

## HOSTING A CLASSIFICATION COURSE

A World ParaVolley member organization (National Paralympic Committee or National Federation) can request to host a Level One World ParaVolley Classification Course. World ParaVolley will provide program material, certified Educators and support where needed to the host of a Classification Course for a program fee.

**Requests to host a course should be sent to World ParaVolley at least SIX (6) MONTHS prior to the course date.**

World ParaVolley will always aim to facilitate the World ParaVolley member organization requests but cannot guarantee that all requests can be met.

World ParaVolley recommends that **NPCs or National Federations** contemplating hosting a course complete the following to ensure success:

- **Complete and submit the World ParaVolley Training Course Application** to host a course six (6) months ahead of the proposed course date;
- **Confirm details of the course** with World ParaVolley, including course Educator(s), course fees, and logistics (accommodation, facility, numbers of athletes and trainees);
- **Recruit suitable candidates** who will be excited to work with ParaVolley sport
  - Those with an interest or passion for ParaSport, and perhaps some background in Volleyball or ParaVolley sport disciplines.
  - Those with the necessary credentials to meet the Participant Profile for Level I (doctors, physiotherapists). Your National Physiotherapy associations/Sport Physiotherapy Associations, Sport Physician Associations and Physical Medicine and Rehabilitation Specialists Associations are all excellent resources to assist you in finding suitable individuals.
  - Remember, trainees who wish to complete the entire Classification Pathway must have an excellent level of English, and to become an International Classifier, they must not be working with a National Team.
- **Ensure each participant submits a fully completed registration package** by the course application deadline, which includes the **registration form** and proof of credentials, signed and stamped by the NPC/NF. This can be sent to the World ParaVolley personnel listed on the form. Participant credentials must be reviewed and approved by the Zone Head of Classification (in consultation with World ParaVolley Head of Classifier Education if credential documents are not clear), or by the Head of Classifier Education. Incomplete forms will be returned.

**LOC's hosting Zonal/International Events (or Zones/NFs/NPCs)** wanting to host a Level 2 or Level 3 Classification in conjunction with a

Zonal/International Event should send in a **World ParaVolley Training Course Application** with details about the Event. For further information, contact the Medical Director at [medicaldirector@worldparavolley.org](mailto:medicaldirector@worldparavolley.org).

### **Financial Obligations**

The costs of transportation (home to host nation and return), registration fees, accommodation and meals, and visa, are paid by the participants or by their respective NPC or National Federation, unless other financial support is confirmed/arranged.

### **Course Fees Per Participant**

Course fees are set to cover the course costs and depend on the organization hosting the course. Costs to be considered are:

- Educator: travel to and from the event, accommodation, meals, and per diem
- Room in facility to host course
- Registration fee to World ParaVolley for course materials and instruction
  - Level One: Euro 50
  - Level Two: Euro 100
  - Level Three: Euro 150

The World ParaVolley Registration Fee includes: course materials and instruction by a World ParaVolley course Educator. (A second Educator may be added if numbers require.)

**Language of Instruction:** English (participants must be able to converse in, and read and write English) with exception of the Level One Classifier Program, which can be taught in the National language if an Educator is available who speaks the National language. Please refer to the **World ParaVolley Classifier Certification Pathway** on the World ParaVolley website for detailed descriptions of the Level Programs.

### **Number of Participants:**

- Each nation may normally register not more than 2 participants (with the exception of the host nation, who can register additional participants).
- Extra participants can be registered by agreement with the Classification Commission (World ParaVolley Head of Classification or Zone Head of Classification).
- The clinic is planned for a maximum of six (6) candidates per Educator in order to provide adequate instruction and feedback.

### **Process for World ParaVolley Classification Courses**

1. Participant registration forms logged and receipt acknowledged by World ParaVolley (General Manager / Tutor), indicating a specific turnaround time to the participant. Registration forms are sent to the appropriate Classifier to review and approve credentials.
2. The Classifier reviewing the applicants' credentials notifies each applicant directly to inform of:
  - a. acceptance into course;
  - b. more information is required; or
  - c. applicant does not meet the credential requirements to attend the course.

3. Classifier notifies General Manager, Educator, and LOC of successful applicants.
4. Classifier Educator communicates directly with applicants regarding pre-course materials, etc.
5. General Manager (or delegate) works with applicant and LOC re accommodation choices, travel and invoicing.

### **Typical Level One Course Schedule:**

This Schedule can vary depending on the number and experience of participants, as well as the timing of the Athlete Classification schedule.

- Day 1 - Arrival of Participants the afternoon before the course:  
 Day 2 - Theory (7-8 hours)  
 Day 3/4- Theory & Practical (morning 3-4 hours); practice of measurement on each other  
 Master Class (afternoon) – Observation of Classification Evaluation
- ⊙ During Classification Evaluation Period
  - ⊙ Involved in discussion, observe decision making
  - ⊙ Assist with admin processes
  - ⊙ Continues until classification evaluations are complete (may involve an extra day if classification is scheduled)
- Day 4/5 - Master Class - Observation of Function
- ⊙ During competition or training on court by arrangement with Chief Classifier and Classifier Educator
  - ⊙ Mentored by classifiers at event
  - ⊙ Formal observation on court
- Exam – Theory and Practical

### **Requirements provided by Host for Classification Course**

- Teaching room - classroom or meeting room big enough for the number of participants plus space at the back to set up a treatment table for demonstration
- Data projector and screen
- Power
- Wifi (and hard line internet connection if possible)
- White board
- Nearby access to printing
- Treatment table/massage table
- Access to bathrooms and handwashing
- Lunch, morning and afternoon refreshment break
- Water (preferably not plastic bottles)
- Logistics to consider:
  - Where does the room need to be for the course - at the venue or at hotel? A combination of both?
  - What are the transport requirements to get to the teaching venue?
  - Do the participants need boxed lunches if the course is at the venue?