



CLASSIFICATION PROCEDURES

Instructions on how to register new players and request classification in Para table tennis events.



Latest update

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First version of the ITTF Para table tennis classification procedures document.



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1. INTRODUCTION

Before you proceed with the registration of new players and the submission of medical documentation, please, become familiar with the basic classification procedures and the information that you can find the [ITTF classification webpage](#).

2. REGISTRATION OF NEW PLAYERS

All players wishing to participate in ITTF Para table tennis events needs to be registered in the database. The ITTF member associations or NPCs need to fill in [this online form](#) providing the following information:

- Athlete's headshot
- A copy of his/her passport
- Given name
- Family name
- Date of Birth

Only submissions made by the Para entries manager or the classification manager of the athlete's country will be accepted. If you need to appoint a different authorized person as Para entries manager or classification manager, please, contact by email with classification@ittf.com

Two or three working days after you fill in the [new player's registration form](#), you will receive by email the player's ID from the ITTF entries manager. Once you get that ID, you can continue with the next step. The submission of medical documentation.

3. MEDICAL DOCUMENTATION SUBMISSION

There is another form to [request classification](#) but before you can complete it, you need to have prepared these documents:

- [Consent form](#)
- [Medical Diagnosis form](#)
- [ASIA report](#) (only for players with Spinal Cord Injury)
- Short video of the players in action. Videos should be shorter than 2 minutes showing just the basic forehand and backhand strokes as well as the service. We recommend you use <https://wettransfer.com/> to upload your videos and get a downloadable link but you can also send any other downloadable link created with Dropbox, GoogleDrive, OneDrive, etc.

Please, have a through look to the list of questions that you will need to answer:

4. QUESTIONS TO ANSWER

In this section, we will describe the complete list of questions that you might need to answer. Some of the questions will be asked or not, depending on the diagnosis or medical condition of the player.



4.1. INITIAL QUESTIONS

1. **Which ITTF member association or NPC do you represent?**
2. **Name of the sender** (we will accept only submission made by classification managers previously registered. Requests sent by individuals will be discarded and payment will not be refunded. If you need to change your classification manager, please, contact classification@ittf.com by email)
3. **Email of the classification manager.**
4. **What type of classification are you requesting?**
 - a. First classification for a new athlete (Physical Impairment)
 - b. Revaluation of an already classified athlete (Physical Impairment). This answer should not be selected for athletes with classification status Confirmed. Please, check the status of the players in the [master list](#) and read the [Protests and Reviews](#) section of the classification webpage before submitting the documentation.
 - c. Classification for an athlete with Intellectual Impairment (class 11)

Depending on the answer to question 4, the question number 5 will be one of these two:

5. **Are you requesting classification for wheelchair or standing classes?**
 - Wheelchair (classes 1 to 5)
 - Standing (classes 6 to 10)

OR

5. **What is the athlete's VIRTUS eligibility number?** You can check it in the TT sheet at [VIRTUS Master List](#)

Questions 6 to 10 are also mandatory and common to both types of classification. They are related to the personal data of the athlete and his/her table tennis experience.

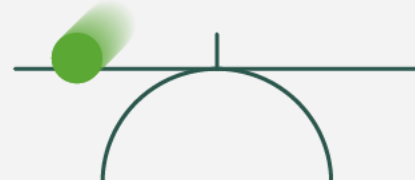
6. **The athlete's full name**, starting with their given name and followed by their family name.
7. **Athlete's ID number**. You can find it at the [master list webpage](#). For new players, refer to section 2 of this document.
8. **When did the player start playing table tennis on a regular basis?** We would like to know the year when the athlete started practising table tennis.
9. **What is the average number of training hours per week?**
10. **What is the approximate number of matches in real competition in the last 6 months?** We would like you to count the matches in local leagues, national championships, international tournaments, including Para events and non-disabled events.

From here on, the questionnaire will be quite more exhaustive if the classification is for classes 1 to 10.

4.2. ADDITIONAL QUESTIONS FOR CLASSES 1 TO 10

When the player is to be classified for classes 1 to 10, we need to gather much more detailed information about the diagnosis and the impairments caused by the medical condition(s).

11. **What is the name of the UHC (Underlying Health Condition) that the athlete presents?** UHC means a verifiable Health Condition that may lead to an Eligible Impairment catered for by the ITTF. It is usually the diagnosis provided by the Medical Doctors. If the athlete presents more than one UHC, please, choose the most impairing one and give full details about them in the Medical Diagnosis form. If none of these UHCs apply, you need to select "Other" and write down the name of the diagnosis.



12. When was the onset of the UHC (Underlying Health Condition)?

- Congenital
- At birth or early age (before 1 year of age)
- Year of onset

Based on the answer to question 11, there will be different follow-up questions. These are the options depending on the diagnosis:

A. Spinal Cord Injury or Spina bifida

- What is the ASIA scale? You must choose an option from ASIA A to ASIA D
- What is the motor level of the injury? You must choose an option from C3 to S4-5
- You need to upload the assessment form using the template from the ([INTERNATIONAL STANDARDS FOR NEUROLOGICAL CLASSIFICATION OF SPINAL CORD INJURY](#)).

B. Acquired Brain Injury or Cerebral Palsy

- Select which of the following eligible impairments are originated by the UHC
 - Hypertonia
 - Ataxia
 - Athetosis
- What is the best description of the manifestation of the @UHC
 - Hemiplegia
 - Diplegia
 - Quadriplegia
 - Other

C. Brachial Plexus Injury

- You need to describe which branch of brachial plexus is affected and what muscle(s) movement(s) is/are impaired.

D. Polio Syndrome

- You need to describe the limbs and specific joints affected by the polio

E. Congenital Limb Deficiency / Dysmelia. No follow-up questions.

F. Traumatic amputation of limb(s)

- You must describe the number and joint level of the amputations.

G. Muscular Dystrophy

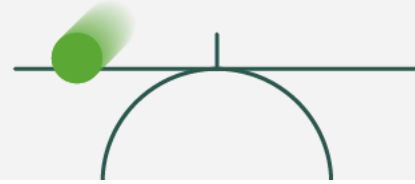
- You must write the specific name of the type of muscular dystrophy and whether it affects specific parts of the body

H. Charcot-Marie-Tooth. No follow-up questions.

I. Peripheral Neuropathy. No follow-up questions.

J. Amniotic Band Syndrome. No follow-up questions.

K. Fibular or tibial hemimelia. No follow-up questions.



L. Hypoplasia in joint(s).

- You must choose one of the following joints affected: Hip, Shoulder, Elbow, Knee, Ankle, Wrist or, if nothing applies, you must fill other.

M. Arthrogryposis (joint contractures). No follow-up questions.

N. Clubfoot (Congenital Talipes Equinovarus). No follow-up questions.

O. Radial Clubhand

- You need to indicate the type choosing from Type I to Type IV

P. Short stature / Dwarfism.

- You need to indicate the height of the athlete.

Q. Osteogenesis Imperfecta

- You need to inform about the nature and date of the last fracture.

4.3. FINAL QUESTIONS

13. Select the tournament where the athlete wants to be classified.
14. Upload the signed Consent Form. If the athlete is Intellectually Impaired or under 18, a additional signature by coach or guardian is required
15. Upload the Medical Diagnosis Form (not required for class 11)
16. Video footage of the player. We need a short video of the athlete in action. Videos should be shorter than 2 minutes showing just the basic forehand and backhand strokes as well as the service. We recommend you use <https://wetransfer.com/> to upload your videos and get a downloadable link but you can also send any other downloadable link created with Dropbox, GoogleDrive, OneDrive, etc.
17. Payment. A 50USD fee paid by credit card.
18. Final confirmation of authorization. As stated before, we will accept only submission made by classification managers previously registered. Requests sent by individuals will be discarded and payment will not be refunded. If you need to change your classification manager, please, contact classification@ittf.com by email.



5. REMOTE CLASSIFICATION AND ATHLETE EVALUATION

As stated in the prospectus, all athletes to be classified must arrive generally two days before the first competition day to attend the athlete evaluation process that will be conducted in person by the appointed international classifiers. Classification schedule will be published in the tournament webpage one week prior to the first competition day.

Also, one week prior to the tournament, the classification panel could determine a provisional class for some players based on the medical information and the videos provided by the ITTF member association or NPC. That class will be assigned to the player for the tournament, but the sport class status will never be Confirmed.

The classification panel will always conduct the in-person athlete evaluation process during the tournament and, if needed, the observation in competition. At the end of the tournament, the classification will make the final decision about the players' class and the class status. Once the final decision is taken, the athlete will receive his/her ICC (international classification card).