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## **Subject: Recommendations for Proper Completion of Documents Uploaded to the Classification Platform**

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### **■ General Document Guidelines:**

- **Single PDF Uploads:**

Documents with multiple pages (e.g. Medical Diagnostic Form (Certificate of Diagnosis)) **must be scanned into a single PDF**. Uploading separate pages can cause confusion regarding document ownership or the diagnosing doctor's identity.

- **Verify Athlete Identity:**

Always **double-check** that each uploaded document corresponds to the **correct athlete**. We continue to see instances where documents of different athletes are mistakenly uploaded.

- **Translation Requirement:**

**All documents must be translated into English** prior to uploading.

- **Relevant Documents Only:**

Please upload **only documents pertinent to the athlete's classification**, such as:

- Certificate of Diagnosis
- Consent for Classification
- Relevant Medical Records
- Test Results that support the Medical Diagnosis

- **Signatures and Dates:**

Ensure **all forms are properly signed and dated** in the designated sections.

- **Legibility of Handwritten Forms:**

If completing forms by hand, the writing must be **clear, legible, and free of corrections or cross-outs**.

## Medical Diagnostic Form (Certificate of Diagnosis) – Specific Guidelines:

- **Athlete's Details:**

Complete all fields as thoroughly as possible.

- **Medical Diagnosis – Health Condition:**

- Write the full medical diagnosis in clear terms.
- **Do not use codes or abbreviations.**
- This field should state the **diagnosis**, not a list of impairments.

- **Body Part(s) Affected or with Limitations:**

- Ensure accurate topographical descriptions.
- This must align with the medical diagnosis provided.

- **Impairments Arising from the Health Condition:**

- List only the **impairments directly related** to the health condition.
  - These should be consistent with the athlete's **expected sport class**.
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## Consent for Classification – Specific Guidelines:

- **Research & Data Sharing Authorization:**

- Please ensure that, if agreed, the two small checkboxes near the end of the form (on the left-hand side) are **marked**.
- These pertain to:
  - Authorizing World Boccia to use data for **research and education**.
  - Authorizing World Boccia to share Athlete Evaluation details with the **National Federation**, if required.

- **Final Section Completion:**

- **All boxes at the end** of the form must be completed fully.
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