

CLASSIFICATIONS ADVISORY GROUP – TERMS OF REFERENCE

1. INTRODUCTION

The Classifications Advisory Group (CAG) has been mandated by International Rugby League to maintain and continually develop a classification system that minimises the impact of impairment and enables fair and equitable competition of players in physical disability and other forms of disability rugby league.

2. PURPOSE & OBJECTIVE

- 2.1 To advise on strategic direction and leadership of the international classification process. This includes the delivery of classification activities, development of policies and procedures, and the planning for future development.
- 2.2 Develop, administer and monitor a transparent classification system for players in disability rugby league.
- 2.3 To consult with and take direction from competent advisory groups, including but not limited to IRL Physical Disability Advisory Group (PDAG).
- 2.4 To manage the training, certification, and appointment of competent classifiers to ensure a robust classification process is available to players in all federations.
- 2.5 Keep up to date with relevant knowledge of classification systems and governance to update the classification framework as required through CPD opportunities.

3. MEMBERSHIP

- 3.1 Following a transition period, that will expire approximately 18 months following the adoption of these terms of reference, and thereafter, the membership of CAG will comprise international classifiers from the existing classifier cohort and non-classifier representatives (see section 6).
- 3.2 Membership should reflect a range of classifier expertise (this will include members from different classifier levels, and medical specialties, including neurology, physical rehabilitation and technical classifiers). Non-members may be invited to attend CAG meetings if necessary and agreed upon by members of the advisory group. Non-members have no voting rights. Additional members can be co-opted with the agreement of CAG if required.

4. MEMBERSHIP APPOINTMENT

- 4.1 Individuals meeting the membership criteria will be invited to apply to become a member of the IRL CAG through an expression of interest process. Existing CAG members will also be required to submit an expression of interest if they wish to be re-elected.
- 4.2 Expression of Interest applications should be seconded by at least two people (i.e. another international classifier and/or by national federation or confederation).
- 4.3 Following the expression of interest process during the transition period, the existing CAG members will appoint new members to CAG to ensure that the advisory group is comprised of individuals with the necessary skills, knowledge, and experience to fulfil its purpose and carry out its roles and responsibilities. If there are gaps in the expertise of the group following the expression of interest process, the existing CAG members can seek to co-opt suitable individuals with the agreement of the CAG Chair and Head of Classification.



5. MEMBERS ROLES AND RESPONSIBILITIES

- 5.1 Overseeing the operation of the international classification processes.
- 5.2 Advise on strategic direction of classification.
- 5.3 Advise on the development and implementation of relevant international classification policies, procedures, and activities
- 5.4 Provide expert advice within the areas of competency they are representing within the group.
- 5.5 Offer insight and identify new opportunities.
- 5.6 Contribute to decision making and share responsibility for the advisory group's decisions.
- 5.7 Managing decisions on eligibility for complex cases
- 5.8 Reviewing Medical Diagnostic Forms, international medical review requests, protests, and appeals.
- 5.9 Notifying IRL of any accusations of "intentional misrepresentation" of a Player's disability. Intentional misrepresentation shall be considered an offence under IRL operational rule 13.

6. OPERATING GUIDELINES

- 6.1 The independent Chair will be appointed by IRL for a period of up to two years, reviewed on an annual basis. Any change to the Chair before the end of a two-year term can only be effected by a unanimous vote of the other members and then approval by the IRL Board.
- 6.2 CAG will consist of the following Members:
 - Independent Chair, appointed by the IRL.
 - MEDSCO representative
 - Player representative
 - Up to two Asia Pacific Rugby League classifiers
 - Up to two European Rugby League classifiers
 - Head of Classification
 - Chief Classifier
 - Physical Disability Advisory Group representative
- 6.3 The term of office for members shall be a period of up to two years, reviewed on an annual basis by CAG and/or IRL. Any change to a member before the end of a two-year term can only be effected by a majority vote of the other members and, in the case of the Head of Classification and Chief Classifier, must be approved by IRL Board.
- 6.1 Upon expiration of a two-year term, a Representative can be re-appointed for a further two-year term.
- 6.2 The Advisory Group, at its discretion, will strive to stagger the re-appointment of members, to ensure stability and continuity are balanced with a regular inclusion of fresh ideas and new perspectives.
- 6.3 Each member shall each have one vote, although, in the event of a tie, the Chair will have the casting vote.
- 6.4 Quorum of meetings will be four members and must include the Chair
- 6.5 Meetings will be called by the Chair, with a notice period of not less than ten working days.
- 6.6 The CAG shall also appoint a secretary to co-ordinate meetings, circulate agendas, record minutes and tend to any administration arising from the committee's





decisions. The secretary shall be a non-voting member, although it is permissible for a member to concurrently assume the position of secretary.

- 6.7 From time to time, and upon invitation by the CAG, other members of the IRL, its representatives, international competition organisers or other experts may attend the committee in a non-voting capacity.
- 6.8 Meetings will take place as and when required, using technology such as video and conference calling. There will be a minimum of four per calendar year.
- 6.9 All members shall abide by the Code of conduct, which they shall have read and signed, and breaches of the code may lead to removal from the group. Members who do not attend three consecutive meetings will be considered for removal.

7. ORGANISATION

- 7.1 Minutes from the meetings shall be taken and circulated to the group in a timely fashion after the meeting.
- 7.2 Presentations and reference papers discussed in a meeting will be circulated immediately following the meeting if not already circulated.
- 7.3 An action log will be created and presented at each meeting to record the progress against identified actions arising from previous meetings.

8. REMUNERATION

CAG members will not receive remuneration, however, IRL will pay all authorised out of pocket expenses.

9. SCOPE

- 9.1 CAG shall conduct its business in line with the IRL constitution and operational rules.
- 9.2 CAG is an advisory body without executive power.

10. Amendments, Modifications or Variation to the Terms of Reference

Proposals to amend, these terms of reference may be made in writing after consultation and agreement by the advisory group members. Any amendments must be ratified by the IRL Board. An automatic review of the terms of reference will take place once a year.

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