



Classification Process for National Federation Members

This guide is for National Federation Members.

It explains the procedure you must follow to submit an Athlete for Classification and support them through the Evaluation Session.

National Federations' job in one sentence

Make sure the Athlete is correctly submitted through the IGF submission platform at least 2 months before the Classification opportunity, attends with the right person, documents, and equipment, and responds quickly to any IGF or Classification Panel request.

National Member Action Card

- **Submit:** Classification Assessment Request Form, Diagnostic Information, supporting documents, translations, interpreter/access needs, and adaptive equipment information via the online submission platform.
- **Deadline:** at least 2 months before the Classification Opportunity.
- **Confirm:** Athlete attendance, National Representative, interpreter if required, and all competition equipment.
- **Update:** inform IGF immediately if medical, equipment, travel, access, or submitted information changes.
- **Follow up:** respond quickly to requests for missing or additional information.

National Member Procedure

Step	Procedure	What good looks like
1. Athlete requests classification, or NF identifies Athlete for classification	The Athlete contacts the National Federation requesting classification through the National Federation, or the National Federation identifies a high-level athlete requiring IGF classification.	The NF understands why the Athlete needs to attend and can explain this to the Athlete.
2. Prepare documents	Collect Diagnostic Information, supporting medical documentation, English translations where required, adaptive equipment request form and any prior Classification history.	Documents are complete, accurate, authentic, relevant, legible, and dated.
3. Submit through IGF Online Platform	Complete the Classification Assessment Request Form and submit all required information through the IGF online platform.	Submission is made at least 2 months before the Classification opportunity. The IGF will communicate the deadline date for submissions.
4. Monitor IGF review	Watch for IGF requests for missing or additional information.	NF responds within the timeframe given.
5. Confirm appointment	Once IGF issues the appointment notice, confirm Athlete attendance, National Representative, interpreter, access needs, and equipment.	Everyone knows the appointment time, location, and what to bring.
6. Support attendance	Ensure the Athlete attends on time with ID, forms, sport attire, golf clubs, Adaptive Equipment, and relevant medical items.	Athlete is ready for the Evaluation Session and can complete the process.
7. Receive outcome	IGF sends the Classification outcome to both Athlete and NF. Follow any instructions for Observation Assessment, additional information, remedial action, or CNC.	NF understands the outcome and next step.

To register an Athlete for Physical Classification, the Member Federation must complete the following steps, no later than 2 months prior to the first Evaluation Session:

- Upload all relevant consent and medical documentation and, if relevant, the Adaptive Equipment Request Form to the IGF Online Classification Portal.
- Send an email to the IGF at classification@IGFmail.org, informing the IGF that:
 - Medical Documentation is submitted via the Portal.
 - For which competition is the athlete registering if this application is linked to a covered competition?
 - If the player uses any adaptive equipment, what that equipment is.
- Unless communicated otherwise, failure to complete all steps prior to the 2-month deadline may result in the Athlete not being able to be evaluated.
- Following completion of the initial stages of the Sport Class Assessment set out in the IGF Classification Rules, the Athlete will be allocated one of the following:
 - A provisional Sport Class that is subject to confirmation at an Observation Assessment; or
 - A final Sport Class, in which case the Athlete must be allocated a Sport Class Status

Registration for Classification

Medical Documentation Submission

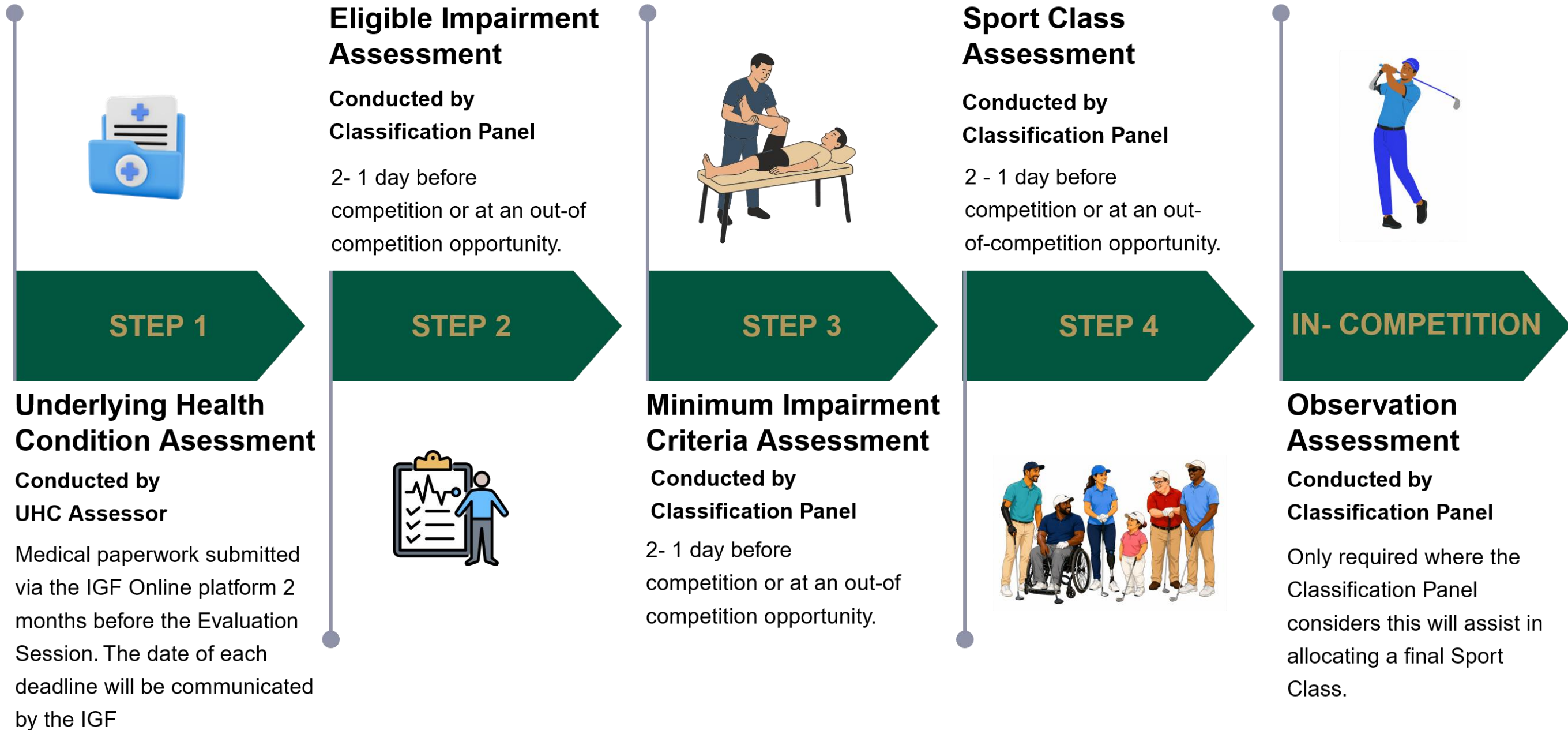
The Member Federation must upload all relevant medical documentation to the International Golf Federation.

The medical documentation must verify that the Athlete has (or has had) at least one medically and/or clinically diagnosed Underlying Health Condition (UHC) that has resulted in a permanent and verifiable impairment which is eligible for IGF Classification Assessment.

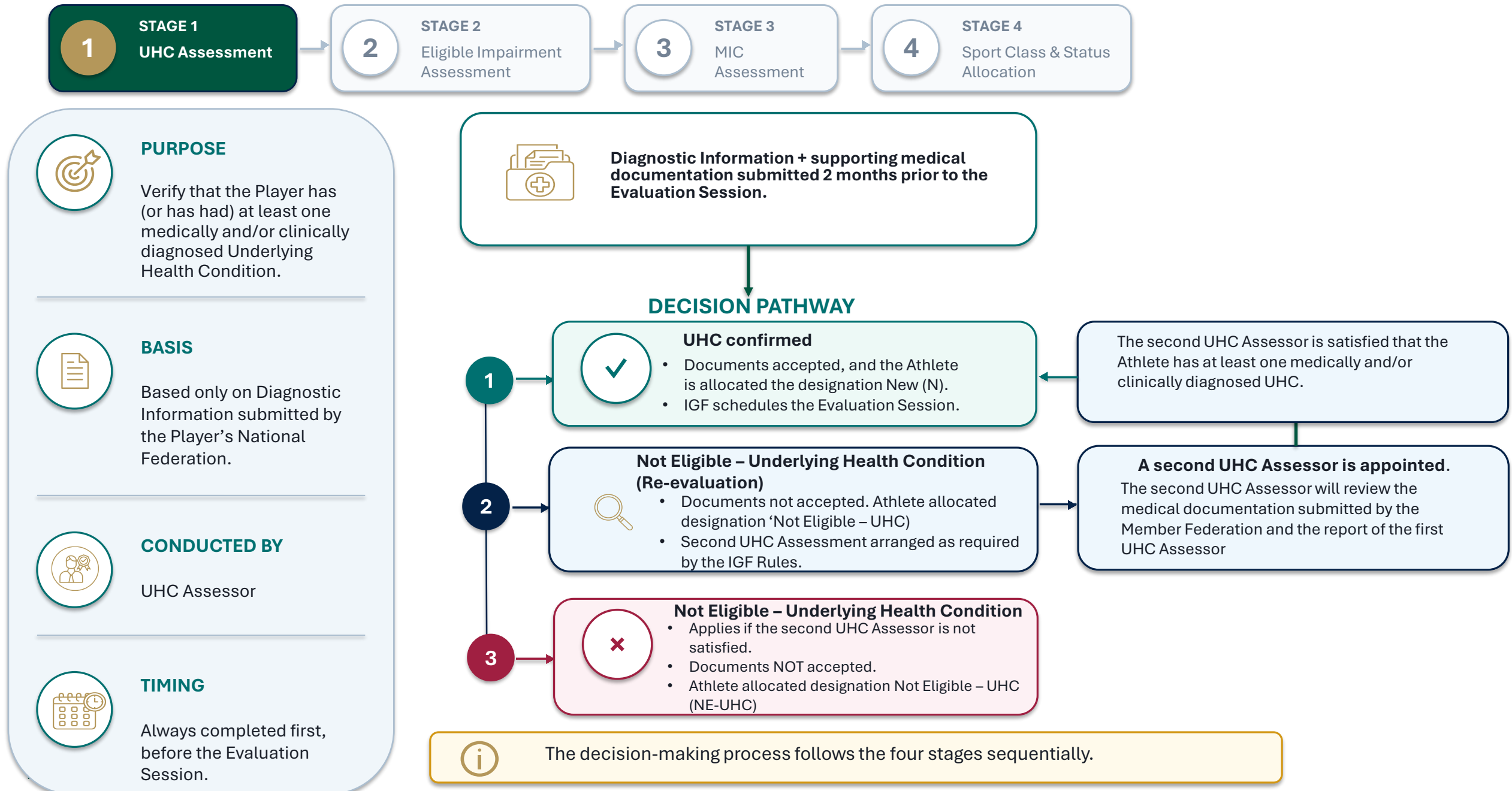
The documentation submitted must include:

- The IGF Classification form, completed in English and signed by a Medical Physician;
- Any additional documentation that is related to the Underlying Health Condition and Eligible Impairment;
- Diagnostic information must be provided in its original format, along with English translation;
- If they use adaptive equipment, the Adaptive Equipment Assessment Request Form.

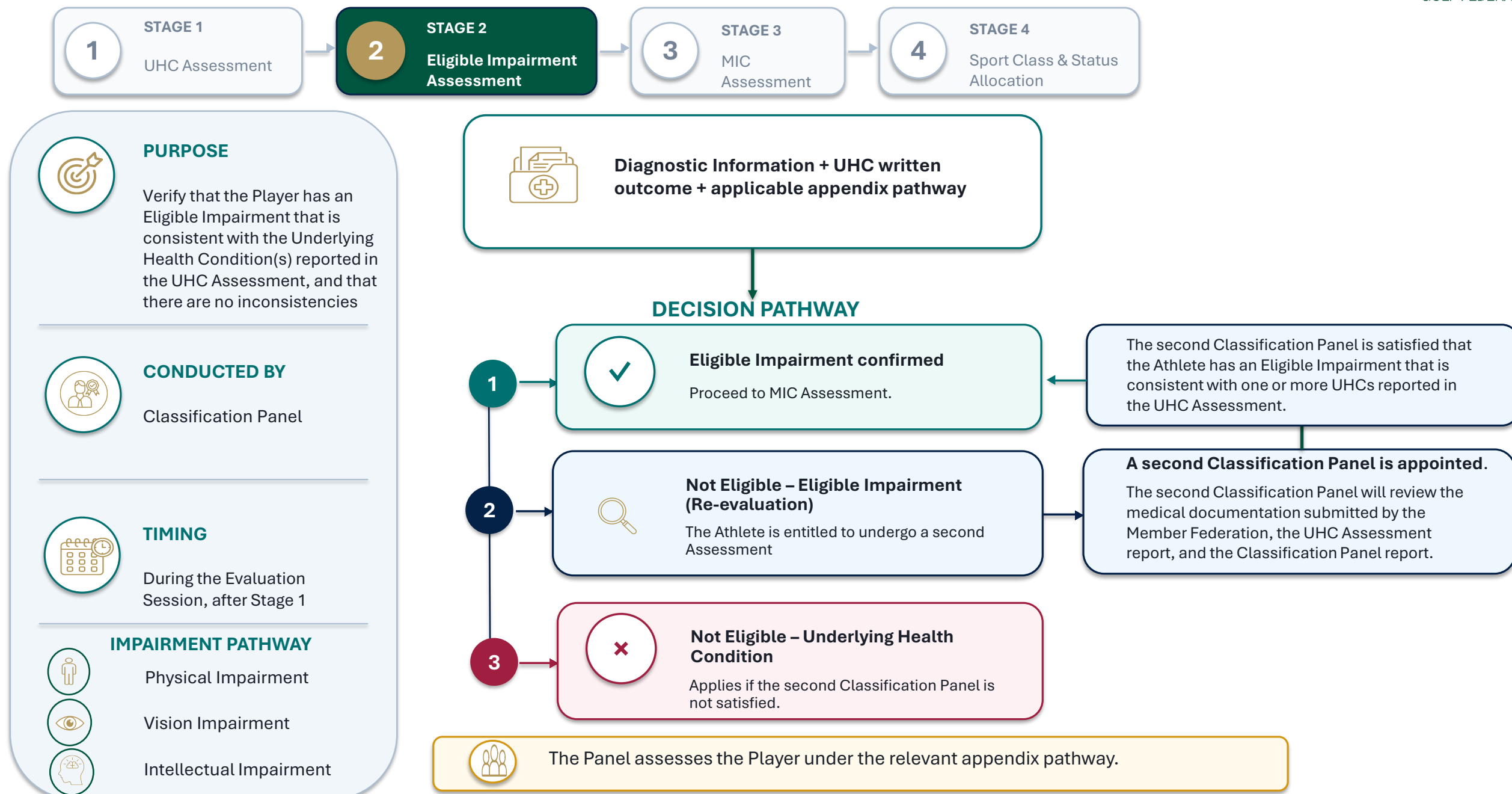
Stages of the Classification Assessment/Athlete Evaluation



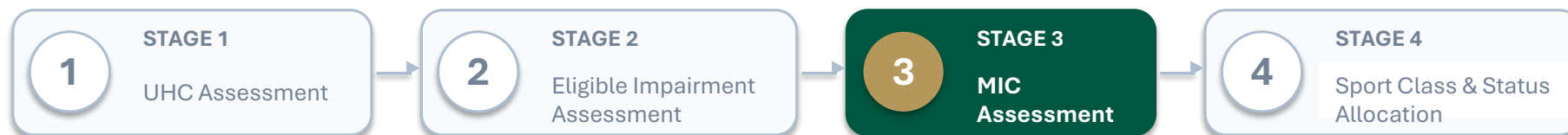
IGF Classification Process – Stage 1: UHC Assessment



IGF Classification Process – Stage 2: Eligible Impairment Assessment



IGF Classification Process – Stage 3: MIC Assessment



PURPOSE

Determine whether the Player's Eligible Impairment meets the applicable Minimum Impairment Criteria.



CONDUCTED BY

Classification Panel



TIMING

During the Evaluation Session, after Stage 2



IMPORTANT LIMIT

Based on impairment-based testing and/or other clinically recognised testing, not Golf for Athletes with a Disability tasks or sport performance.



Diagnostic Information + UHC written outcome + applicable appendix pathway + applicable MIC rule

DECISION PATHWAY

1



Eligible Impairment confirmed

Proceed to Sport Class Assessment.

2



Not Eligible – Minimum Impairment Criteria

Second MIC Assessment if required by the IGF Rules.

3



Not Eligible – Minimum Impairment Criteria

Applies if the second Classification Panel is not satisfied.

The second Classification Panel is satisfied that the Athlete has an Eligible Impairment that is consistent with one or more UHCs reported in the UHC Assessment.

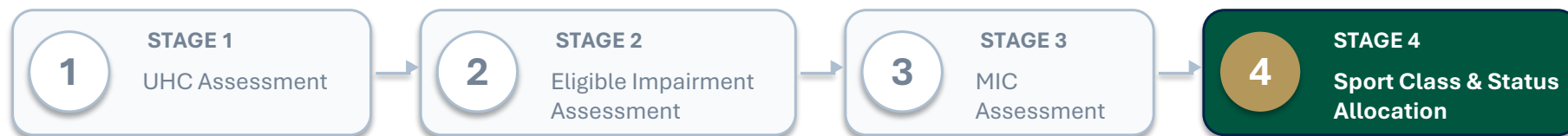
A second Classification Panel is appointed.

The second Classification Panel will review the medical documentation submitted by the Member Federation, the UHC Assessment report, and the Classification Panel report.



MIC requirements are set out in the relevant appendix for the Player's impairment type.

IGF Classification Process – Stage 4: Sport Class & Status Allocation



PURPOSE

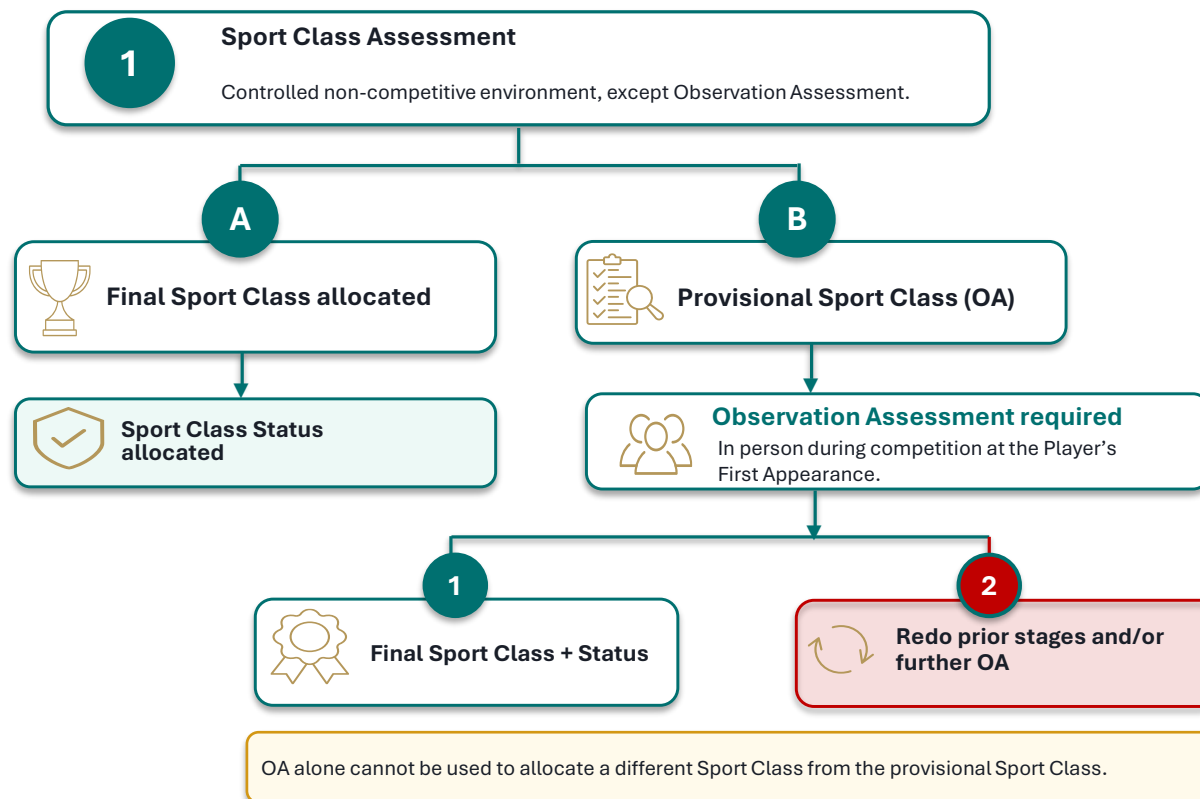
Allocate a Sport Class based on the extent to which the Player's Eligible Impairment affects the specific tasks and activities fundamental to Para Golf, and allocate a Sport Class Status.

CONDUCTED BY

Classification Panel

TIMING

After Stage 3.



SPORT CLASS STATUSES



Observation Assessment is required where the Panel considers it will assist in allocating a final Sport Class.

National Federation Member Checklist

- 
01 Classification Form completed via the IGF Classification Online Platform ☐
- 
02 Diagnostic Information uploaded ☐
- 
03 Supporting Medical documents uploaded ☐
- 
04 English Translation uploaded where required ☐
- 
05 Interpreter request submitted if required ☐
- 
06 Access requirements submitted ☐
- 
07 Sport attire and equipment information provided ☐
- 
08 Adaptive Equipment information captured in the Classification Form ☐
- 
09 Prior Classification history disclosed ☐
- 
10 Submission completed at least 2 months before Classification Opportunity ☐

If Something Changes

Situation

Medical or Diagnostic information changes

Equipment or Adaptive Equipment changes

Athlete cannot attend the appointment

Interpreter or access needs change

Panel requests additional information

Action

Notify the IGF immediately and submit updated information.

Update IGF and ensure the Athlete brings the equipment intended for competition.

Notify IGF immediately and provide reasons and evidence where available.

Notify IGF immediately so the appointment can be supported.

Submit it by the deadline given by the Panel or IGF.

Frequently Asked Questions

1. What is the National Federation's role in the Classification process?

The National Federation supports the Player's Classification request, submits Diagnostic Information to IGF, confirms relevant practical arrangements, assists with communication, and helps ensure the Player understands and complies with the process.

2. Who is responsible for submitting Diagnostic Information?

The National Federation is responsible for providing all relevant Diagnostic Information to IGF and ensuring that it is complete, accurate, authentic and relevant.

3. What should the National Federation check before submitting documents?

The National Federation should check that documents are complete, legible, dated, authentic, relevant and, where required, translated into English. It should also check that all information requested by IGF has been included.

4. Can IGF ask the National Federation for more information?

Yes. IGF, the UHC Assessor or the Classification Panel may request additional information from the National Federation where necessary to complete the Classification process.

5. What happens if the National Federation does not respond to an information request?

If requested information is not provided within the required timeframe, the UHC Assessment or Evaluation Session may not be able to proceed. Where an Evaluation Session is suspended, CNC consequences may apply.

6. What should the National Federation tell the Player before an Evaluation Session?

The National Federation should make sure the Player understands the appointment time, location, required documents, permitted attendees, sport attire, equipment requirements, no-recording rule, possible outcomes, and consequences of non-attendance or failure to cooperate.

7. Who arranges an interpreter?

Where an interpreter is required, the National Federation is responsible for arranging and paying for the interpreter unless IGF specifies otherwise.

8. What is a National Representative?

A National Representative is the person accompanying and supporting the Player during the Evaluation Session. The National Representative must not coach, prompt, answer for the Player, interfere with the assessment, or obstruct the Classification Panel.

Frequently Asked Questions

9. What equipment information should the National Federation collect?

The National Federation should collect information about sports attire, golf equipment and Adaptive Equipment intended for competition. This may include descriptions, photographs, modifications, intended use, and any prior equipment advice or decision.

10. What should the National Federation do if a Player's equipment changes?

The National Federation should notify IGF as soon as possible if equipment that was relevant to Sport Class Assessment changes before competition.

11. What should the National Federation do if the Player's medical circumstances change?

The National Federation should consider whether a Medical Review request is required and should notify IGF in accordance with the IGF Classification Rules.

12. Can a National Federation make a Protest?

A National Federation may make a Protest where the IGF Classification Rules allow it. The Rules set out the scope, timing and procedure for National Federation Protests.

13. Does the National Federation receive the Classification outcome?

Yes. IGF provides the Classification outcome to the Player and the Player's National Federation.

14. What Classification information may be public?

IGF maintains a Classification Master List. Sport Class, Sport Class Status and relevant tracking codes may be published in accordance with the IGF Classification Rules.

15. What data protection responsibilities does the National Federation have?

The National Federation should handle Classification-related information carefully, share it only with those who need it for the Classification process, and follow applicable data protection requirements and IGF instructions.

16. What is the most important practical message for National Federations?

Submit complete and accurate information early, keep IGF informed of changes, make sure the Player understands the process, and avoid travel or competition assumptions until IGF has confirmed the relevant Classification outcome or appointment.