberations of fellow classifiers, technical advisers and swimming officials whether you agree or not.
11. The revoking of a regional classifiers authorisation shall be recommended to the IPC Swimming Executive by the IPC Swimming Classification Committee. The IPC Swimming Executive Committee, in consultation with the IPC Swimming Technical and IPC Swimming Classification Officers, shall determine the revoking of the authorisation of said classifier.
12. Authorised regional classifiers may have their authorisation revoked when
- i] classifying swimmers from the region in which they reside and the classifications are continually inconsistent and/or incorrect
 - ii] having not taken part in official classifications for over a period of 18 months [refer point 4]
 - iii] not abiding by the Code of Conduct and Ethics.
13. Authorised regional classifiers who have had their authorisation revoked may have their name included onto the Trainee Classifiers list. Exceptions being those regional classifiers who have had their authorised revoked for not abiding by the Code of Conduct and Ethics.

1. IPC Swimming shall maintain and update a list of 'trainee' classifiers.
2. A trainee classifier is required have satisfactorily completed the IPC Swimming online Classification course.
3. A trainee classifier is a person who has attended a Classification course authorised and approved, by IPC Swimming, is registered on the Trainee Classification Register, but does not hold full authorisation. The person's country is responsible for the registering of the trainee using the Trainee Classification Register Form.
4. The trainee classifier shall be identified as either a medical or a technical classifier.
Definition: medical trainee classifier doctor or physiotherapist
 technical trainee classifier recognised/accredited swim coach/trainer
5. Trainee classifiers are to conduct themselves, at all times, observing the Code of Conduct and Ethics [key points are set out below].

The Code of Conduct and Ethics:

- a] Maintain silence regarding procedures outside of the classification meetings. Do not discuss the details of individual swimmers with any person or nation.
 - b] Do not discuss individual classification problems outside of the classification group.
 - c] Remember that there are confidentiality issues involved in the classification process and therefore avoid discussions where they may be overheard.
 - d] Respect the swimmers, coaches/team leaders and members of the classification teams.
 - e] The trainee classifier shall not criticize other trainees and/or authorised classifiers, technical advisers and swimming officials. Trainees shall accept the decisions of authorised classifiers without criticism.
 - f] The Technical Delegate, Head of Classification or Mentor shall be the spokesperson to which queries or comments shall be made.
6. Trainee classifiers not abiding by the Code of Conduct and Ethics at a competition will be removed. This information shall be recorded, a written report will be forwarded to the relevant nation and IPC Swimming Chairman. The trainee classifiers name will be removed from the Trainee Classifiers Register.
 7. During competition authorised classifiers are also responsible for defining the role of trainee classifiers, so trainees are able to demonstrate a basic ability in all aspects of the classification process and the understanding of the IPC Swimming Swim rules as outlined below:
 - i] a set of roles and tasks shall be identified for each session by the head of classification
 - ii] a roster of duties shall be drawn up and completed for at least one day ahead
 - iii] a trainee will be assigned to an authorised classifier [mentor system] and will work with this classifier for the full duration of the competition
 - iii] trainee classifiers shall learn the process and tasks involved with the communication between classifiers, technical advisers and swimming officials
 - iv] when the trainee is not involved in a specific task the designated authorised classifier will assist in the further education of the trainee in classification

- a] discussion on specific swimmers competing
- b] discuss general aspects to develop the full understanding of the classification system
- c] involved in a series of allocated observation tasks guided by supporting documentation
- d] the range of both the medical and technical aspects shall be covered. Medical trainees are required to develop a basic technical knowledge and technical trainees to develop a basic medical knowledge.
- e] trainees must contribute and demonstrate initiative throughout the full process.

NOTE: The first priority at all major competitions where a Classification course is being presented, is the conducting of the competition. Authorised international classifiers will make every endeavour to assist with the education of trainee classifiers but not to the detriment of the roles and responsibilities of assisting with the conducting of the relevant competition.

- 8. During competition the trainee classifier will be assessed by the head of classification and shall be informed officially of their progression prior to the completion of the competition.
- 9. The official language of a Classification course shall be English
- 10. Trainee classifiers shall be sufficiently conversant with the English language. An exception will be made for the trainee to be able to attend if they have undertaken to provide their own interpreter.
- 11. Trainee classifiers shall be assessed by a panel of at least three [3] authorised classifiers who are in attendance at the respective competition. The panel shall then report to the Classification Committee who in turn will recommend the possible authorisation to the IPC Swimming Executive.
- 12. Newly authorised classifiers shall be identified as either a regional classifier, medical or technical; or an international classifier, medical or technical.
- 13. Newly authorised classifiers will receive confirmation of the authorisation, in the form of a letter on endorsement from the IPC Swimming Executive. The country of residents of the newly appointed classifier will also receive written notification of the authorisation from IPC Swimming Executive.
- 14. All trainee classifiers attending a recognised and approved Classification course will receive a certificate verifying their attendance at the relevant course.

PROCEDURE FOR AUTHORISATION OF CLASSIFIERS

1. Educational courses for classifiers may be held in conjunction with swimming competitions. **Please consult the information explaining what constitutes a Classification Course.**
2. All trainee classifiers must have satisfactorily completed the online classification course
3. The trainee classifier shall be sufficiently competent in the classifying of swimmers of all types of locomotor disabilities [ie amputee, cerebral palsy, spinal cord injured, les autres and polio swimmers] and have an understanding of IPC Swimming swim rules.
Note: Authorisation procedures are yet to be formalized for individuals who exclusively classify swimmers with visual impairment.
4. The trainee classifier shall be assessed by a panel of at least three [3] authorised classifiers who are in attendance at an approved IPC Swimming national competition and course. The panel shall consist of at least one [1] medical and one [1] technical authorised classifier. The panel must be in unanimous agreement to the authorisation of the trainee classifier to become an authorised regional classifier. The panel shall make the necessary recommendation to the Classification Committee who in turn will recommend the authorisation to the IPC Swimming Executive for endorsement.

International authorisation of a trainee classifier or regional classifier can only be obtained at a major championships ie Worlds, Regional, where a panel of six [6] authorised classifiers are in attendance. The panel shall make the necessary recommendation to the Classification Committee who in turn will recommend the authorisation to the IPC Swimming Executive for endorsement.

5. The newly authorised classifier shall be identified as either an international or regional classifier and medical or technical;

Definition:	Medical classifier	doctor or physiotherapist
	Technical classifier	recognised/accredited swim coach/trainer

6. The newly authorised classifier will receive written confirmation of the authorisation, from the IPC Swimming Executive. The country of residence of the newly appointed classifier will also receive written notification of the authorisation from IPC Swimming Executive Committee.
7. IPC Swimming shall ratify the authorisation of classifiers and thereby include the newly authorised classifier on the official list of authorised classifiers.



APPLICATION & REGISTRATION FORM FOR THE CONDUCTING OF A CLASSIFICATION COURSE

PLEASE PRINT ALL RELEVANT INFORMATION

Name of Organization Conducting the Course: _____

Country: _____

Contact Address: _____

Telephone Number: _____
(Include Country and Area Code)

Facsimile Number: _____

Email: _____

CLASSIFICATION COURSE INFORMATION: (Delete where not applicable)

Proposed Date: _____

Venue Name and City: _____

How many days is the Course to be conducted for: _____

Is the Course to be conducted prior to a competition: Yes/No

Name of Competition: _____

Number of Swimmers available for classification: _____
(approximate number of swimmers)

Swimmers to be classified:

Amputees	Yes/No
Polio	Yes/No
Cerebral Palsy	Yes/No
Les Autres	Yes/No
Blind	Yes/No

QUALIFICATIONS OF PEOPLE ATTENDING SEMINAR/WORKSHOP:

[Delete where not applicable]

Medical	Doctor/Physiotherapist	Both
Technical	Swim Coach/Teacher	Both
	Former Swimmer	Yes/No

Classification courses are conducted in three part sessions. These sessions are to be offered to all participants.

Theory Session	Update information	Yes/No
Practical Session	Bench and water testing of swimmers	Yes/No
Observation	During Competition	Yes/No

Availability of necessary equipment needed to conduct the Seminar/Workshop

Overhead Projector	Yes/No
Video Machine	Yes/No
Number of benches available	_____
Photocopying facilities available:	Yes/No
Lanes available at a pool:	_____
Starting platforms at the pool	Yes/No

For swimming classifications to be validated at IPC Swimming competitions, two classifiers, authorised by IPC Swimming, must conduct the classifications [one technical and one medical].

Please complete application form and return to:

Anne Green
Chairman IPC Swimming
18/20 Alday Street
St James WA 6102
AUSTRALIA
Tel/Fax: 61 8 9355 5517
Email: anne.ipcswimming.bigpond.com
Website: www.ipcswimming.org

Upon receipt of this application form names classifiers authorised to conduct the IPC Swimming Classification Course will be forwarded to you upon request.



TRAINEE CLASSIFIER REGISTRATION FORM

All details are to be printed

NAME:.....

ADDRESS:.....

.....

COUNTRY:.....

TELEPHONE NO:.....

FAX NO:.....

EMAIL:.....

List attendance of authorised Classification Courses within in the past 2 years.

Competition

Country

Presenters Names

1.....

2.....

3.....

4.....

Are you conversant with the English language

Yes/No

Type of trainee

Medical Classifier *[circle which is applicable]*

Technical Classifier

How many years have you been coaching

Former Swimmer

Doctor/Physiotherapist

Coach/Trainer

.....

Yes/No

Anne Green

Chairman

IPC Swimming

18/20 Alday St,

St James WA 6102 AUSTRALIA

Tel/Fax No: 61 8 9355 5517

Email: anne.ipcswimming@bigpond.com

Website: www.ipcswimming.org



CLASSIFICATION SHEET REQUEST FORM

Countries wishing to obtain copies of the swimmers classification testing sheets, please complete the following form. The material will be sorted, copied and mailed to you, at the address given.

PLEASE PRINT ALL INFORMATION

Name: _____

Address: _____

Country: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

Athlete Name: _____

IPC Swimming
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AUSTRALIA
Tel/Fax: 61 8 9355 5517
Email: anne.ipcswimming@bigpond.com
Website: www.ipcswimming.org

GLOSSARY OF MEDICAL TERMS

Diagnosis	Definition
Achondroplasia	Hereditary cartilaginous defect causing growth reduction. Common term being dwarf or little person
Amputation	Traumatic or surgical removal of part or the whole limb
Ankylosis	Fixed or fused joint
Arthritis	Inflammation of joints
Arthrogryposis	Congenital immobility of joints with limited movement or stiffness of one or more extremities, with lack of muscle development and growth
Ataxia	Failure of muscular coordination, irregularity of muscular action
Athetoid	Marked ceaseless occurrence of slow, sinuous, writhing movements, especially severe in hands and performed involuntarily
Atrophy	Wasting of muscle through lack of use or innervation
Brachial Plexus Lesion	Traumatic damage of the nerves affecting one upper limb at the shoulder level
Cauda Equina	Sheaf of roots of lumbar, sacral and coccygeal nerves running below the spinal cord
Cerebral Palsy	A non progressive disorder that affects movement and posture due to damage to an area, or areas, of the brain that control and co-ordinate muscle tone, reflexes, posture and movement
Charcot Marie Tooth	An inherited disorder affecting the sensory and muscle control nerves of the arms and legs – presents as muscle wasting in distal parts of four limbs
Congenital	Born with
Contractures	Stiffened joints caused by maintaining a position for a long period of time, with the muscles and tendons surrounding the joint becoming shortened and non-functional
Cerebrovascular Accident [CVA]	Injury to brain tissue and/or blood vessels resulting in varying weakness on one side of the body eg hemi
Diplegia	Increased muscle tone of the lower limbs – a form of cerebral palsy
Dysmelia	Malformation of limb or limbs as a result of a disturbance in the embryonic development
Erb Palsy	Paralysis affecting the arm – usually occurs at birth
Febrile	Pertaining to or characterised by fever
Fibrosis	Connective tissue thickening
Flaccidity	Muscles are soft and limp with no tone
Friedreichs Ataxia	Inherited disease that causes progressive damage to the nervous system
Guillain-Barre Syndrome	An illness that affects the nerves causing a paralysis that can result in distal weakness
Hemiplegia	Paralysis predominantly on one side of the body
Hypotonic	Diminished tone of skeletal muscle
Hypertrophy	Enlargement or overgrowth of an organ or part
Multiple Sclerosis	Chronic disease and progressive affecting the nerves in the brain and spinal cord typically in co-ordination, paralysis, speech disturbances and visual complaints
Musculoskeletal	Pertaining to or comprising of the skeleton and muscle

Muscular Dystrophy	Chronic and progressive weakness and atrophy of muscles without involvement of the nervous system
Myopathy	Any disease of a muscle
Neuropathy	A disease of the nerve
Osteogenesis Imperfecta	A congenital disorder characterised by bones that fracture easily.
Paraplegia [para]	The complete or partial loss of function of both legs and possibly trunk damage due to spinal cord lesion
Paralysis	Loss or impairment of voluntary motor function
Paresis	Slight or incomplete paralysis
Perthes Disease	A disease of the growth centre in the head of the femur
Poliomyelitis [polio]	Viral infection of the spinal cord resulting in atrophy of the muscles resulting in atrophy and paralysis
Polyneuritis	Inflammation of many nerves at the same time
Quadriplegic [used for cerebral palsy]	Movement disorder affecting all four limbs
Spasm	Repeated involuntary contracture of a muscle resulting in the stiffening of the limb/s and/or trunk
Spasticity	A state of high muscle tone [hypertonicity]
Spina Bifida	A developmental condition affecting the spinal column and cord
Spinal Cord Disorder [SCD]	Damage of the spinal cord due to disease, congenital malformation or surgery
Spinal Cord Injury [SCI]	Damage of the spinal cord due to trauma
Streeters Syndrome	Amniotic banding resulting in limb malformation and possible absence of limbs
Tetraplegia [used for spinal cord injury]	The complete or partial loss of function of both arms, both legs and the trunk due to a spinal cord lesion
Traumatic Brain Injury [Head Injury]	Brain damage resulting in a movement disorder
Weber Syndrome	A condition affecting one extremity, characterised by hypertrophy of the bone and related soft tissues