

APPENDIX 1

ICF PARACANOE VA'A CLASSIFIERS' MANUAL

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INTRODUCTION

The purpose of this manual is to guide ICF Paracanoe Classifiers in the completion of the classification process for all Va'a paddlers with physical impairments.

This Manual is Appendix 1 and forms part of the *ICF Paracanoe Classification Rules and Regulations*.

On April 27, 2018, the International Paralympic Committee (IPC) announced the recognition of the ICF Paracanoe-Va'a Athlete Classification System for implementation.

ICF PARACANOE CLASSIFIERS

An ICF Paracanoe Classifier is one who has been approved as such by the ICF after undergoing the required training for the purpose. There are two types of ICF Classifier:

- (1) ICF Medical Classifier: a medical doctor or physiotherapist,
- (2) ICF Technical Classifier: a person with extensive practical knowledge of canoeing with experience such as a canoe/kayak coach, sport scientist, former paddler, physical educator or similarly qualified person.

For both types of ICF Classifier, experience with Paracanoe is an advantage but not a requirement. Section Two, "Classification Personnel" of the ICF Classification Rules for Paracanoe describes in more detail Classifier Competencies, Education, Training and Conduct

The ICF Paracanoe Committee shall appoint one Head of Classification. The Head of Classification and The ICF Paracanoe committee will appoint one Chief Classifier for each ICF recognized Paracanoe Competition as needed.

GENERAL

If after completion of all tests, the Classification Panel determines there is an unclear assessment leading to a 'borderline' assessment, the paddler shall be assigned the more functional sport class, and given *Review* status.

NOTE: When a Physical Assessment suggests higher abilities than what is observed in the ON-WATER Technical Assessment, the Athlete history and experience becomes relevant. Also, an Athlete with a recent injury which has not yet stabilized may also lead to the assignment of a higher sport class. An Athlete with a short history in the sport may have the ability to achieve higher Functional Objectives but has not yet spent the requisite time and conducted sufficient training to apply these abilities through training. As the abilities may be training specific and should thus not be considered in classification, the Physical Assessment will carry greater significance.

This information will be noted on the application form. The application form shall be completed and signed by both classifiers. The classifiers must also print their name legibly. The paddler must be informed verbally within two hours of the determination of the sport class and sport class status. The paddler must also print and sign his/her name on the form. Both classifiers must agree on the sport class.

A "**C**" (Confirmed) status will be given if the Classification Panel is satisfied that both the Athlete's Eligible Impairment and the Athlete's ability to execute the specific tasks and activities fundamental to the Paracanoe/Va'a discipline and will remain stable.

An "**N**" (New) status will be given if the paddler has not been classified by an ICF International Classification Panel.

An "**R**" (Review) status will be given if the Classification Panel believes that further Evaluation Sessions will be required.

An "**RFD**" (Review with Fixed Date) status will be given if the Classification Panel believes that further Evaluation Sessions will be required but will not be necessary before a set date, being the Fixed Review Date.

An "**OA**" (Observation Assessment) status will be given if the Classification Panel believes the athlete must be observed in competition.

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If the paddler plans only to compete in a local or National Competition, the forms should not be forwarded to ICF.

Copies of all forms should be forwarded to the national federation of the paddler concerned.

NOTE: All forms contain confidential information. Consequently, they are only to be used for the purposes of athlete classification, research and education by ICF. Use of the forms for any other purpose is strictly forbidden.

ICF PARACANOE VA'A SPORT CLASS'S

ELIGIBLE IMPAIRMENTS

There are three (3) eligible impairment groups for ICF Paracanoes-VA'A:

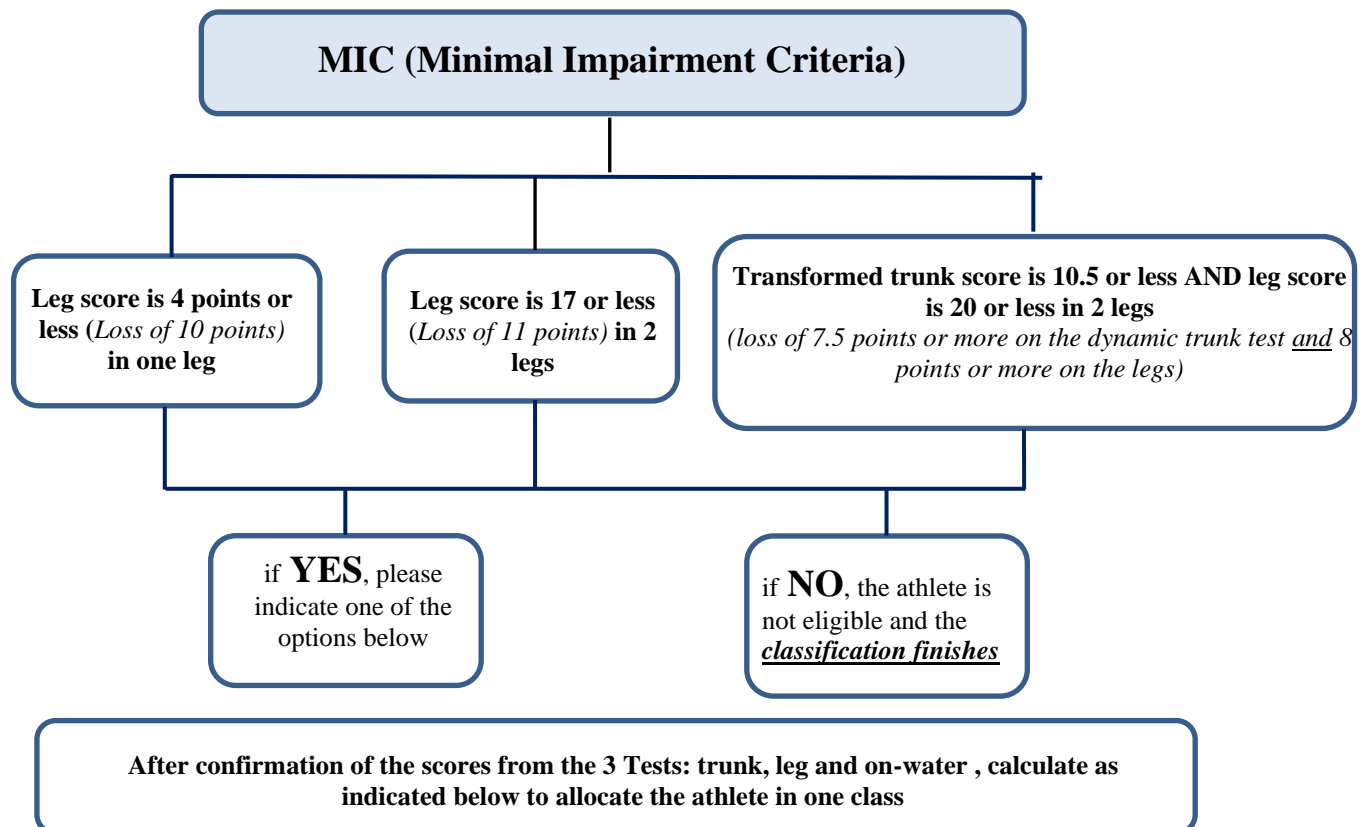
- Impaired Muscle Power,
- Impaired Range of Motion,
- Limb Deficiency.

NOTE: They only apply to the Lower Limbs and the Trunk.

The following impairment groups are **not eligible** for ICF Paracanoes –VA'A:

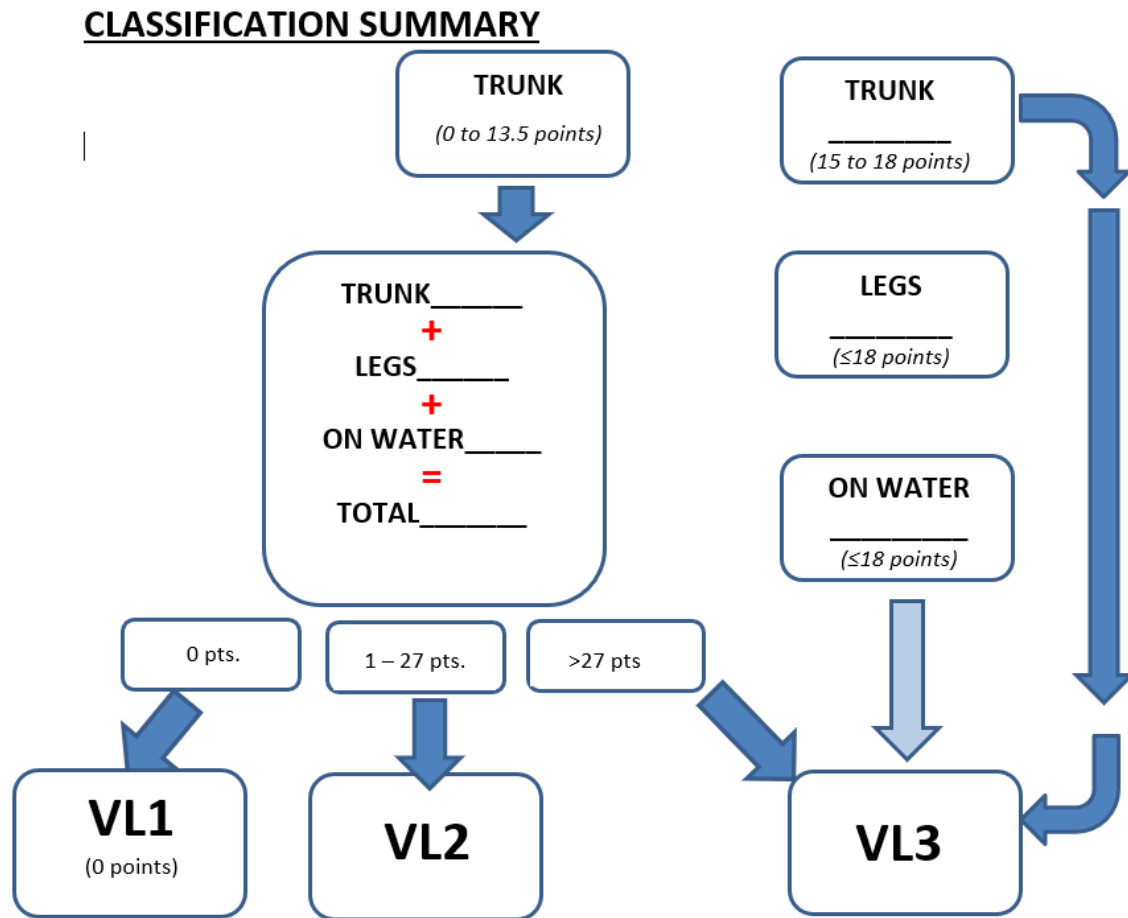
- Leg Length difference
- Short Stature
- Hypertonia
- Ataxia
- Athetosis
- Vision Impairment
- Intellectual Impairment

MINIMUM ELIGIBILITY



SPORT CLASSES – VA'A

ICF recognizes three (3) sport classes for Paracanoe Va'a: VL1, VL2, VL3



NE

The NE sport class is for Paddlers who do not meet the minimum impairment and are thus “Not Eligible” to compete as a Paracanoeist.

Athletes will still undergo Trunk, Leg, and On-Water testing, as part of the data collection process for classification research. The analysis of the data will take place after the competition season has ended.

PROCESS FOR CLASSIFYING VA'A PADDLERS WITH A PHYSICAL IMPAIRMENT

The standard ICF classification process is conducted by an ICF Classification Panel comprised of two ICF Classifiers, an ICF Medical Classifier and an ICF Technical Classifier

The process involves six steps:

- (1) Submission by the National Federation of all pre-Classification documents to the ICF Classification Upload Platform at www.canoeicf.com/classification
- (2) Physical Assessment of the LEGS – directed by an ICF Medical Classifier with ICF Technical Classifier in attendance.
- (3) Physical Assessment of the TRUNK – directed by an ICF Medical Classifier with an ICF Technical Classifier in attendance.
- (4) ON-WATER Technical Assessment – directed by both an ICF Technical Classifier with an ICF Medical Classifier in attendance.
- (5) Observation Assessment – The Classification Panel may conduct Observation Assessment, which shall involve observing an Athlete performing the specific skills that are part of the Sport in Competition. Observation Assessment shall take place if a Classification Panel cannot complete the Athlete Evaluation without observing the Athlete in Competition.
- (6) Final Calculation and Conclusion of Classification.

Notwithstanding Section 4 above, Classifiers shall, to the best of their ability, observe all paddlers in the Competition to ensure consistency with the abilities presented during the Evaluation. This observation shall also include the paddlers as they depart from the dock to ensure boats, paddler position in the boat and adaptive equipment are consistent with the Evaluation. Video recording of events is required.

PREREQUISITES FOR CLASSIFICATION

- Paddlers seeking to be classified as a Paracanoeist must upload the following documents to the ICF Classification Upload Platform at www.canoeicf.com/classification **four (4) weeks** prior to the start of the competition:
 - A completed *ICF Paracanoe Classification Application Form*
 - A completed *Consent for ICF Paracanoe Paddler Classification Form*
 - A completed *Declaration of Medical Conditions that may Require Emergency Measures Form*
 - The *ICF Paracanoe Athlete Certificate of Diagnosis* form signed by a Medical Physician confirming the physical impairment, and the functional effect the disability has on the paddler. **This must be in English.**
 - NOTE: Additional medical documentation may be requested by the Chief Classifier or the Head of Classification
- The paddler must present ready to be classified in close-fitting attire and ready to paddle.
- The ON-WATER Technical Assessment must be done as noted:
 - in the specific boat, and
 - using the specific adaptive equipment in the precise location the competitor will use in the Competition.

Physical Assessment

Materials Required

- Physio table
- Goniometer
- All forms related to Paracanoe classification including medical documentation
- Wobble cushion (air-filled cushion)

Process

- Review required documentation (refer to above) to ensure proper completion
- Interview paddler to ensure all diagnosis information is correct and detailed
- All athlete Assessments and Classifications must follow the process outlined below

STEP ONE: Submission by the NF of all pre-Classification documents

- Upload the following documents to the ICF [Classification Upload Platform](http://www.canoeicf.com/classification) at www.canoeicf.com/classification **30 days before** the start of the *Classification Period* of the competition:
 - A completed *ICF Paracanoe Classification Application Form*
 - A completed *Consent for ICF Paracanoe Paddler Classification Form*
 - A completed *Declaration of Medical Conditions that may Require Emergency Measures Form*
 - The *ICF Paracanoe Athlete Certificate of Diagnosis* form signed by a Medical Physician confirming the physical impairment, and the functional effect the disability has on the paddler. This must be in English.
 - NOTE: Additional medical documentation may be requested by the Chief Classifier or the Head of Classification

STEP TWO: Physical Assessment of the LEGS

This assessment will assist the classifier team to determine whether the paddler meets the Minimum Impairment Criteria (MIC) to compete in Paracanoe events.

- Classifiers will use a 0-2 scale as noted on the *Physical Assessment Chart for the LEGS (Kayak or Va'a)*. The +/- scale will not be used for the purpose of this test.
- Use the *Physical Assessment Chart for the LEGS (Va'a)* and the illustrated manual (*Guidelines for the Leg test*) where sport specific ranges of movements are defined and descriptions on how each test will be executed.
- Enter the scores in the appropriate box, and total them below where indicated.
- All joint motions and strengths must be tested and scores entered. Failure to do so will result in an incomplete and therefore non-valid classification of the paddler.
- All findings must be documented on the *Physical Assessment Chart for the LOWER LIMBS (Va'a)*.

STEP THREE: Physical Assessment of the TRUNK

This assessment will assist the classifier to determine whether the paddler meets the Minimum Impairment Criteria (MIC) to complete in Paracanoe events.

- Classifiers will use a 0-2 scale as noted on the *Physical Assessment Chart for the Trunk*. The +/- scale will not be used for the purpose of this test.
- Use the *Physical Assessment Chart for the TRUNK* and the illustrated manual (*Guidelines for the Trunk test*) including descriptions on how each test will be executed.
- Enter the scores in the appropriate box, and total them below where indicated.
- All joint motions and strengths must be tested and scores entered.
- All findings must be documented on the *Physical Assessment Chart for the TRUNK*.

STEP FOUR: ON-WATER TECHNICAL ASSESSMENT

ICF Medical and Technical Classifiers

The medical and technical classifiers will both observe the paddler while on the water, while training and/or racing.

Materials Needed

- Specific boat type to be used in the Competition for paddler (supplied by the paddler)
- The specific adaptive equipment the paddler will use in competition
- Athlete's equipment passport
- Video camera (with video memory card)
- "GoPro" or similar action camera with device for attachment to kayak or va'a boats
- Stopwatch
- Tape measure
- Safety motorboat and driver

Objectives

The purpose of ON-WATER Technical Assessment is to assess the sport specific performance of the paddler having followed the completion of the *ON-WATER Technical Assessment Observation Chart for Va'a*.

Process

Use the *ON-WATER Technical Assessment Chart for Va'a and Guidelines for the On-water test*.

The On-Water Technical Assessment Test should be undertaken with consideration given to water conditions and safety. The paddler shall conduct six starts to the satisfaction of the Classifier in accordance with the Guidelines for the On-water test. The paddler may be asked to repeat.

Only when the Classifier is satisfied the paddler has shown his full abilities and the abilities have been recorded on the *ON-WATER Technical Assessment Chart* is the ON-WATER Technical Assessment completed.

The Classifiers may request the paddler being classified to undertake a range of movements or novel agility tests. They shall also observe the paddler during normal training and racing.

The specific boat type, the position of the paddler in the boat and the adaptive equipment used in the On-Water Technical Assessment must be identical to the boat type, paddler position in the boat and the adaptive equipment used in Competition. The Classifier shall ensure all this information is video recorded during the On-Water Technical Assessment. Video recording will be done by a videographer and may include video from the dock and video units in the boat (e.g. "GoPro") in order to have a complete video file.

The paddler may also be observed at any moment while representing his/her paddling ability including during Competition. They shall observe the paddler while he/she is aware of being observed, and while he/she is not aware of being observed. If the paddler uses a prosthesis or orthosis while paddling, it shall be worn during this test. Complete and score the athlete as noted.

STEP FIVE: OBSERVATION ASSESSMENT

The Classification Panel may conduct Observation Assessment, which shall involve observing an Athlete performing the specific skills that are part of the sport in Competition. "Observation Assessment" shall take place if a Classification Panel cannot complete the Athlete Evaluation without observing the Athlete in Competition.

STEP SIX: Final Calculation and Conclusion of Classification

Once all the assessments have been completed, the two classifiers will jointly determine the "Final Classification" and the recommended sport class and status.

The Classification Panel combines the scores from the TRUNK, LEG and ON-WATER tests as noted in the PARACANOE VA'A CLASSIFICATION SUMMARY to determine the Athlete Class. The PARACANOE VA'A CLASSIFICATION SUMMARY Form is used for this purpose.

The "Score" is the sum of the athlete's scores in each of the three tests (Trunk, Leg & On-Water).

APPENDIX 2: **SCORING TEMPLATE FORMS**

Links to the template forms on canoeicf.com:

- [Functional Assessment Chart for the Legs](#)
- [Functional Assessment Chart for the Trunk](#)
- [On-Water Technical Assessment Chart](#)

APPENDIX 3: **ILLUSTRATED SCORING GUIDES**

Links to the illustrated scoring guides on canoeicf.com:

- [Manual for the Leg Tests](#)
- [Manual for the Trunk tests](#)
- [Manual for the on-water observation](#)

APPENDIX 4 : ADMINISTRATIVE FORMS

Links to the administrative forms on canoeicf.com:

- [Paracanoe athletes diagnosis form](#)
- [Paracanoe athletes certificate of diagnosis](#)
- [Paracanoe athletes information and consent](#)
- [Declaration of medical complications and emergency measures](#)
- [Equipment passport \(season 2019\)](#)
- [Strapping waiver](#)
- [PFD waiver](#)
- [Paracanoe Classification Protest Form](#)