



## **IPC Sport Data Management System User's Guide**

**Version B – National Paralympic Committees (NPCs)**

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### **International Paralympic Committee**

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## Document History

Version	Date	Comments
4.2	Jan 2017	Change in wording regarding need of signatures for IPC Eligibility Agreement
4.1	Dec 2016	Update of IPC Licensing Programme
4.0	Aug 2015	Full review in connection with the launch of SDMS 4.0; sub-versions updated
3.0	Apr 2014	Review of all sections
2.1	Nov 2012	Completed guide for all SDMS sections; sub-versions for specific user groups extracted
2.0	Dec 2010	Extensive update and review of the NPC user guide for new SDMS 2.0
1.0B	Dec 2008	NPC specific user guide with focus on registration and licensing
1.0	Nov 2008	Initial document for SDMS 1.0 created by ATOS



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# 1 Introduction

This chapter provides an introduction to the IPC Sport Data Management System, henceforth called SDMS.

## 1.1 Objective

This document describes all important functionalities of the IPC Sport Data Management System (SDMS), a web-based application designed to securely capture, store and retrieve athletes' data, results, rankings and records that have been submitted by National Paralympic Committees (NFs) and verified by the respective Para sport committee. This manual is targeted to national member federations of the the International Paralympic Committee (IPC) and aims to assist the users in the following areas of the system:

- Participant Management (e.g., athlete registration, biography capture, sport class assignment)
- Classification Management (e.g., confirmation of classes, classification file upload and review)
- License Management (e.g., athlete license application and payment)
- Competition Management (e.g., competition data, process preparations)

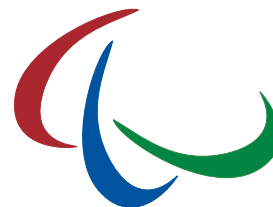
This manual is provided in different versions to different user groups, as described in chapter1.2.

## 1.2 Versions of the SDMS Manual

Specific user groups of the application have access to a limited number of screens and functionalities. For better targeting the user's search for information, several versions of the SDMS manual are published to specifically focus the processes each user group needs to be aware of.

- **Version A** (this one) – A full document containing (almost) all sections of SDMS for overall information for everyone interested in the data processes
- **Version B** – Registration & Licensing for National Paralympic Committees and IPC
- **Version C** – Handling of classification data for Classifiers and IPC
- **Version D** – Competition, Results, and Rankings for IPC

Versions B to D have the same content structure as Version A for better cross-references, but unimportant sections are excluded for the respective user group.



### **1.3 Structure of the SDMS Manual**

The current chapter describes the general objective of this manual, its different existing versions and structure as well as briefly summarizes the history of SDMS development.

The second chapter explains how to get an account for SDMS, how to access this central IPC database, the navigation through the application, the menu bars, general usages of search forms, and buttons appearing on several pages. Please read this chapter if you are not experienced with high security applications in general or with SDMS in specific.

General requirements and regulations of registration and licensing are outlined in chapter three reflecting the cover letter and fact sheets which are annually sent around to the IPC registered main contact persons of the NPCs.

In all following chapters (5 – 9) beginning with the initialization of SDMS (chapter four), each main menu item of SDMS is considered. The menu sub-structure is reflected by the respective chapter structure for easy navigation and reference.

An exact step-for-step instruction for registration of athletes (chapter five) and license application and payment (chapter six) supports the user to fulfil the requirements and follow the process efficiently.

Chapters seven includes the processes related to hosting an IPC competition, in particular regarding application of competition approval.

The application produces a set of customisable reports for overview of the stored data. These reports are described in chapter 9.

For consistent numbering, chapter 4 is left out of this document. These assist IPC users with initialisation of the system and competition scheduling.

At the end, some chapters in this document's appendix cover a glossary, related documents, forms, and flow charts which the various chapters and sections of this guide refer to and are especially important for National Paralympic Committees.

### **1.4 Historical Background**

Alongside the fast growing size of the Paralympic Movement, in 2007 the IPC discovered the need of a database solution for the IPC governed sports including the introduction of an IPC Licensing Programme to offer a comprehensive global registry of active athletes by sport.



The first version of SDMS was launched for January 2009 in the sports of Para athletics and Para swimming plus the newly introduced IPC Licensing Programme for all five summer sports that are governed by the IPC. About 70 NPCs registered and licensed 3,000 athletes in both sports. With help of this storage of information it does not only allow a faster and more accurate calculation and presentation of data, but also acts as a tool to specifically find out potential or obvious needs for further developments (countries & sports) within the Paralympic Movement.

In January 2010, SDMS was opened for the remaining IPC summer sports, namely Para powerlifting, Shooting para sport, and Para dance sport. In total, 6,000 athletes in all five sports were licensed for 2010, just in athletics and swimming, the number of licensed athletes increased by 1,600 to 4,600.

Additionally, the registration and licensing programme already running in all three IPC winter sports (para Alpine skiing, Para Nordic skiing, and Para Ice hockey) for several seasons was implemented in SDMS in July 2010 for the following season 2010/11, increasing the number of licensed athletes by additional 1,000.

The change of the licensing structure in the summer sports as well as the global collected experience of two years in handling SDMS and the related procedures came up with the second version of SDMS launched in December 2010. The new structure and layout increased the degree of flexibility for all processes realized inside the application, NPC and IPC related ones, and publishing data to the IPC Website live from SDMS to avoid any kind of redundancy. SDMS has become the central tool for athlete's data, classification, competition calendar, achieved results, confirmed records, and calculation mechanism of rankings and qualification lists for major events.

At the same time, first versions of an entry system, simplifying the entry by name process, for the IPC Swimming World Championships 2010 (Eindhoven, Netherlands) and the IPC Athletics World Championships 2011 (Christchurch, New Zealand) were developed and directly based on SDMS data. That leads to the clear separation between personal and classification related data in SDMS and the entry data in the new module which considered the personal information and classification including the recognised qualification performance to accept or deny entries to a competition automatically. NPCs have been immediately aware of missing steps on their side beforehand (e.g., to license an athlete), the quality of data has increased, and the data exchange protocols with the IT provider on competition site is simplified.

While the initial versions of the entry system were competition-based, the first official EBS version was launched in July 2011 applicable to all competitions, and from now on used for all major competitions in IPC summer sports, and all races in Alpine and Nordic skiing.

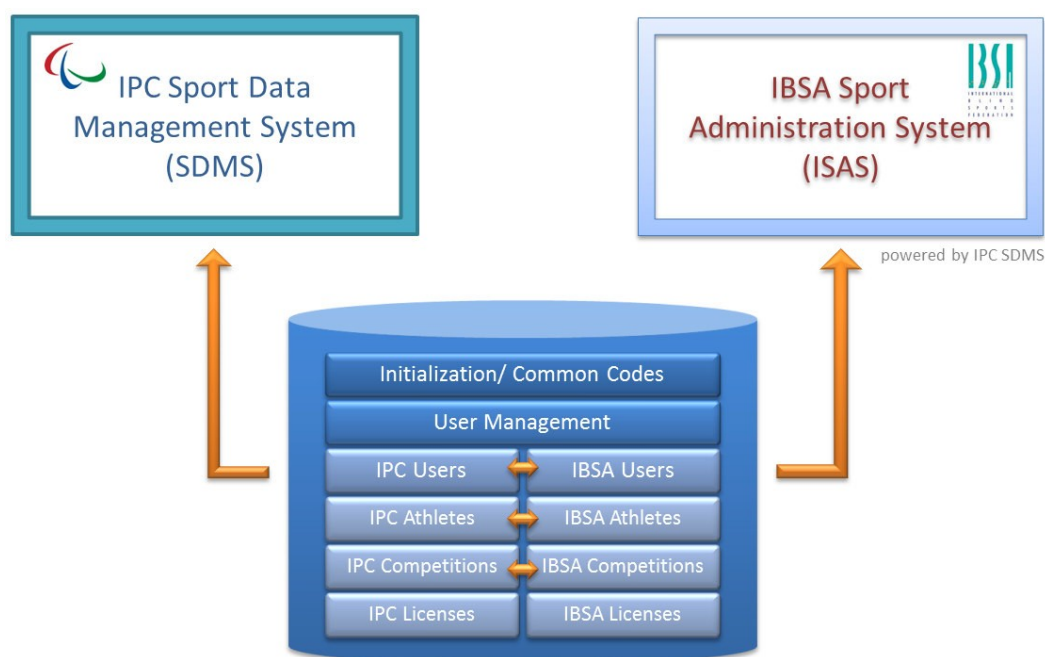




In July 2012 and October 2012, respectively, SDMS 3.0 and EBS 2.0 were launched, mainly with more technical improvements and new layouts.

A major relaunch of the application was carried out in 2014 and 2015, with SDMS 4.0 launched on 3 June 2015. This upgrade was based on up-to-date web application paradigms which offer increased security and streamlined introduction of new features.

Additionally, a version of SDMS developed for the International Blind Sport Federation (IBSA) was launched on 1 January 2015. This system, called IBSA Sport Administration System (ISAS) is integrated with SDMS so that National Paralympic Committees who are also member federations of IBSA can use their SDMS account details in ISAS and transfer between the two applications.



**Figure 1.1:** Centralized SDMS Database with two applications in different layouts. The double-arrows in the database graphic illustrate potentially overlapping entities.

## 1.5 Prospective Developments

As the Paralympic Movement is fully dynamic and extensively growing, IPC regularly reviews all kind of rules, regulations, and policies to ensure a smooth business and administration in the back of house to let its clients focus on the sports and athletes. Updates, changes, or new rules are implemented as soon as possible in the relevant applications.



## 2 SDMS Website, Layout, and Functionalities

Some general information about the access to SDMS as well as an overview of the structure and general functionalities and tools are outlined in the next chapter.

### 2.1 Access to SDMS

#### 2.1.1 SDMS Website

As being an online application, the IPC Sport Data Management System is accessible on the Internet by inserting the following URL in the browser of your choice

<http://www.paralympic.org/sdms>

You can also use the dedicated database server URL (as of December 2016, the paralympic.org domain redirects to this)

<https://db.ipc-services.org/sdms>



Figure 2.1: SDMS Login Page



## 2.1.2 Recommended Browsers

It is recommended to use most modern and widely used browsers with recent updates installed in order to ensure stable functionality and security. SDMS runs best under Firefox (current version 50) and Google Chrome (version 54). Users of Internet Explorer (version 7 or higher) shall regularly update and inform about potential general security issues and either care for a stable version or look for alternatives. Additionally, JavaScript has to be enabled for correct functionality of SDMS.

## 2.1.3 Account Request

Currently, there are four main user groups defined. The most important client group are the National Paralympic Committees (NPCs). Additionally, recognised classifiers have temporary access to the classification section to read out or even change information. Last, but not least, the IPC Management Team runs all remaining procedures and supports the NPCs and classifiers. Besides those three groups, there are several individual temporary accounts opened for various purposes.

Please share your personal account details with any colleague only if you take on full responsibility for all actions performed through your SDMS account.

### 2.1.3.1 NPC Account

Each NPC obtains one (1) SDMS account (**primary user**) to access all athletes in all IPC Sports stored in the system. This primary account must be designated to an employee of the National Paralympic Committee. Additionally, IPC may grant one (1) **additional sport-specific account**. These accounts may be used by employees of the NPC or any national sport federation in order to decentralize the obligation of athletes' registration and licensing. An individual person may hold two or more sport-specific accounts.



#### *How To: Apply for an SDMS NPC account*

- 1) Download the NPC Account Request Form for SDMS. The recent version is attached to this document's appendix.
- 2) For the primary user, tick 'no change' if the user remains the same, 'update' for a change of email address or 'new/replace' for replace the responsible person.
- 3) For a sport-specific account, insert the sport(s) and tick 'new/replace'.
- 4) Get the document signed by the president or secretary general of the NPC and send it back to the SDMS Administrator as indicated on the form.
- 5) The SDMS Administrator will send out individual emails to each designated person with his/her personal username and password.

#### *How To: Change or update an SDMS NPC account*

- 1) Download the NPC Account Request Form for SDMS.
- 2) For the primary user, tick 'no change' if the user remains the same, 'update' for a change of email address or 'new/replace' for replace the responsible person.
- 3) If one or more sport-specific accounts change, tick 'new/replace' for an entire replacement of the responsible person or 'update' for change of email address.
- 4) Get the document signed by the president or secretary general of the NPC and send it back to the SDMS Administrator as indicated on the form.
- 5) The SDMS Administrator will send out individual emails to each designated person with his/her personal username and password. If an account has been removed in order to create the new one, the previous user will be informed about the new status.

'New/Replace' always leads to the creation of a new username if the individual responsible person has changed. In contrast, 'update' keeps the username as long as the responsible person does not change but only his/her contact details or organization/position.

If a National Paralympic Committee user wishes to use their login details in a sister application developed for other sports federations within the Paralympic Movement – e.g. the IBSA Sport Administration System – they should submit such a request by email to [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org).



## 2.1.4 Security and Passwords

SDMS is a password-protected application. This protection requires high standard beginning with usage of *strong* passwords. Strength of a password is primarily defined by its length and its used character set. To find a compromise between security and user-friendliness, a password for SDMS and all its related modules requires

- ✓ Minimum length of eight (8) characters,
- ✓ At least one (1) lower-case letter [a-z],
- ✓ At least one (1) upper-case letter [A-Z],
- ✓ At least one (1) numeric character [0-9],
- ✓ At least one (1) non-alphanumeric character out of the set [!\_ %#? - @ = \$ & +].

As it is recommended for all Internet applications like amazon, SDMS automatically reminds the user to change his password when one year after last password change have passed.

Your account is automatically disabled after five sequential failed login attempts.

However, the user can re-open his account on his own by using the password reset tool. Instructions are given below.

*How To:* Change your password

- 1) After you have entered the application, go to **Edit Password** at the upper right corner of SDMS. This screen automatically opens after the one year expiry period.

Figure 2.2: SDMS Password Editor



- 2) Enter your current password in the first field. Enter your new password in the second field, then repeat it. The new password is automatically controlled against the password requirements; if the password does not meet the requirements, the field changes colour to red and saving the new password will not be accepted. Confirm your new password and submit.

#### **How To: Reset password when you have forgotten it**

- 1) Click on **I forgot my password** or use the menu bar **User Management > Password Reset**.
- 2) Fill out the form by inserting your username and email address which had been registered with your account.
- 3) After submission, you receive an automatically generated email with a link to allow you to reset your password (Figure 2.3). Check your spam folder if can't find the message in your inbox.
- 4) Once you click the link, your web browser will open with a page where you can input your new password (Figure 2.4). Please note that this page will expire after 15 minutes.
- 5) You will then be redirected to the SDMS login page, and you may now enter the application with the new password.

Dear xxx,

A password reset request was sent to the IPC Sport Data Management System. If you did not request a password reset, please ignore this email and login with that password you have been using before.

In order to set a new password, please click the following link. **The link will only be valid for the next 15 minutes!** Exact expiry is 12:44:02 (Bonn time) or after your next successful login, whatever comes first.

---

<http://sqlserver/sdms/app/passwordReset/token/812H%7EfjwLPEyKBc61494O4BGcpCQaTPY>

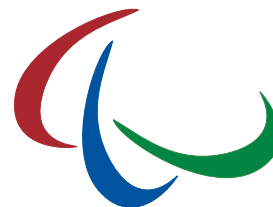
---

The application will guide you through the process to enter your new password. Once completed, you can access the IPC Sport Data Management System as usual. For further comments, questions or any technical support, please do not hesitate to contact us at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org).

Kind regards,  
SDMS Administrator

---

**Figure 2.3: Robot-generated email**



[Home](#) » [Password Reset](#) » New Password

## Password Reset - New Password

Please enter your new password and confirm it while respecting the following password requirements:

- Minimum length = 8 characters
- At least one capital letter [A-Z]
- At least one lowercase letter [a-z]
- At least one numeric character [0-9]
- At least one special character [!\_#?~@=\$&+]

\* When the counter is down to zero, any attempt to submit the new password will fail. In this case, please go back to the [password reset form](#) and repeat the process. This is for own account's protection.

Time Remaining	875 seconds
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
	<input type="submit" value="submit"/>

Figure 2.4: SDMS Password Reset

Passwords are stored encrypted. That means that no one, even not the SDMS Administrator can read out your password. Same security standard is applied to other sensible information, such as medical forms uploaded as PDF.

SDMS logs you out after a certain set time (10-60 minutes) of inactivity. This counter applies to each window or tab of your web browser independently from each other; but once your session is deleted in one of these tabs, your access in all of them is denied unless you re-login. That shall reduce the risk that a stranger with access to your terminal manipulates the data through your account with your knowledge. Especially in a public environment, it is highly recommended to click **Logout** when you finished your work in SDMS.



## 2.2 Header Tools

The header of SDMS and any of its modules consists of three sections. When the user is logged in, the user information field reflects username, last login, and the remaining time before the user session is automatically deleted.

The secondary menu bar is located at the upper right corner.



Figure 2.3: Secondary Menu Bar

Following options are available:

<b>Home</b>	Go back to the start page.
<b>Sitemap</b>	Shows all pages your user can access, sorted by menu item.
<b>SDMS Manual</b>	Open the SDMS Manual (by default: Version B for NPCs).
<b>Edit Password</b>	Open the password editor (see chapter 2.1.4).
<b>Logout</b>	Conduct a user logout.

The primary menu bar allows the access to all various sections of SDMS the user is granted to and is located below the user information.

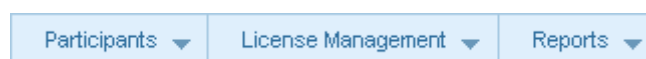
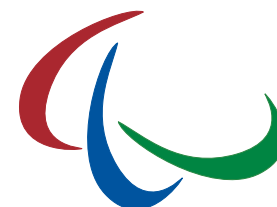


Figure 2.4: Primary Menu Bar

Currently, six main sections divide the application, they are:

<b>Initialization</b>	Basic data like regional information, sport structure, and season data
<b>Participants</b>	Athletes/Guides registration, classification, doping, duplicate control & handling
<b>Licenses &amp; Invoices</b>	License packages, license overview, invoices, license cards
<b>Competition Management</b>	Internal IPC Sports Calendar and officials database
<b>Reports</b>	Classification and license reports
<b>User Management</b>	User roles, groups, individuals, permissions





## 2.3 Search Forms & Results Matrix

Each section handling one particular data entity of SDMS, e.g. sports, events, organizations or athletes, has a search functionality to target the user's data.

The search page in turns offers a results matrix with an input row for the search criteria. When a new section is opened, the current criteria are automatically applied, along with the user's permission criteria (for example, an NPC user for Germany will only receive search results about German athletes), and the results are displayed. Generally, the search returns all relevant results when initially opened, and the current criteria can then be modified. When changing the drop-down boxes, the search is automatically reset, while when changing text boxes, users must refresh or press the *Enter* (return) key on their keyboard.

<input type="checkbox"/>	ISO Code ↕	IOC Code	Name	Area [km²]	Inhabitants	Capital
<input type="checkbox"/>	<input type="text" value="x"/>	<input type="text" value="x"/>	<input type="text" value="x"/>			<input type="text" value="x"/>
<input type="checkbox"/>	ABW	ARU	Aruba	193	103,100	Oranjestad
<input type="checkbox"/>	AFG	AFG	Afghanistan	647,500	29,150,000	Kabul
<input type="checkbox"/>	AGO	ANG	Angola	1,246,700	18,498,000	Luanda
<input type="checkbox"/>	AIA		Anguilla	91	13,600	The Valley
<input type="checkbox"/>	ALA		Åland Islands	13,517	27,700	Mariehamn
<input type="checkbox"/>	ALB	ALB	Albania	28,748	3,195,000	Tirana
<input type="checkbox"/>	AND	AND	Andorra	468	84,100	Andorra la Vella
<input type="checkbox"/>	ANT	AHO	Netherlands Antilles	800	197,000	Willemstad
<input type="checkbox"/>	ARE	UAE	United Arab Emirates	83,600	8,190,000	Abu Dhabi
<input type="checkbox"/>	ARG	ARG	Argentina	2,766,890	40,134,000	Buenos Aires
<input type="checkbox"/>	ARM	ARM	Armenia	29,800	3,299,000	Yerevan
<input type="checkbox"/>	ASM	ASA	American Samoa	199	65,600	Pago Pago
<input type="checkbox"/>	ATA		Antarctica	14,000,000	1,000	
<input type="checkbox"/>	ATF		French Southern and Antarctic Lands	439,781	140	Port-aux-Français
<input type="checkbox"/>	ATG	ANT	Antigua and Barbuda	440	85,600	Saint John's

Figure 2.5: Search Results Matrix of Countries (Initialization > Regional Data > Countries)

Users specify their search parameters by entering text or selecting items from the dropdown search fields. Each search field only allows for entries with fewer or the same number of characters defined in the database structure.

The reset button  resets the search to its initial parameters. If you need to clear the grid of all parameters, use the clear grid button in the bottom row.








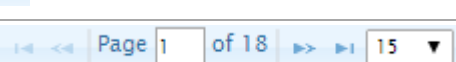









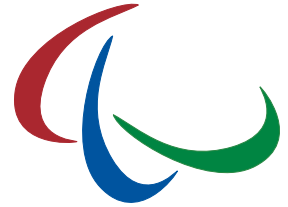
Users specify their search parameter by entering text or select items from the dropdown search fields. Each search field only allows for entries with fewer or the same number of characters defined in the database structure.

In the result of each search conducted the information is displayed in columns and rows (a search results matrix). Users may manipulate the width of each column, change the order of the columns by drag-and-drop and sort by a column according to need. The current sorting column is indicated by a downwards (ascending) or upwards (descending) pointing triangle.

If you wish to remove or clear a search criterion, click the cross next to its drop down box or text field. The application treats most text searches as asking for text strings that 'contain' the supplied text, rather than exact matches.



The footer consists of several icons for handling the data or page through the full set of data, as shown in the table below:

	Deletes the selected row(s). On attempt to delete data which is related to other information or entities, an error message appears.
	Reloads the grid.
	Clears the search parameters.
	Manipulate order and number of columns supported by a small interface. Hidden columns which do not fit in the default view can be added here if necessary.
	Prints all data based on search criteria and column selection and order in one new window.
	Exports all data based on search criteria and column selection and order into an Excel file.
	Save grid settings for later, will be used as default settings until reset or overwritten
	Tools to select matrix pages.
	Go to first page.
	Go to previous page.
	Go to next page.
	Go to last page.
	Direct page selection: change page number and press 'Enter'.
	Changes the number of rows per page.
	Shows current position and total data rows based on search criteria.



Each row in the matrix represents one data set with some basic information.


- That row the mouse cursor is just selecting is highlighted in light blue.
- To select a row for deletion or other actions in specific sections, the user ticks the box on the left hand side. Selected rows are highlighted in yellow.
- When a data row is clicked, the detail page opens to review and manipulate. Some screens do not have a detail page; in that case, clicking selects the row.

Underneath the search results matrix, two buttons duplicate the functionality of icons in the matrix footer, namely the **Delete** button (same as ) and the **Grid Export** button (same as )



When the detail page is opened, you can go back by clicking **Back to Search Results**. This button re-applies the search criteria and opens the previous search results matrix page. Additional buttons on the detail page open a blank form to create a new data set (**Add New X** or **New**), save, refresh, delete, or clear the loaded detail page. Further buttons designed for a specific detail page are described in the respective chapters of this guide.



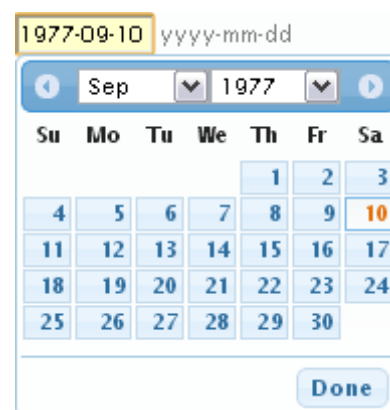
## 2.4 Data Fields

Search criteria forms, entity detail pages and similar generally are simple HTML forms and are composed of free text fields, drop down menus, radio, and tick boxes. Each field is labelled according to its value behind. Some fields have prepended a small blue info icon  which contains more explanations and regulations about the field and its content when clicked.

SDMS has a few additional functionalities or tools behind the fields the user must be aware of:

- *Mandatory Fields* – Fields with a light yellow background are mandatory. Leaving such a field blank upon submission will cause an error, and the data set won't be saved unless the field has a valid value.
- *Value Validity Control* – Each field is subject to a set of specific rules. These rules might consider value length (number of characters), value type (integer, float, text, ...) or even specific value formats (dates, NPC Code, ...). On validation failure, an error is thrown.
- *Files* – When a file upload becomes necessary, the file is checked against the maximal file size (in bytes) and file format (photos, PDFs). Photos, in particular, are additionally reviewed for potential limits in image size (in pixels).
- *Character Sets* – As the only language in SDMS is English, all names and other information shall be written in English language and using the English (Latin) alphabet. Most of the fields allow extended Latin characters (like ä, ß, ë, ç) even if not recommended; particularly, names should be supplied using the 26 characters of the English alphabet. Other writing systems (Greek, Cyrillic, Chinese etc) are not supported by SDMS on purpose; exceptions are clearly indicated.
- *Date Field* – The standardized date field format is yyyy-mm-dd (year – month – day). When a date field (e.g., athlete's date of birth) is focussed, a small calendar tool appears to facilitate the date format. Drop down boxes on top opens the respective sheet per month and year. The buttons  and  scroll through the calendar by month. Currently selected date is highlighted in orange. This small window closes automatically when a date is selected, the button **Done** is clicked or another field is focussed.

In some date fields, minimum and maximum dates are set up. The calendar tool for those fields only displays the acceptable date range.





## 2.5 Assigning Items

Some individual elements of SDMS contain lists of other elements; for example, a competition in athletics would have a list of all the events taking place at the competition. Adding and removing items from such lists is done through two search forms named Available and Assigned, and items are assigned and removed by selecting them by checkbox and then clicking the Assign or Remove arrow.

Search parameters for  
'available' athletes

2004 Athens Paralympic Games > Athletics

Search parameters for  
'assigned' athletes

The screenshot displays two side-by-side tables for managing athlete assignments. The left table, titled 'Available', lists 10 athletes with columns for ID, Family Name, Given Name, Birth, and NPC. The right table, titled 'Assigned', lists 10 athletes with the same columns. Both tables have a search bar at the top and a checkbox in the first column of each row. A red circle highlights the checkbox in the first row of the 'Available' table. A red arrow points from the text 'Search parameters for 'available' athletes' to the search bar of the 'Available' table. Another red arrow points from the text 'Search parameters for 'assigned' athletes' to the search bar of the 'Assigned' table. At the bottom of the 'Available' table is an 'Assign →' button, and at the bottom of the 'Assigned' table is a '← Remove' button. Below the 'Available' table, there is a note: 'Check boxes to select or deselect items'.

	ID	Family Name	Given Name	Birth	NPC
1	1618	Pototschnig	Alexander	1998-08-02	AUT
2	1654	Abdelsemia	Mahmoud	1983-02-21	EGY
3	1656	Abdullahi	Ayuba Cheledi	1989-12-02	NGR
4	1659	Abouchari	Ibrahim	1978-01-25	MAR
5	1662	Acunto	Carmen	1972-08-11	ITA
6	1666	Adomaitiene	Ramune	1968-11-05	LTU
7	1667	Aguilar	Jesus	1963-05-14	VEN
8	1668	Ahishakiye	Leonidas	1988-11-18	BDI
9	1669	Aidi	Hania	1977-12-10	TUN
10	1671	Aissaoui	Mohamed	1980-11-07	ALG

	ID	Family Name	Given Name	Birth	NPC
1	1653	Abd-Elattif	Hossam Eldin	1971-01-01	EGY
2	1663	Adams	Jeff	1970-11-15	CAN
3	1665	Adesoji	Adekunle	1981-10-24	NGR
4	1675	Abdelaziz	Amer Ali Mustafa	1976-05-17	JOR
5	1679	Ala Aho	Tiina	1967-09-19	FIN
6	1685	Ali	Ibrahim	1974-01-01	EGY
7	1690	Almada	Mariela	1980-11-03	ARG
8	1703	Alves	Maria Jose	1977-03-10	BRA
9	1710	Amooaghaei	Mohsen	1981-01-01	IRI
10	1714	Andrews	Daniel	1981-08-13	USA

Figure 2.6: Assigning Competitors Screen

Figure 2.6 shows an assignment screen, for defining a list of athletes related to a particular guide. The 'assignee' which will store the items the user assigns is shown in green, while the athletes to be assigned are listed on the search form. The lists of available and assigned can be further restricted by entering search criteria as in other search forms.

It is also possible to assign using drag and drop functionality; click and hold the row with the record and drag it to the correct table.



## 2.6 File Attachments (technical requirements)

General requirements for upload of files to SDMS are outlined here. Following types of documents might or must be attached under certain criteria. Attempts to upload files exceeding maximum file size (in bytes) or wrong file formats will cause an error.

- **IPC Eligibility Agreement, Copy of Passport/ID Card & IPC Nationality Validation**

To be submitted as PDF file not exceeding 1.25 MB. The quality of the scan should ensure that all information is legible. A few NPCs may submit the documentation in hardcopy but are encouraged to submit them electronically via the SDMS.

- **Classification Document (e.g. Medical Diagnostic Form)**

To be submitted as PDF file not exceeding 5 MB. The quality of the scan should ensure that all information is legible. The regulations regarding sending classification relevant documents in hardcopy to the IPC can vary between the sports. The responsible Para sport Manager has to be contacted in this regard for more details.

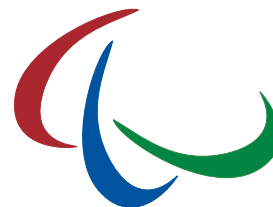
- **Photo**

Must

- ✓ Be recent and allow for easy recognition of the individual,
- ✓ Be plain white or light blue background with good contrast against the person (face and hair),
- ✓ Not include headgear, dark glasses and hair bands on the individual, except for religious or medical reasons,
- ✓ Have the head of the individual looking face-on,
- ✓ Either be scanned and saved as JPG (preferred), GIF or PNG in medium or high quality. Width-to-height ratio is less than 10:11; file size must not exceed 250 KB.

If the photo is submitted in hardcopy, minimum size of the photo must be 35mm x 45mm and include the name and the ID, if known, of the individual on the back.

Photos are only used for license cards. Hence, any uploaded photo is automatically resized to a maximum height of 256 px and a maximum width of 176 px. The user does not need to resize the photo in advance.



## 2.7 Error Messages and Notices

The application informs the user about the success or error on his actions in any screen or data set. These messages appear at the top of the application, underneath the primary menu bar.

White notices on blue background report on the successful actions like submission of data, creation, update, or deletion of a data set, creation of a new invoice etc.

Data set is successfully saved.

On the other hand, red messages indicate that the intended action was not successfully performed to prevent that incorrect data are stored or data sets removed which are associated with other important data sets.

Passport/ID Card No cannot be blank.

A yellow warning message is displayed when the user's action could cause database integrity issues. Usually, the user's action is not carried out.

The permission type '%' which grants full access cannot be removed.

Notices to the user vanish after a short time; they can also be clicked on to remove them immediately.

Reasons for an error are manifold, the most common errors are

- Mandatory fields were not filled.
- Attached files do not meet the requirements (see chapter 2.5).
- The field value has not the right content or format (see chapter 2.4).
- An essential data set (like an athlete) is attempted to be deleted although other essential data sets (like licenses, results, or records) are associated.
- User credentials were incorrect on login attempt (see chapter 2.1.4).

In the data set detail pages, the values that the user changed or included are stored from the previous submission, except file selections from the user's local terminal for security reasons.

Most of the cases can be resolved by the user reading and applying the instructions of the error message. When an unclear or cryptic error message appears, please contact the SDMS Administrator for explanation and support to fix the issue.



## 2.8 Language Specific Letters

As English is the language of the International Paralympic Committee (IPC), only letters from the English alphabet in Latin writing as well as Arabic numbers shall be used. This especially applies to proper names of athletes.

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
a	b	c	d	e	f	g	h	i	j	k	l	m
n	o	p	q	r	s	t	u	v	w	x	y	z
0	1	2	3	4	5	6	7	8	9			

Accents, umlauts, or other language specific letters or characters are not permitted. The following table shows which English letter shall be used for some examples of language specific characters (linguistic transcription):

À Á Â Ã Ä Å à á â ã ä å	>	A, a
Æ æ	>	Ae, ae
Ç ç	>	C, c
È É Ê Ë è é ê ë	>	E, e
Ì Í Î Ï ì í î ï	>	I, i
Đ đ	>	D, d (or Dh, dh)
Ñ ñ	>	N, n
Ò Ó Ô Õ Ö Ø ò ó ô õ ö ø	>	O, o
Ù Ú Û Ü ù ú û ü	>	U, u
Ý ý	>	Y, y
Þ þ	>	Th, th
Š š	>	S, s
Ž ž	>	Z, z

In addition to that, the standard set for punctuation (English grammar) is allowed. For names of persons, only two characters are allowed: the hyphen/dash for names combination (like for Muller-Smith) and the standard apostrophe (like in D'Andrea).

On purpose, SDMS does not store characters in other writing systems. On attempt to store Greek, Cyrillic, Arabic, Chinese etc. characters, only question markers or white boxes return. Only a few fields allow storage of such writing systems this guide will point out in these particular cases.





## 3 IPC Licensing Programme

This chapter summarizes the most important information about the requirements and steps of the IPC Licensing Programme and its relation to rankings and qualification purposes and shall only support the understanding of the letter which is sent out to all National Paralympic Committees before the beginning of the new summer or winter season.

### 3.1 Intention

Excerpt from the letter ‘2009 IPC Athletics Athletes License Registration Process’, sent out by David Grevemberg in December 2008:

“[...], it is the IPC’s intention to create a comprehensive global registry of active athletes by sport that are licensed and eligible to compete in IPC competitions. The licensing process and associated fees replace the previously levied IPC capitation taxes that were levied on participants at IPC competitions.

The IPC [has] launch[ed] a web based database application in January 2009. The application is called the IPC Sport Data Management System (SDMS). [...], the general functionality of the online application includes the following:

- Captures athlete biographies, eligibility data (nationality, classification, etc.), results, potential records;
- Provides NPCs with online reports and data for their respective athletes;
- Calculates world and regional rankings, records and other reports (eg classification master lists) and
- Automates the athlete registration and license payment and invoices processes online.”

### 3.2 Registration & Licensing

The IPC uses two different terms to identify the recognition status of an athlete or guide. In the following section, guides are considered as athletes.

An athlete is considered as **REGISTERED** when all required information and documents (see chapter 3.3) have been uploaded to SDMS and IPC confirms correctness. The confirmation is automatically done without notification within 1-2 workdays after the NPC had completed the upload of data and files.



Registered athletes appear in the SDMS screen **License Management > License Overview & Application** (see chapter 6.2) with a license status of *New* or *Pending*. The registration of athletes in the central repository tool of the IPC is free of charge.

Once an athlete is registered in SDMS he obtains a unique identification number, henceforth called the SDMS ID. It is a simple integer unique through all sports, valid for the rest of the athlete's career, and primarily used for identification in results, rankings, any kind of reports and data exchange processes for major events. The usage of this ID solves the challenges of different spellings or name changes due to marriage.

An athlete is **LICENSED** when the athlete has been registered and officially received a license. Distribution of licenses is handled either through license packages or on an individual basis (see chapter 3.5). Licensed athletes appear in the SDMS screen **License Overview & Application** with a seasonal license number and license status *Licensed*.

### 3.3 Registration Process

The NPC must register those athletes who compete for the respective country. Complete registration and initialization of the review process by the IPC requires following information and documents for each athlete:

- ✓ **Personal data** – passport name, preferred name, gender, date of birth
- ✓ **Nationality data** – to fulfil the IPC Athlete Nationality Policy (see chapter 3.3.1)
- ✓ **IPC Eligibility Agreement** – correctly signed (see chapter 3.3.2)
- ✓ **Photo** – for guidelines see chapter 2.5
- ✓ **Sport Class** – for identification of the sport the athlete shall be licensed in
- ✓ **Medical Diagnostic Form** – mandatory for all athletes undergoing first classification (see chapter 3.3.3)

Guidelines of the registration pathway can be found in chapter 5.1. The user shall keep in mind that the registration of athletes in SDMS is free of charge and can be done anytime.

As soon as all documents have been added to the athlete's SDMS profile, IPC reviews correctness within 1-2 workdays.

IPC does not inform the NPC that documents are missing. IPC only informs the NPC when signatures on the IPC Eligibility Agreement are missing, photo not being acceptable or other inserted values not fulfilling the requirements.



Feedback about non-accepted documents or data can be found in the comment box in the license overview screen. Only in urgent cases, the NPC is individually contacted. In either case, the outstanding information has to be corrected and completed, and the IPC personally informed that the reasons for grievance are resolved for IPC's next review.

### 3.3.1 IPC Athlete Nationality Policy

“Any competitor participating in the Paralympic Games in any Paralympic Sport, or in competitions for those sports that are governed by the IPC as International Federation (IF) [...] must be a national of the country of the NPC which is entering such competitor.

In specific and/or exceptional circumstances this rule may be interpreted or reconsidered by the IPC as outlined in section 3 [of IPC Athlete Nationality Policy].”

IPC Handbook, Section II, Chapter 3.1, §1, as of 3 Dec 2011

All documents of the handbook can be found on the IPC Website.

In general, athletes who ever had the nationality of those countries they are competing for can be registered and licensed while fulfilling all other criteria as outlined in this section. But in the following scenarios the IPC and/or the IPC Governing Board must review the case:

- The athlete has not obtained (yet) the nationality of that country she/he likes to compete for.
- The athlete is stateless.
- The athlete had ever competed for another country before, especially at Paralympic Games or other IPC sanctioned competitions, and likes to compete now for his new home country. This case has to be considered independently of his actual nationality.

The list of scenarios might be incomplete so that each situation or circumstances which breaks the policy of the very first sentence in the IPC Athlete Nationality Policy as cited above has to be reviewed by the IPC. In any of those cases or on any concerns and questions, the NPC is obliged to contact the IPC Membership Relations Manager.

When the NPC enters an athlete with a different nationality, the athlete's registration remains uncompleted unless IPC is contacted.



#### *How To: Solve a nationality issue*

1. When a nationality issue occurs, contact the IPC Membership Relations Manager. Their email address is indicated in the nationality section in the athlete's profile.
2. In addition to other documents required for the basic registration process, upload a copy of the athlete's actual passport.
3. Provide all additional required documents as the IPC requests. Review of the nationality issue can only follow on complete submission. Depending on the individual situation, these documents might be confirmation letters of the previous NPC, approval of residence etc.
4. IPC reviews the case and decides on the provided documents and information according to the IPC Athlete Nationality Policy.
5. IPC informs about the decision by an official letter. In a positive decision, the athlete is eligible to be licensed by the new NPC.

In the case that an athlete was registered or even licensed under his previous NPC, he remains under the responsibility of that NPC until IPC confirms his eligibility for the new one.

Recognition of results achieved for the previous country, especially for qualification purposes, is subject to sport specific regulations and shall be individually discussed.

### **3.3.2 IPC Eligibility Agreement**

Registration of an athlete can only be completed if he agrees to a set of IPC policies, rules, regulations, and acceptances. This form is called the IPC Eligibility Agreement. The most updated version can be found by clicking the information button in the Eligibility Agreement field when registering an athlete, or from each World Para sport website.

At the top, a few key details identify the athlete by responsible NPC, name, date of birth, gender, and sport. At the bottom, following signatures are required:

- Signature of the athlete. In a case that the athlete is not able to sign documents, IPC has to be contacted.
- Signature of the person from the NPC or the National Sport Federation responsible for registration and licensing of this athlete, and an official stamp of the NPC or NF.
- The signature of a parent or legal guardian if the athlete is considered a minor according to the national laws of the NPC.



- The signature of a legal guardian if the athlete lacks legal capacity according to your national laws.

The fully signed document must be scanned and uploaded as PDF with a maximum file size of 1.25 MB on the athlete's SDMS profile. During the review process, the completeness of the document is controlled and is complained about if incomplete. To avoid delays in the registration and licensing process, it is highly recommended to care for completeness from the beginning.

When completing the form, the athlete also has the option to consent to the IPC's usage of their personal data for research and marketing purposes. Please transfer the choices the athlete makes into the check boxes on the athlete's profile page.

In case of an athlete whose visual impairment is so severe that they cannot read the agreement, the agreement must be read out to them. However, the athlete still has to sign the document personally; if an assistant guides their hand to the signature line on the document, the name of the assistant shall be included on the line 'legal guardian'.

### **3.3.3 Medical Diagnostic Forms**

Before an athlete can be classified in a particular sport, the NPC or NF must submit medical diagnostic forms as evidence, provided by the athlete's individual physician. The forms are different for each sport, and are available from the official IF websites under [paralympic.org](http://paralympic.org). From 2017 onwards, all athletes who have not been internationally classified must upload a Medical Diagnostic Form before they can be licensed.

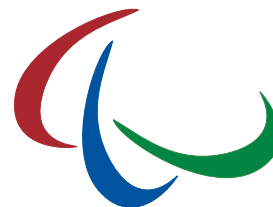


### How To: Upload a Medical Diagnostic Form

1. To upload a signed form, please go to *Participants > Athlete Classification* from the menu bar, and open the classification details page of the athlete.
2. Click the *Documentation* tab for the relevant sport (e.g. *Documentation – Swimming*)
3. Under *Medical Form 1*, click the button provided to upload files from your local computer (circled in Figure 3.1)
4. Find the file on your local computer, click *Save* to return to the browser, and click the *Upload* button in the web application to transfer the file to IPC.
5. If the document is of the correct type and size, it will be available in the slot Medical Form 1 with a link titled *Show Document (PDF)*. Please ensure that the document has been correctly uploaded before closing or leaving the classification details page.

Swimming - Recent Classification Files			
File Requirements: only PDF, maximum file size 5 MB			
Classification Sheet 1	<a href="#">Show Document (PDF)</a> <small>Uploaded: 2009-08-14   Size: 134 kB</small>	<a href="#">remove</a>	<a href="#">Choose File</a> No file chosen
Classification Sheet 2	<a href="#">Show Document (PDF)</a> <small>Uploaded: 2009-08-14   Size: 134 kB</small>	<a href="#">remove</a>	<a href="#">Choose File</a> No file chosen
Classification Sheet 3	-----	-----	<a href="#">Choose File</a> No file chosen
Classification Sheet 4	-----	-----	<a href="#">Choose File</a> No file chosen
Medical Form 1	-----	-----	<a href="#">Choose File</a> No file chosen
Medical Form 2	-----	-----	<a href="#">Choose File</a> No file chosen
TSAL Form	-----	-----	<a href="#">Choose File</a> No file chosen
Protest Sheet	-----	-----	<a href="#">Choose File</a> No file chosen
Equipment	-----	-----	<a href="#">Choose File</a> No file chosen

Figure 3.1: Classification Documentation tab



### 3.4 Rankings and Records

The IPC publishes up to four types of ranking lists for each sport. An athlete must have achieved a performance at an IPC recognised competition and must hold a valid license as outlined above. Furthermore, different ranking lists have different conditions regarding the sport class status of the athlete at day of the performance (N = *New*, R = *Review*, C = *Confirmed*):

- Official World Rankings (sport class status = R or C)
- Official Regional Rankings (sport class status = R or C)
- Annual Best Performance List (sport class status = N, R or C)  
This list includes non-classified, but licensed athletes as well.
- Minimum Qualification Standard (MQS) lists for particular competitions; for more information and specifications, the respective qualification criteria documents shall be consulted.

In general, an athlete requires a valid license before start of an arbitrary competition for recognition of his performances. Additionally, he should be internationally classified so that his performance appears in the official rankings. Rules and regulations might vary in each season so that the related licensing fact sheet has to be consulted.

For recognition of a record breaking performance, the general criteria as for rankings must be fulfilled. Only if a performance is considered for rankings, it might be validated as new record under the event and class. The sport-specific rule book might contain further policies to be applied with regard to classification status, doping control, competition level, or record approval process.

Records are published for all summer sports governed by the IPC except Wheelchair Dancing in following categories (standard acronyms in brackets):

- World Records [WR]
- Regional Records [AFR, AMR, ASR, EUR, OCR]
- Paralympic Games Records [PR]

Further categories are in preparation or even recorded but not published:

- World Championship Records [CR]
- Regional Championship Records
- Para Regional Games Records [PPR]



### 3.5 License Application Process

While licenses were bought for individual athletes in both summer and winter sports with the introduction of the IPC Licensing Programme, the structure of license fees has changed for summer sports with effect from summer season 2017. This chapter provides a basic step-for-step instruction from registration to final licensing, especially to underline the difference between individual license applications and license packages. Details on the processes and related technical steps in SDMS are outlined in the respective chapters of this guide.

#### 3.5.1 Summer Sport Licenses – License Packages

*How To:* License an athlete in a summer sport.

1. Register a new athlete or update an existing athlete by uploading all required data and documents as explained in chapter 3.3.
2. Wait for 1-2 workdays until the IPC Sport has reviewed the registration so that the athlete appears in the license section with status *New* (see chapter 6.2).
  - a. If the status is not valid, comments explain the issue to be resolved. Once resolved, the assistant within the IPC Sport shall be contacted for review request of the updated documents or data.
  - b. If the athlete does not appear within 2 workdays, ensure that all documents and data are uploaded as required, and nationality is confirmed.
  - c. If the athlete still does not appear although the profile is correctly filled, the IPC Sport shall be contacted.
3. Make sure that your NPC or NF has paid the licensing invoice for the actual season (see chapter 6.1). When the licensing invoice has been paid, you can license an unlimited number of athletes.
4. Go to the License Overview & Application page, and select the athlete(s) to be licensed in a specific sport for the actual or next season (see chapter 6.2.2). After final confirmation, all athletes are immediately *Licensed*. Consult chapter 3.5.4 for rules of license validity.





### 3.5.2 Winter Sport Licenses – Individual Application

#### *How To:* License an athlete in a winter sport.

1. Register a new athlete or update an existing athlete by uploading all required data and documents as explained in chapter 3.3.
2. Wait for 1-2 workdays until the IPC Sport has reviewed the registration so that the athlete appears in the license section with status *New* (see chapter 6.2).
  - a. If the status is not valid, comments explain the issue to be resolved. Once resolved, the assistant within the IPC Sport shall be contacted for review request of the updated documents or data.
  - b. If the athlete does not appear within 2 workdays, ensure that all documents and data are uploaded as required, and nationality is confirmed.
  - c. If the athlete still does not appear although the profile is correctly filled, the IPC Sport shall be contacted.
3. Go to the license page, and select the athlete(s) to be licensed in a specific sport and a specific license programme for the actual or next season (see chapter 6.2). During the process, an invoice specifically related to the selected athletes shall be printed and immediately paid. License status changes to *Pending* for all athletes.
4. Wait for 1-3 weekdays until the IPC Finance Department has confirmed the payment of the license package (see chapter 6.3). The duration of confirmation might take up to five (5) weekdays depending on your home country and way of payment.
  - a. If the payment status of the invoice and the license status of the related athletes is still pending after five (5) weekdays, the IPC Finance Department has to be contacted and provided with any kind of proof (signed bank transfer documents, receipts...).
5. Once the payment is confirmed, all athletes are *Licensed*. Consult chapter 3.5.4 for rules of license validity.



### 3.5.3 Payment Options

The standard payment option is the bank transfer order. The IPC bank account details are indicated on the invoice. The payer shall ensure that he bears for any additional bank fees.

The invoice number or numbers covered by the payment shall be indicated during the remittance order. The payer's effort in this regard is appreciated for simplification of payment identification and to avoid delays in the licensing process.

Credit card payment is no longer available. In exceptional cases, a specific request for an alternative solution may be sent to the IPC Finance Department if the standard method of money transfer does not work due to country-specific restrictions and limitations.

### 3.5.4 License Fees and Validity

The license fee and validity policy might vary from season to season by sport. Details about the currently applied fee structure can be found in the letter about the IPC Licensing Programme of the respective season.

The license fee (on a per-sport basis) will be invoiced annually and will allow access to an **UNLIMITED** number of licences for your NPC in the relevant sport for the season. The fee that is charged per NPC, per sport and is calculated as the average number of licences (rounded) activated in the sport per season, multiplied by €15 euro per license, plus a €20 euro fixed fee to cover any administration cost (bank charges etc.) that IPC may incur.

Example:

Sport	No. of athletes licensed by the NPC per season					Rounded Flat Fee € (euro) for Unlimited Licences, inc. Bank Charges etc
	2012	2013	2014	2015	Average	
Para athletics	25	30	50	55	40	€ 620
Para powerlifting	22	28	28	30	27	€ 430
Shooting para sport	15	18	22	35	23	€ 360
Para swimming	20	25	33	39	29	€ 460
Para dance sport	10	20	50	5	21	€ 340



NPCs do not need to apply for any license package or invoice. An invoice for licences per Sport will be created automatically by SDMS at the start of each season and should be downloaded by the NPC via SDMS. However, address and tax information must be completed by the NPC before the invoice is valid.

Please transfer the amount in question to the account indicated on the invoice. If the package is bought and athletes are licensed before 31 December 2016 their licences are valid from 01 January 2017 onwards. After 01 January 2017, the licences will be active from the date of activation.

The validity of a license generally begins on the day when the NPC officially licensed the athlete with help of purchased and paid license package until the 31 December of the respective season. Since the licensing programme usually opens in October or November, meaning two or three months before the start of the season, licenses allocated before 1 January are valid from the start of the season onwards.

In winter sports, license penalties are applied after a specific date announced in the annual letter but only to athletes who had been already registered and licensed in a previous season. Since migration of the winter sports to SDMS, this key date is set to 1 October in all sports; only current exception is Para ice hockey for season 2014/15 with 1 September as deadline. The penalty fee for hockey teams automatically applies after the deadline even if the country had never licensed a team before.

Winter seasons begin on 1 July and end on 30 June of the next year. Athletes in winter sports are licensed as of the day the IPC Finance Departments registers the final booking of the full amount of payment, and the license expires on 30 June.

### 3.6 License Programmes

Some IPC sports have a tiered system of license categories, where one type of license only allows you to compete in certain competitions. Currently, four different license programmes are implemented:

*IPC Standard License:* Allows recognition of results in all IPC events under the standard rules as explained above.

*Women's Team Licensing:* In ice sledge hockey, women's teams are licensed separately and for lower fees than the standard team in order to stimulate the development of women's ice sledge hockey. Women can also play as part of a mixed team; if so, they should be licensed using the standard programme.



*National License:* In Para Alpine skiing, athletes can obtain a National license to compete in certain low-level competitions. The price is lower, but the athletes are not eligible to earn points for the official rankings.

*Youth License:* Young athletes in Para Alpine skiing can participate in youth competitions with this license. The selection of athletes is restricted by the age criteria specified in alpine skiing rules.

When selecting a particular license category for licensing, only the sports where that programme is enabled appear from the sport drop-down box.



## 5 Participants (Athletes & Guides)

This chapter described the SDMS main menu item **Participants**, where users can read and modify personal data relating to the athletes and guides of Para sport. IPC require a certain amount of personal information before the athletes may compete in IPC sanctioned competitions, which is entered and uploaded through these screens. Also handled here is the classification, medical and doping information of the athletes.

### 5.1 Registration & Update

Each athlete must be registered and licensed before they are eligible to compete in IPC competitions, as outlined in chapter 3. From this menu, users are able to complete all steps in the registration part of the process, as well as search for and update already registered athletes. Data access is restricted by NPC and sport affiliation in order to provide more relevant data for the users and to protect personal data of the athletes.

#### 5.1.1 Details

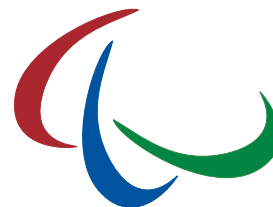
Users must navigate the Registration & Update search screen before they can modify any participant details. By clicking on a row in the grid or on the *New Athlete/Guide* button, users reach the details tab with fields described in the following table.

Field	Format	Searchable	Comments
<b>Basic Information</b>			
<b>SDMS ID</b>	number, automatically assigned on participant creation	Yes (also by range)	
<b>Registration Status</b>	<i>Incomplete or Complete</i>	No	calculated by the web application depending on documentation, see chapter 3.3
<b>Athlete/Guide</b>	<i>Athlete or Guide</i>	Yes (as Type)	users set this in creation process, <u>cannot be changed later</u> , obligatory
<b>Career Status</b>	<i>Active, Historical or Retired</i>	Yes	always set to active on creation, must be changed at <i>Career Status Updates</i> tab
<b>Personal Data</b>			
<b>NPC</b>	drop down [NPC]	Yes	obligatory
<b>Family Name (passport)</b>	text (30)	Yes	family name exactly as written in the passport (except for non-English characters).
<b>Given Name (passport)</b>	text (30)	Yes	given name exactly as written in the passport. This is culturally dependent, but usually the name that appears second in the passport



Field	Format	Searchable	Comments
<b>Personal Data (cont.)</b>			
<b>no Family Name</b>	checkbox	No	in some cultures, only the given name is used in the passport. This box may be ticked to allow entries of such athletes; if not ticked, then both family and given names are obligatory fields
<b>Family name (preferred)</b>	text (30)	Yes	the version of the family name that will be used in all SDMS output. May be left blank on entry, will then be identical to passport name as above but with given name
<b>Given name (preferred)</b>	text (30)	Yes	
<b>Gender</b>	radio buttons	Yes	obligatory
<b>Date of Birth</b>	date (yyyy-mm-dd)	No	must be older than 10 years at date of modification
<b>Photo</b>	picture file	No	displays photo of athlete and allows of upload from user's hard drive or local network. For photo requirements, refer to chapter 2.5
<b>Nationality Information</b>			
<b>Nationality</b>	drop down [country demonym]	No	obligatory, should be the same as NPC unless there can be made an exception for the athlete under the IPC Nationality Policy (see chapter 3.3.1)
<b>Nationality Status</b>	drop down, read-only	No	set by the system and/or IPC in special cases. If NPC and nationality agree, will read O.K.
<b>Validation Document</b>	drop down [Passport or ID Card]	No	type of referenced document, obligatory
<b>Passport/ID Card No</b>	alphanumeric (30)	Yes (as Passport No)	ID number of the referenced document, obligatory
<b>Date of Expiration</b>	date (yyyy-mm-dd)	No	date this document stops being valid, as determined by the issuing authority. A checkbox may be ticked if the referenced document never expires
<b>Upload Document</b>	PDF file	No	to upload a scan of the referenced document from user's hard drive or local network. A link to the document, upload time and timestamp will be displayed if available
<b>Previous NPC</b>	drop down [NPC]	No	only applicable for athletes/guides who have previously competed for other NPCs
<b>Confirmation Document</b>	PDF file	No	uploaded by IPC after a nationality issue has been reviewed and confirmed

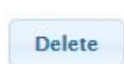
*description of Athlete/Guide Registration Details tab, continued from page 37*



Field	Format	Searchable	Comments
<b>Eligibility</b>			
<b>Eligibility Status</b>	drop down, read-only [Confirmed, Document Missing or Not Eligible]	No	set by the system and/or IPC, depending on adherence to the IPC Eligibility Agreement (see chapter 3.3.2)
<b>IPC Eligibility Agreement</b>	PDF file	No	as with the nationality upload document, for uploading and access to the eligibility agreement stored for this athlete
<b>Personal Data (Research)</b>	checkbox	No	whether the athlete has given consent to usage of data for research purposes
<b>Personal Data (Marketing)</b>	checkbox	No	or for marketing purposes
<b>Intellectual Impairment Inas Classification No</b>	checkbox	No	
	alphanumeric (16)	No	if athlete has intellectual impairment, he or she must be registered with Inas ( <a href="#">Website</a> ) and have a classification number to be eligible for IPC events.
<b>Sport and Sport Class Registration</b>			
Only available and displayed at registration of a new athlete. Any further modification must be done at the <i>classification</i> tab.			
<b>Sport</b>	drop down [sport]	Yes	obligatory, upon choosing a sport, the system will display available classes within this sport
<b>1<sup>st</sup> Class</b>	drop down [class]	No	obligatory
<b>2<sup>nd</sup> Class</b>	drop down [class]	No	for sports where classification depends on discipline (e.g. athletics, swimming)
<b>3<sup>rd</sup> Class</b>	drop down [class]	No	
<b>Comments</b>			
<b>NPC Comments</b>	text (200)	No	
<b>IPC Comments</b>	text (200)	No	

*description of Athlete/Guide Registration Details tab, continued from page 37*

The *searchable* column indicates whether this field is offered as a criterion on the search form. The *family name* and *given name* fields of the search form will match in either the passport or preferred name fields, but only display the preferred name, which may sometimes lead to unexpected search results.



The 'delete' button is accessible from the participant detail menu, but athletes may not be deleted from the database if they are assigned a sport class.



## How To: Register a New Athlete

1. Obtain a blank athlete detail form (Figure 5.1) by clicking the **New Athlete/Guide** button (from the search form) or the **New** button (from the details page).
2. Referring to the athlete details table, complete all fields to the best of your knowledge. Cross-check spelling and information with the uploaded documents; for example, the spelling of the passport name should be identical to that of the uploaded ID document, as far as the English alphabet allows.

New Athlete/Guide

Automatically set when athlete is registered, not modifiable

Nationality and NPC must both be filled in. If they are not equal, resolve nationality issue as described in section 3.3.1.

All pale yellow fields must be completed before athlete is registered

If all data is correctly entered, click 'Save' to allocate an SDMS ID

The form is titled '[New] Class Selection Advice'. It contains the following sections and fields:

- Personal Data:** Includes fields for SDMS ID (highlighted), Category (set to 'Athlete'), Career Status (set to 'Active'), NPC (highlighted), Family Name (passport), Given Name (passport), Family Name (preferred), Given Name (preferred), Gender (Male/Female), and Date of Birth.
- Nationality Information:** Includes fields for Nationality (highlighted), Nationality Status (set to 'Pending'), Validation Document (highlighted), Date of Expiration, Copy of passport/ID card (Choose File), Passport/ID Card No., and a checkbox for 'click this box if referenced document never expires'.
- Eligibility:** Includes fields for Eligibility Status (set to 'Document Missing'), IPC Eligibility Code Form (Choose File), Intellectual Impairment (checkbox), and INAS Classification No.
- Sport and Sport Class Registration:** Includes a dropdown for Sport (highlighted) and three dropdowns for 1st, 2nd, and 3rd class.
- Comments:** Includes text areas for NPC Comments and IPC Comments.
- Buttons:** 'Save' and 'Clear' buttons at the bottom.

Red text annotations include:

- 'NB: the athlete or guide field can only be set once' pointing to the Category field.
- 'Use the Browse... or Choose File button to find files on your local computer system' pointing to the 'Choose File' button for the photo upload.

Figure 5.1: A blank participant form, with some notes about special items





3. Select the sport of the athlete or guide in from the drop down box *Sport*. For athletes, then enter the classification in the drop down box *1<sup>st</sup> Class*, and possibly further classifications.
4. Click *Save* to create an SDMS ID for the participant. Note that the athlete or guide status of the participant can no longer be changed.
5. Upload a photo of the participant by clicking *Browse...* and choosing a file from your local hard drive or network. The requirements for photos are described in chapter 2.5. For quick reference, the photo should be in passport size format, around 7:10 in aspect ratio, and saved as a JPG file smaller than 250 kB.
6. Obtain a valid copy of the IPC Eligibility Agreement (see chapter 3.3.2) with a signature from the athlete and/or, if the athlete is younger than 18 years old, their parent or legal guardian. Scan this document, save it as a PDF file, and upload the PDF file under the *Upload Document* field.
7. If all the documents have been correctly uploaded, the responsible sport department will then review the registration for correctness. If there are documentation issues or other problems with the registration, IPC shall notify the user by using 'IPC Comments' and/or email.
8. To upload documentation relating to the athlete's medical condition, e.g. Medical Diagnostic Forms, please navigate to *Participants > Classification* and search for the athlete's classification profile.

After an athlete has been registered, there may be reason to change the details, for example because of errors or omissions in the data entry process, name changes due to change in marital status, etc.

#### *How To: Change Athlete Details*

1. Search for the athlete in question from the Registration & Update search form, and click the row in the search grid corresponding to the athlete to enter the athlete details' page.
2. The data stored about the athlete will appear in the form. Edit the incorrect or missing details and click *Save*.

A screenshot of a software dialog box titled "Reason for athlete's name or NPC change!". The dialog box contains the text "You want to change the passport name or NPC of this athlete. Why?". Below this text are three radio button options: "by error: Previous spelling of the name was incorrect / NPC was incorrect." (which is selected), "by marriage: Athlete changes name by marriage, divorce, or any similar occasion.", and "by NPC/nationality change: Athlete starts now for another NPC and/or changes one's own nationality. That also might lead to name change by alphabet transcription." At the bottom left, there is a field labeled "Effective from:" with the date "2013-09-23" entered, and the text "Default: today" next to it. At the bottom right are "OK" and "Cancel" buttons.

Figure 5.2: Name change dialogue box



3. If you change the passport name and/or the NPC of the athlete, a dialogue box (Figure 5.2) appears to ask you to confirm the reason for the name change. Choose one of the three supplied reasons (error, marriage or nationality change) and, if applicable, enter the date from which the change should be effective.
4. If you change the name of the athlete, please bear in mind that changes only apply to the field you enter, i.e., a change of passport name will not change the preferred name, which is what the IPC will use in official result lists and rankings. Hence, in case of a name change, please change both fields unless there is a specific reason not to (the athlete wishes to be known under the old name but the passport issuing body will only recognise the new name, for example).

### 5.1.2 Biography

This tab (Figure 5.3) is designed for adding, modifying and removing data about the athlete's life to date. This is particularly designed for media and fan interaction with the athletes, allowing them to get to know the athletes' personality beyond a statement of their results.

The biography tab is designed to be easily modifiable in case fields need to be added or removed, and should hopefully be self-explanatory.

Fields are labelled in the left-hand column and a more detailed explanation, if necessary, in the right-hand column.

	<input type="button" value="Save"/>	<input type="button" value="Refresh"/>
Type of Disability	<input type="text"/>	
City/Town of Birth	<input type="text"/>	
State/Prov./Territory of Birth	<input type="text"/>	
Country of Birth	<input type="text"/>	
Marital Status	<input type="text"/>	CLF = Common Law/ De Facto; MAR = Married; SEP = Separated; SIN = Single; WID = Widowed
Children (Names and Ages)	<input type="text"/>	
Former Names	<input type="text"/>	
City/Town of Residence	<input type="text"/>	
Country of Residence	<input type="text"/>	
Education	<input type="text"/>	
Occupation	<input type="text"/>	
Languages	<input type="text"/>	
Club/Team Name	<input type="text"/>	
Team Position (Ice Sledge Hockey Player)	<input type="text"/>	Goalkeeper, Forward, Defender?
Jersey No.	<input type="text"/>	
City/Town of Club/Team	<input type="text"/>	
Country of Club/Team	<input type="text"/>	
Coach	<input type="text"/>	
Preferred Events and Styles	<input type="text"/>	Preferred Event/Discipline /Style/Position
Debut	<input type="text"/>	
Nickname	<input type="text"/>	Nickname and how you acquired it
Hobbies	<input type="text"/>	
Sporting Achievements	<input type="text"/>	Most memorable sporting achievements
The most influential person	<input type="text"/>	Who has been the most influential person in your sporting career?
Who is your hero/Idol?	<input type="text"/>	
Opponent/Rival	<input type="text"/>	Who is your toughest opponent/rival?
Most humorous sporting episode	<input type="text"/>	
Sporting Philosophy or Motto	<input type="text"/>	
Major Awards (Year/s)	<input type="text"/>	Major awards and honours you have received and in which years
Other Sports	<input type="text"/>	Have you competed in any other sports at international level?
Ambition	<input type="text"/>	What are your ambitions both during and after your sporting career?
Other Biography Information	<input type="text"/>	What other information you would like to include into your biography?

Figure 5.3: Biography fields



### 5.1.3 Career Status Updates

This tab is for modification of the *career status* field from the athlete details page. As this is rarely modified and causes severe changes in the database treatment of the athlete, this is treated apart from the athletes' other data. The change is performed through button clicks, and only those buttons where the status is not equal to that of the current athlete are clickable; e.g. an active athlete can only be changed to retired or historical.

All historic changes to status are also displayed here, along with time stamp and username of the responsible user.

If an athlete is set to the career status *Historical*, they will disappear to all NPC users from all outputs (such as classification data, licensing data, etc.) except result archives. Athletes that have been *Retired* for at least four years will automatically be set to *Historical*.

### 5.1.4 Classification

This section is designed for non-classifier users who wish to have a quick overview of the classes the athlete is eligible for, as well as entering and removing the class of athletes which have not yet been classified by international panels (New class status). More detailed manipulation is possible from the Classification section, see chapter 5.2.

All current classifications, with sport and class, of the athlete are displayed on this menu, along with the status of the athlete within the class. The last row of the table allows for

Sport	Class	Status	
Alpine Skiing	B1	Review	<button>remove</button>
Athletics	F11	Confirmed	<button>remove</button>
Athletics	T11	Confirmed	<button>remove</button>
Swimming	S11	Confirmed	<button>remove</button>
Swimming	SB11	Confirmed	<button>remove</button>
Swimming	SM11	Confirmed	<button>remove</button>
new	<input type="text"/>	<input type="text"/> <New>	<button>add</button>

entering of a new sport and/or class; again, this will only be accepted if the athlete is not already classified by international panels. If the registering user does not know which class the athlete will compete in, they may enter the pseudo-class *N/A* and leave further classification to other users with competence in that field.

Figure 5.4: Summary of athlete's classes

For any further classification specific issues, please refer to IF rules or the IPC Medical and Scientific department.



### 5.1.5 Data Sheet

From this tab, users may request a dynamically generated data sheet in PDF format for a quick overview of the participant's career and all information stored in SDMS. All fields included in the data sheet are also accessible from their respective menus. Therefore, they will not be described in this section, but only listed with a reference to the section where information may be found.


Section	Included
<b>Personal Data</b>	Photo, passport name, preferred name, gender, date of birth, NPC, nationality, passport/id card number with expiry date. For privacy reasons, passport information can be removed by ticking a checkbox ( <i>hide passport information</i> )
<b>Registration Status</b>	All fields relevant to a complete registration: Nationality status, eligibility status, career status and photo status.
<b>Classification</b>	All historic and current classifications, with class, status and date. Current classifications are bolded
<b>Licenses</b>	All historic and current licenses tabulated. Columns: Season, Sport code, License number, Invoice or Package, Status, Validity date
<b>Records</b>	All record breaking achievements tabulated. Columns: Record type, date, event, class, performance, location
<b>Results</b>	All achievements registered in SDMS tabulated and grouped by competition (in blue with name, location and date). Columns: Date, event name, eligible classes, rank, performance(s), result status, class competed in, registered class at day of performance, registered class at end of season. Team results are also listed.



### 5.1.6 Guiding Athletes

This tab is available for guides in sports permitting these (e.g. Para athletics, Para Alpine skiing, Para Nordic skiing). This simplifies the process of entries to IPC recognised competitions, by allowing for easier look-ups when selecting a guide to accompany an athlete in an event. The list of associated athletes is shown as a table with some perfor

To add athletes, the user needs to know their SDMS ID – when entering this in the blank field, the name of the athlete appears, as long as the athlete is from the same NPC as the guide – if not, the system displays the error ‘not found’. The relation must be confirmed by clicking *add*.

The most recently added athlete will be marked with  as default athlete for this guide. This can be changed by clicking the same flag in the action column on the far right of the guided athletes table.

### 5.1.7 Equipment

This tab is available for athletes to register personal competition equipment they might use in Para sport competitions.

Under the equipment tab, manufacturer, product name and catalogue/module Number (if applicable) can be added. The Technical Description should include a basic description of the main components of the equipment set (Material, Weight, Size etc.). For example:

*Racing Wheelchair: Aluminium frame 9000(gr), 20" front wheel, 28" rear spoked wheels, Calliper front wheel brake and lever.*

*Throwing Frame: Steel frame with steel vertical holding bar, height 72cm, square seat 28cmx28cm.*

*Prosthesis: Above knee running prosthesis, 3S80 Fitness Knee, 1E90 Sprinter Foot, 682 g.*

All currently updated equipment sets are displayed; to add further equipment sets, click *New Equipment Set* and choose the type of equipment and the sport for which it shall be used. The maximum number of equipment sets you can register is three (3).

Once the basic information has been saved, you may now *add images* or technical document of the equipment under *PDF Documents* (Maximum 5 Images or PDF). The photos should be clear and show the product specifications as described above.



[Home](#) » [Participants](#) » [Athletes & Guides](#) » Update » 31071 - Smith, John (ALB)

## 31071 - Smith, John (ALB)

ProfileSports & ClassesCareer Status & Name ChangesBiographyData SheetEquipment

You might be requested to upload information and photos on this athlete's equipment for approval of the responsible IPC Sport. So far, only IPC Athletics is using this section; therefore, this section is available only for athletes who are registered in this sport. For upload of a new equipment set, fill out the form under 'New Equipment Set' and submit. Then you can upload up to 5 high resolution images (max. 5 MB per image) and up to 5 PDFs (max. 2 MB per document). The maximum number of equipment sets you can register is 3.

Equipment Set #1

New Equipment Set

Basic Information

Equipment Type

Prosthesis

Prosthesis

Racing Wheelchair

Throwing Frame

Personal Starting Block

other

Manufacture Company

Product Name

Technical Description

NPC Comments

Sport

Athletics

Catalogue/Module No

Photos

You can upload the photos after first submission of this form.

PDF Documents

You can upload further documentation in PDF format after first submission of this form.

Save

Clear

Upon the registration and submission of equipment, the Para sport committee (e.g. World Para Athletics) shall review each set and may request further details of any registered equipment. If an athlete changes their equipment throughout the season, the new equipment must be registered to SDMS.



## 5.2 Classification

More detailed information about classification, including signed forms, information about historic classifications, details about the classification event, and so forth, are accessed from this menu. This also allows for restriction of access, as Paralympic classification involves sensitive medical information that should ideally be accessed by as few people as possible.

The section is organized by athlete, with a specifically designed search form for classification relevant information. The athlete specific screen is then split into 3 tabs: a Classification tab for viewing, modifying, adding, archiving and deleting classifications, a Profile tab where medical information about current classifications may be added as text, and a Documentation tab for upload of PDF scans of forms and sheets.

Employees in World Para sports are authorized to modify these data, while classifiers, NPCs and LOCs have read-only access. NPCs are also solely allowed to enter an athlete in a *New* class as they wait for their athletes to be classified, but this must be done in the registration section. NPCs can additionally upload some forms on behalf of their athlete, e.g. medical diagnostic forms and equipment designs. These uploads must be done from the *Documentation* tab of the athlete's classification detail page, by clicking *Choose File* in the correct field and uploading from their own computer system.

Only active athletes are displayed in this section. If an athlete retires, the classification data is still stored, but inaccessible from the web application.

### 5.2.1 Search form

In addition to the fields displayed on the athlete search grid, the grid also shows the sport and class of each athlete. The table below lists the possible search fields; none are compulsory, by default the grid displays all athletes which the user can access. Only active athletes are displayed in this search; if a user wishes to access information of retired athletes, they must change the career status (see section 5.1.3) of the athlete before being able to access information from here.

Field	Format	Comments
<b>SDMS ID</b>	integer boxes	enter single ID for single athlete
<b>Family name</b>	text (30)	
<b>Given name</b>	text (30)	
<b>Gender</b>	drop down	
<b>NPC</b>	drop down [NPC]	
<b>Sport</b>	drop down [sport]	
<b>Current Class</b>	text field	



## 5.2.2 Details

When opening an athlete's classification details page (Figure 5.7), each classification instance has its own row in its respective section (*Current* or *Historical*). Any current classification not with *New* status should be accompanied by documentation and confirmation from classifiers. If the athlete's class changes, this should be documented by adding a new classification section and moving the outdated one to *Historical* status.

The Classification tab further contains a visual overview of all registered classification, offered from the *Analysis (PDF)* button. It is also possible to update the class status of registered results depending on the newly entered classification information; this is done via the *Apply to Results* button. The process of applying classification changes is also performed automatically whenever users enter a new classification or when new results are added to SDMS.

### Athletes & Guides > Classification

Classification

Profile

Documentation - Athletics

Documentation - Powerlifting

Classification of **1998 - Diganshin, Ravil (UZB)**

Date of Birth

Gender

Current Classification

New Classification

Refresh

	Sport	Class	Status	Date of Classification	Year of Review	Classifiers	limited to
<input type="checkbox"/>	Athletics	F46	Review	<input type="text" value="2013-01-01"/>	<input type="text"/>	<input type="text" value="Rules 2013"/> <input type="text"/>	group <input type="text"/> disc. <input type="text"/> event <input type="text"/>
<input type="checkbox"/>	Powerlifting	All Weight Categories	Confirmed	<input type="text" value="2010-06-29"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	group <input type="text"/> disc. <input type="text"/> event <input type="text"/>

Save Changes

Analysis

Move to History

Apply to Results

Historical Classification

	Sport	Class	Status	Date of Classification	Year of Review	Classifiers	limited to
<input type="checkbox"/>	Athletics	F46	Confirmed	<input type="text" value="1900-01-01"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	group <input type="text"/> disc. <input type="text"/> event <input type="text"/>
<input type="checkbox"/>	Powerlifting	All Weight Categories	New	<input type="text" value="2010-06-29"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	group <input type="text"/> disc. <input type="text"/> event <input type="text"/>

Save Changes

Delete

Figure 5.7: Classification Details tab





In the table below, the fields are listed in the format they can be accessed from the *New Classification* form (Figure 5.8) when defining a new classification for an athlete.

Field	Format	Comments
<b>Sport</b>	drop-down box [sport]	
<b>Class</b>	3 drop-down boxes [class]	populated on sport selection. A new classification is created on each class selection
<b>Status</b>	<i>Confirmed, New, or Review</i>	applies to all selected classes
<b>Date of Classification</b>	date [yyyy-mm-dd]	
<b>Year of Review</b>	year [integer 2000-2100]	year of scheduled review
<b>Classifier 1</b>	name (50 characters)	
<b>Classifier 2</b>	name (50 characters)	
<b>Classifier 3</b>	name (50 characters)	
<b>Limited to</b>	drop-down boxes [class group, discipline and event type]	only appears in the classification table

### 5.2.3 Profile

The *Profile* tab displays information about the athlete's medical details. This tab is organized in sections by sport, with each section having text areas or text fields specific to the classification report compiled by classifiers in each sport. In the following table, the general fields are listed first, followed by sport-specific fields.

Field	Format	Comments
<b>Diagnosis</b>	text area	
<b>Physical Assessment</b>	text area	
<b>Medical Assessment</b>	text area	
<b>Observation</b>	text area	
<b>Exceptions</b>	text area (30 characters)	
<b>Comments</b>	text area	
<b>Training Sessions per Week</b>	text field	should be given as a number
<b>Athletics</b>		
<b>F45 Subclass</b>	text field	1 character
<b>Height</b>	text field	maximum standing height (cm)
<b>Shooting</b>		
<b>Class Specification</b>	text fields	For SH1 and SH2, there exist A/B/C specifications
<b>Visible Free Height</b>	text field	in cm



## 5.2.4 Documentation

The Documentation tab allows for uploading and accessing sheets and forms relating to classification issues. Each athlete has one documentation tab per sport they are classified in.

### *How To:* Upload a Medical Diagnostic Form

1. Search for the athlete from the Classification search form using any criteria available.

The screenshot shows the Documentation tab interface. At the top, there are 'Upload' and 'Refresh' buttons. Below them, the 'Most Recent Classification Files' section contains a table with the following data:

Classification Sheet 1	Show Document (PDF) Uploaded: 2011-05-02   Size: 500 kB	<input type="button" value="remove"/>	<input type="button" value="Choose File"/> No file chosen
Classification Sheet 2	<not uploaded>		<input type="button" value="Choose File"/> No file chosen
Classification Sheet 3	<not uploaded>		<input type="button" value="Choose File"/> No file chosen
Medical Form 1	<not uploaded>		<input type="button" value="Choose File"/> No file chosen
Medical Form 2	<not uploaded>		<input type="button" value="Choose File"/> No file chosen
TSAL Form	<not uploaded>		<input type="button" value="Choose File"/> No file chosen
Protest Sheet	<not uploaded>		<input type="button" value="Choose File"/> No file chosen

Below the table is the 'Historical Classification Files' section, which currently displays 'no files found'.

Figure 5.9: The important section of the Documentation tab

2. If you have any documents to upload, go to the Documentation tab of the relevant sport.
3. Click *Choose File* in the Medical Form 1 row.
4. Select the document from your local hard drive or network, and click *Open* (may be dependent on your language settings or browser). If successful, the file name should appear next to the *Choose File* button.
5. Click the *Upload* button on top of the Documentation tab to upload the document to SDMS servers. Any file previously accessible from that specific row is automatically moved to the *Historical Classification Files* section.



## 5.6 Duplicate Control

The duplicate control functionality is used to produce PDF reports indicating possible duplicate entries in SDMS. The search is customizable and automatically restricted by user data access.

The search criteria are specified by the following fields:

Field	Format	Comments
<b>NPC</b>	drop down [NPC]	restriction, default (<All>) searches all NPCs available to user – can restrict to 1 NPC
<b>Sport</b>	drop down [Sport]	as above
<b>Family Name (passport)</b>	tick box	Unlike most other SDMS name fields, does not search preferred field. These are default selections if no other criteria are applied.
<b>Given Name (passport)</b>	tick box	
<b>NPC</b>	tick box	
<b>Gender</b>	tick box	
<b>Date of Birth</b>	tick box	
<b>Passport/ID Card No</b>	tick box	

The criteria work in conjunction – the search only returns items that are equal on all selected criteria, within any possible restriction by NPC and/or sport.

Clicking the Search button opens a new tab in the browser with a PDF of the matches. Except for sport, all personal data which can be searched is also displayed here, along with the career status of the athlete.

If you find a duplicate entry, please report it as soon as possible to the relevant IPC Sport or to the IPC database administrators.



## 6 License Management

This chapter describes the main menu item **Licenses**, where information about the licensing status of athletes within the IPC Sports and the IPC Licensing Programme is stored. The license application process is described in detail in chapter 3.5 and in the appendix.

The process can be quickly summarised as follows: NPCs apply and pay for licenses for their athletes for each sport the athlete will compete in that season, in order to have their results eligible for records and rankings, and to be able to compete in high level IPC recognised competitions. IPC do not review the license applications individually, but rather ensure that the athletes are eligible to compete before they are made available to NPCs to be licensed. In winter sports, IPC also manually checks each payment before a license can be awarded.

The main elements of SDMS handled through this menu item are payments and invoices, available licenses by sport and NPC, and the license status of individual athletes. The menu item is accessible to IPC Sport officers, NPC users, and IPC Finance Department.

### 6.1 NPC License Packages

For the five summer sports, license packages will be issued by IPC at the start of each season. The cost of the package depends on the number of athletes licensed in previous seasons. Users can restrict the list by NPC, season, sport, status and invoice number.

Field	Format	Comments
<b>Include obsolete packages</b>	Checkbox	displays packages from past seasons
<b>Package Number</b>	Code	same as invoice number
<b>Season</b>	Read-only text field	drop down box on package purchase form
<b>NPC</b>	Read-only text field	drop down box on package purchase form
<b>Sport</b>	Read-only text field	set by database administrator on special request
<b>Status</b>	Read-only text field	confirmed by IPC Finance
<b>Invoice Recipient</b>	Read-only text area [specified on application]	not viewable from search form
<b>Package Price</b>	Read-only integer	
<b>Package Name</b>	Read-only text field	
<b>Package Licenses</b>	Read-only integers	available and total licenses in the package
<b>Total Amount</b>	Read-only number (2 decimals)	
<b>Bonus Licenses</b>	Read-only integer	Bonus licenses awarded
<b>Bonus License Expiry</b>	date	if package has a special bonus license expiry date for any reason, please enter this here
<b>Comments</b>	text area	editable for any comments from NPC side



Before completing the invoice, the buyer must enter their address in the fields, as described in the table below, before clicking Save to obtain a completed invoice.

Field	Format	Comments
<b>Organisation</b>	Text field	Postal name
<b>Street / P.O Box</b>	Text field	Address
<b>Postal Code &amp; City</b>	Text field	
<b>Country</b>	Text field	Name in English

For countries in the European Union, VAT (value added tax) information must also be included, as a VAT is levied on the licenses. Please indicate whether the invoiced organization is a taxable person, and if so, your VAT number; this will be checked against the European Commission's VIES database ( [http://ec.europa.eu/taxation\\_customs/vies/](http://ec.europa.eu/taxation_customs/vies/) ).

Once the order is submitted, the user processes the invoice and bank payments, and then waits for IPC Finance Department to confirm the payment. The package is listed as 'Pending' from the search form until this confirmation is obtained, and the package can not be used to license further athletes until payment is confirmed and the status is changed to 'Paid'.



## 6.2 License Overview & Application

The licensing of individual athletes and guides is completed from this screen, which is designed as a step-by-step process to guide NPC users through the process of licensing. Several participants within the same sport may be licensed at once; however, only within one particular sport in one license process. The licensing of guides of blind athletes is determined by the rules in each particular sport, but in principle guides are licensed using the same process and for the same fees as for licensing Paralympic athletes, and the word athlete will be used for simplicity from here on.

This screen also functions as a search form for already existing licences, in case users want an overview of an NPC's licensed athletes within a sport or needs information about the status of one particular participant or application.

### 6.2.1 Available Athletes, Status and Process

Not all athletes registered in SDMS are available to be licensed immediately, in order to restrict NPCs from licensing athletes that are not eligible to compete in IPC competitions. However, the fact that an athlete is listed in this section does not mean they are licensed. Athletes are added to this section in one of two ways:

1. Carried over from previous season. This applies to all athletes that were available in the previous season, as long as they are still listed with *Active* career status.

2. Added from the License Renewal screen as a new registration.

Whether an athlete is registered as licensed within SDMS or not is shown by the license *status*. At the beginning of the season, all athletes carried over from the previous season are assigned the license status *New*, and when the licensing process is complete for that athlete, the

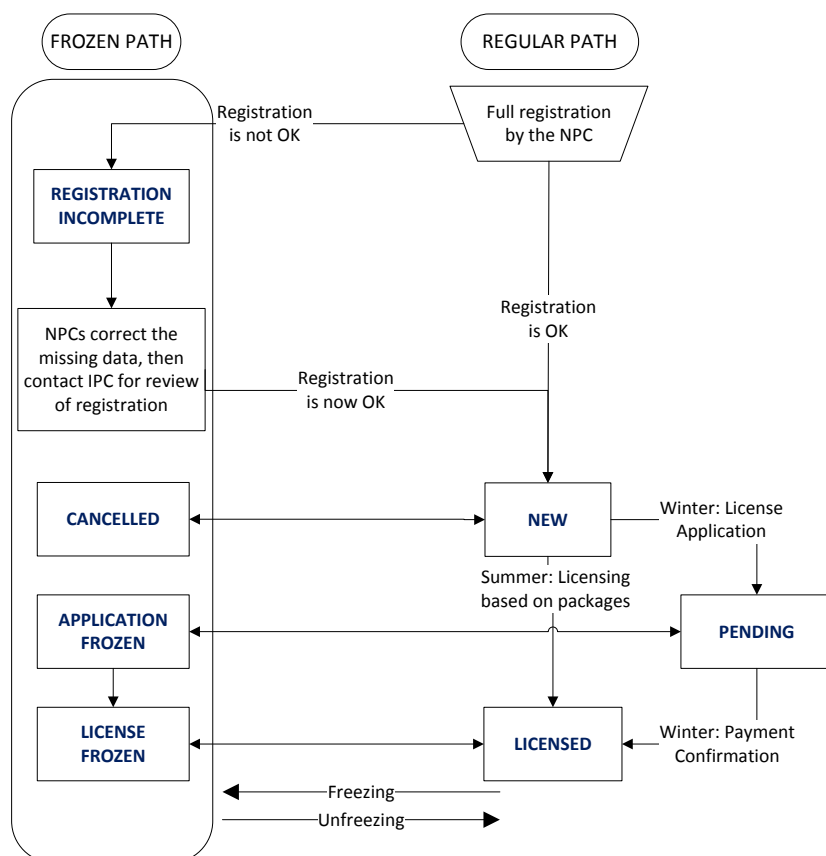
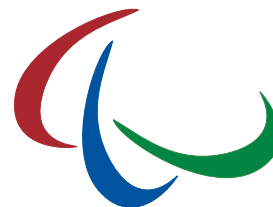


Figure 6.2: Possible license statuses and paths



status changes to *Licensed*. All possible statuses, and how they can be changed by the respectively authorised users, are shown in Figure 6.2.

Within a season, athletes are not removed from this section. If the athlete is for some reason not eligible to compete, they should be moved into the frozen path. Their license status will then depend on where they were in the licensing process before the freezing occurred. The athlete can also be unfrozen if the issue causing ineligibility is resolved. E.g., athletes with incomplete registration would be frozen, but can be unfrozen again and receive status *New* if correct documents are uploaded.

## 6.2.2 License Search Form

The following criteria are available from the section's search form:

Field	Format	Comments
<b>License Category</b>	drop-down box [License Category]	obligatory, to distinguish between the type of license you apply for
<b>Season</b>	drop-down box [Season]	obligatory, currently active seasons listed on top. Seasons with read-only status can be selected for archive purposes.
<b>NPC</b>	drop-down box [NPC]	obligatory, automatically restricted by user rights
<b>Sport</b>	drop-down box [Sport]	obligatory, populated upon season and license category choice
<b>License Status</b>	drop-down box	the license status reflects the progress of the application
<b>SDMS ID</b>	integer	search for a particular ID
<b>Family Name</b>	text field	case independent, matches from the start of the input
<b>Given Name</b>	text field	
<b>License No</b>	text field	code of issued license (printed on license card)
<b>Invoice No</b>	text field	code of invoice for license or license package

After completing the search form and clicking *Search*, the matching athletes appear in the search grid of *Athlete Licenses*. In addition to information about their current license status, the date of validity (for licensed athletes) and any comments from IPC are displayed.

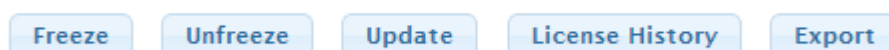


Figure 6.3: License search form action buttons



With this search, users can perform a number of actions relating to the license status of the searched athletes. NPCs and IPC sport officers (if an NPC requests assistance) can begin the application process by selecting athletes. The application process will be described in detail in sections 6.4.3 through 6.4.5. Also, the *License History* button allows for access to a page with all status changes of a particular athlete, with date and the username responsible for each change listed.

Additionally, IPC sport officers have three extra buttons available to change the status of a license application: *Freeze*, *Unfreeze* and *Update*. These can all be applied to several athletes at a time. The Freezing and Unfreezing buttons are for moving athletes between the frozen and regular paths of license application: on clicking, a dialogue box is brought up showing the changes between the paths and with a text area for entering any comments.

The date of validity of the license can be changed by clicking the *Update* button: again, a comment field is provided for entry of reasons for the update, if necessary.

### 6.2.3 Selecting and Controlling Teams

This section describes steps 2-4 in the license application process. After obtaining a list of athletes by choosing the correct criteria (category, sport, and season), users select the athletes to be licensed by clicking anywhere in the athlete's search row and then clicking the *Add to My Team* button (step 2). This updates the counter of athletes in the *Control your team* section (step 3) and colours all selected athletes in red. There is also a *Clear My Team* button, which removes all selected athletes and returns to the start of step 2; another option to remove athletes is described in the following section, License Application Completion.

#### *Notes on Adding Athletes*

1. Adding athletes from several different search grids with one click is currently not supported. Users from countries with many athletes can change the number of athletes displayed on each page (default 10).
2. All athletes in the search grid may be selected for licensing by checking the box in the upper left corner.
3. Athletes already licensed may be selected from the grid, but will not be added to the team by the *Add to My Team* functionality.





Once the user has selected all athletes to license, they can complete step 4 by clicking the *License My Team* button. The user is then taken to the *License Application Completion* screen for steps 5 through 7, which are different depending on whether the sport uses packages or individual licensing.

#### 6.2.4 License Application Completion – License Package Sports

Step 5 is a control step to ensure that the correct athletes have been transferred from the previous screen. All athletes selected in the previous process are displayed in a table, with ID, family name, given name and type (athlete or guide). The NPC, season, sport, and license category are also shown here.

Step 6, shown in Figure 6.4, asks the user to select the license package for this application. All packages with free licenses are displayed and can be selected by clicking the associated row in the grid.

6. Select your license packages!

<input type="checkbox"/>	Package Number	Sport	Available
<input type="checkbox"/>	S13BLRXXLP02-020	-all-	3

Only packages with confirmed payment are available!

Team Size: 2

Licenses from selected package(s): 0

On selection of two or more packages, licenses are allocated beginning with the smallest package number (LPxx).

Required Licenses: 2

Figure 6.4: Step 6, before selection of available packages

Clicking the row updates the counter of Licenses from selected packages. If enough licenses are available through the selected package, the required licenses counter changes colour to green, as shown below. If more packages are required to complete the application, the colour stays red and the counter is updated to show the remaining number required.

6. Select your license packages!

<input type="checkbox"/>	Package Number	Sport	Available
<input checked="" type="checkbox"/>	S13BLRXXLP02-020	-all-	3

Only packages with confirmed payment are available!

Team Size: 2

Licenses from selected package(s): 3

On selection of two or more packages, licenses are allocated beginning with the smallest package number (LPxx).

Required Licenses: 0

Figure 6.5: Step 6, sufficient packages have been selected



The final step of the process is completed by clicking the *Confirm & License* button. As long as enough packages have been selected to cover the required amount, the licenses will then be allotted by SDMS automatically. Each license is assigned an ID for use on the license card, with season, sport, nation and a random 8-digit number. The license is also associated with the correct license package, and the current date is stored as the license's validity date.

*Warning:* Assigning a license from a package to an athlete is binding – it is not possible to cancel an athlete's license afterwards.

### 6.2.5 License Application Completion – Sports with Individual Licensing

In sports with individual licensing, the payment must be organized through this screen, and so step 6 consists of invoice creation instead of using a license package.

By default, the invoice is issued to the official name of the NPC registered in SDMS. If a different organisation is to be invoiced or a postal address is required on the invoice, the user may supply the name and address in four lines provided on this form.

The license application is completed and an invoice produced by clicking the *Confirm Application* button. The program then adds the details of the athlete's license and payment information into SDMS' data repository, and a confirmation message is displayed to the user.

The user can then print off the invoice and process the payment with their bank if necessary. The status of the license is set to *Pending* until IPC Finance confirms the payment from the *Invoices / Payment History* screen, where they will change the status to *Active*.



### 6.3 License Cards

IPC issues license and ID cards through SDMS, for use as proof of identification at competitions and at other IPC sanctioned events. The license card is particularly important for major competitions where licenses are required for entry, and is valid for the length of the season in conjunction with an ID card. The ID card, which also includes the athlete's photo, is valid for four (4) years after the date of issue. New cards can be issued at any time, as long as the athlete is licensed in a currently running season.

Sample pictures of the license and ID cards are shown in Figures 6.6 and 6.7. The standard personal information such as name, NPC, gender and date of birth are included on both; the ID card includes a photograph and the dates of issue and expiry, while the license card includes details on the sport the athlete is licensed to compete and the timeframe of validity for the license.

For athletes licensed to compete in shooting, the license cards include classification data in place of the name and ID section – such as the sport class, class status, and details about the allowed weapons and assistance. If the athlete is classified in several classes, these are separated by slashes. The only personal identification on the shooting license card is the SDMS ID, which can be cross-checked with the ID card.

Athlete ID Card

22/09/2017 Date of Expiry 23/09/2013 Date of Issue

PHOTO

Zacarias Family Name

Hannah Given Name

USA NPC Female Gender 01/01/1998 Date of Birth

000023456 SDMS ID

www.paralympic.org

Figure 6.6: Sample athlete ID card (photo: placeholder)

Athlete License Card

S13ATUSA49295043 IPC License Number 23/09/2013 Date of Validity

Summer Season 2013 Season AT Sport 31/12/2013 Date of Expiry

Zacarias Family Name

Hannah Given Name

23456 SDMS ID USA NPC Female Gender 01/01/1998 Date of Birth

www.paralympic.org

Figure 6.7: Sample athlete license card



## 6.5 Invoices

Once an invoice has been issued by the system, it must be stored so that it can be accessed by the finance department for an eventual confirmation of the payment status. These invoices can be viewed in this section, along with invoices issued for other IPC processes such as competition participation or approval. Invoices can not be created or deleted directly from this screen: instead, they are created as a result of other processes within SDMS. The invoice details are displayed in a table, with printable PDFs available for archiving and documentation.

Field	Format	Comments
<b>Invoice Number</b>	Code	used in correspondence with user
<b>Season</b>	Read-only text field	
<b>NPC</b>	Read-only text field	
<b>Sport</b>	Read-only text field	
<b>Type</b>	Read-only text field	possible types a. Competition Participation Fee b. Individual Licenses c. License Package (no specific extra fields) d. NPC Credits (to be implemented)
<b>Invoice Recipient</b>	Read-only text area	not viewable from search form
<b>License Package – specific fields</b>		
<b>License Package Name</b>	Read-only text field	
<b>Price</b>	Read-only integer	
<b>Comments</b>	Read-only text field	NPC comments
<b>Individual Licenses – specific fields</b>		
<b>Athlete Fee</b>	Read-only integer	fee per athlete licensed in this invoicing
<b>Guide Fee</b>	Read-only integer	fee per guide licensed in this invoicing
<b>Extra Fee</b>	Read-only integer	additional charge for late licensing
<b>Team Licenses – specific fields</b>		
<b>Team Fee</b>	Read-only integer	team fee for the first invoice in team sports
<b>Team Penalty Fee</b>	Read-only integer	penalty fee for late team licensing
<b>Individual Licenses</b>	Read-only integers (number and price)	displayed if team has more athletes included than the default for the team fee
<b>Athlete Penalty Fee</b>	Read-only integer	penalty fee for late licensing
<b>Free Licenses</b>	Read-only integer	displayed if there are still remaining licenses covered by team payment
<b>Competition Participation Fee – specific fields</b>		
<b>Fee per Member</b>	Read-only integer	fee charged per athlete and day
<b>Delegation Size</b>	Read-only integer	number of athletes accepted by this payment
<b>Competition Approval Credits – specific fields</b>		
<b>Price</b>	Read-only integer	price of purchased credits
<b>Comments</b>	Read-only text field	NPC comments



Competition Approval – specific fields		
Category	Read-only text field	description of service
Fee	Read-only integer	
Competition Name	Read-only text field	For IPC Approved Competitions
Upgrade To	Read-only text field	For package upgrades, the type of package (see chapter 7.1 for a description of the process)
Payment Details section		
Total Amount	Read-only number, 2 decimals	total amount (in EUR) charged by IPC
Tax	Read-only integer	Tax percentage applied
Paid Amount	Number, 2 decimals	Change if partial payment
Status	drop-down box OR text field	If payment is not recorded, drop down box with either 'pending' or 'cancelled'. If payment is confirmed, changes to a read-only field 'Paid'.
Payment Option	Read-only text field	bank transfer or credit card
Date of Payment	Date field	the official date when payment is recorded with the IPC's bank account. Obligatory if status is Paid
Date of Validity	Date field	normally, licenses are valid from the date of payment, but can be set to a different date in exceptional circumstances. This different validity date is specified in this field.
Comments	Text area	Further IPC comments regarding the payment

## 6.6 Address Book

The address book shows all addresses that users from your NPC saved from the ordering sections of SDMS, and which can be recalled later. Your private addresses can not be seen by anyone else in the application; public addresses, such as the IPC address are available for everyone.

The postal address will be printed on the invoices, which you can print off for your archives.

Field	Format	Comments
NPC	Drop-down box [country]	
Organization	Text field	postal address
Street/ P.O. Box	Text field	
City	Text field	
Country	Text field	
VAT	Text field	Value-added tax number (for EU countries)



## 7 Competition Management

This chapter describes the menu item where data related to competitions in all Paralympic sport is administrated. In particular, it describes the process related to getting a competition approved in swimming or athletics.

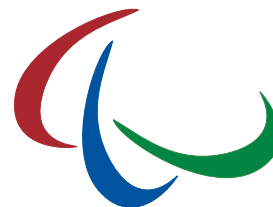
### 7.2 Approval Management

Beginning in 2014, World Para Athletics implemented a process where NPCs could apply for their competitions to be approved and sanctioned in SDMS. NPCs first purchase a number of credits, which are then used to pay for the competition requests so that the requests aren't held up by financial problems. The process is explained fully from an NPC point of view in the User Guide ( [http://www.paralympic.org/sdms/doc/info/2013\\_10\\_07\\_SDMS\\_AT\\_Guide\\_Competition\\_Approval.pdf](http://www.paralympic.org/sdms/doc/info/2013_10_07_SDMS_AT_Guide_Competition_Approval.pdf) , also available as the third link under Approval Management).

Competition requests in athletics are divided into two categories:

1. World Para athletics approved competitions: these competitions have World Para Athletics as their respective IF, and are designed for Paralympic athletes. As World Para Athletics fulfils an IF role, they charge a competition fee for each request to cover their costs of processing the application, appointing technical delegates, providing classification opportunities, etc.
2. IAAF/NF Endorsed competitions: these competitions have IAAF, the international association of athletics federation, as the responsible IF, either through IAAF directly or through the national athletics federation. If they provide competition opportunities for athletes with impairments, World Para Athletics can approve the results for use in the world rankings and in qualifying for major competitions. The fees associated with these competitions is therefore lower, and organised in packages – for updated information, see the section user guide.

World Para Swimming also introduced their own competition approval process from 2016 onwards. However, they only have one tier of approved competitions. The User Guide can be found at [http://www.paralympic.org/sdms/doc/info/2015\\_12\\_17\\_IPC\\_Swimming\\_Competition\\_Approval.pdf](http://www.paralympic.org/sdms/doc/info/2015_12_17_IPC_Swimming_Competition_Approval.pdf).



### 7.2.1 NPC Credits (World Para Athletics)

The credit applications are handled by the finance department once the NPC have completed the submission as described in the user guide, and can be approved in the same section as invoices from other SDMS modules. See chapter 6.5 for more information on invoice processing. The NPCs are allowed to use their credits to make requests once the invoice has been confirmed paid.

When an NPC user makes an application that will change the package level of an endorsed competition, a dialogue box appears asking them to confirm the automatic upgrade.

For book keeping purposes, invoices are generated by SDMS whenever credits are used by the application – e.g. to upgrade the competition package for endorsed competitions, or to pay the competition approval fee – even though the payment had already been made when credits were generated. These invoices only serve as a record of the service the credits have been used to pay for.

World Para Swimming does not use the credits system; instead individual invoices are issued whenever an NPC applies for a competition.

### 7.2.2 Competition Requests

Once a request has been submitted and the credits deducted, sport officers can review the application and move it within the approval status flowchart. Only decisions on the competition status are announced within SDMS; NPCs can also submit expressions of interest to hold international classification, but the final decisions are communicated by the IPC Sport committee on our website.

If an NPC has selected an incorrect category (approved or endorsed) in their application, clicking the button *Change Category* will move the application to the correct category. Credits associated with the application will be reimbursed or deducted.

Application status changes are shown by red and green lamps next to the currently valid status and action. For example, a newly submitted request is waiting for IPC review, and hence the lamps next to *New* status and *IPC Athletics to review* action are shown in green for such requests.

The possible statuses are:

- *New*: all newly submitted requests receive this status. If all data is correctly entered, a decision can be made on the request directly: it can be *Approved* or *Not Approved*.



- **Incomplete:** If data is not correctly entered, IPC change the status from *New* or *Updated* to *Incomplete* and ask the submitting organization to complete the request. A comment dialogue box will appear to input information for the NPCs to use when they will improve the application; this comment and the status will then be displayed at the top of the application form. As IPC now await a response from the organisers, they should not change the status further before they receive new information.
- **Updated:** This is the only status NPCs can change; when they submit an updated request previously said to be incomplete, SDMS automatically changes the status to *Updated*. The request then goes back to application review as if it had been newly submitted.
- **Approved:** After IPC are satisfied with the information submitted, through any number of update cycles, they can approve the competition. The local organisers can no longer change their data once the IPC have made the approval decision – this can only be done by IPC officers. Once the competition has been approved, it should also be uploaded to the website to inform the public of its existence.

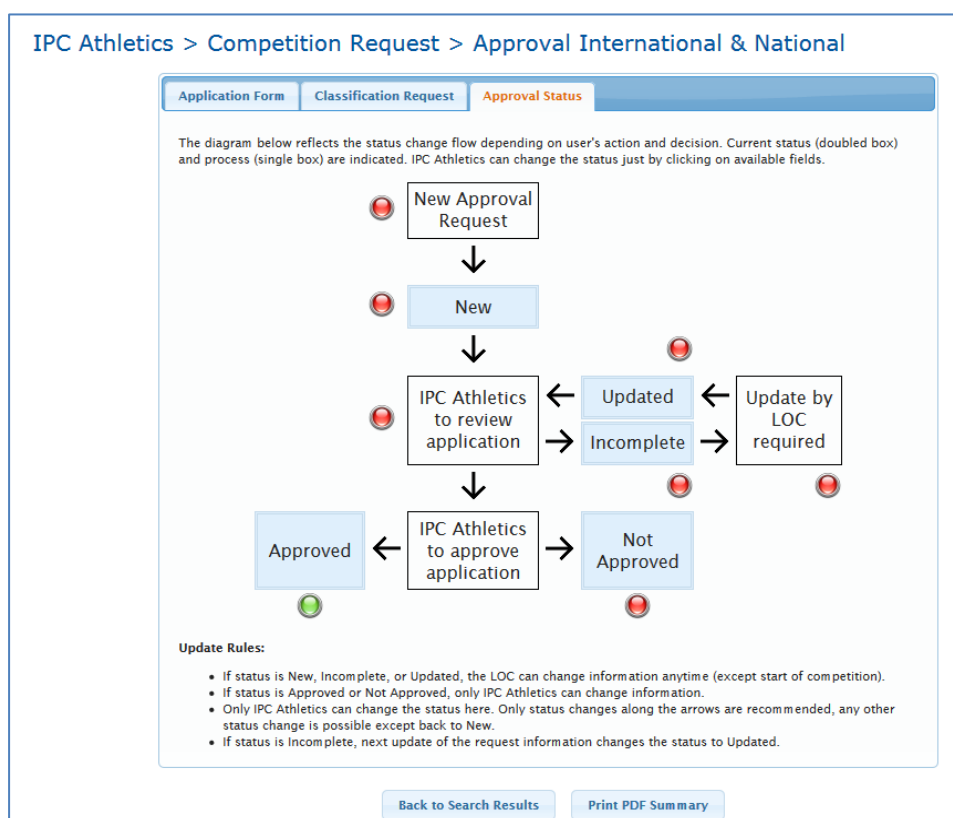


Figure 7.6: The Approval Status screen. This competition has been Approved, signified by the green light below the Approved box.





- *Not Approved*: IPC reserves the right not to approve competition requests for any reason. As with an incomplete application, a comment dialogue box appears to explain the reason for the decision. In the database, this resets the Level of Designation to nothing, and the competition should obviously not be uploaded to the website.

IPC can change all statuses – except to change back to New once the request has been reviewed. However, IPC users are recommended to follow the procedure outlined by the flowchart.

IPC officers can also delete a request, in which case the associated competition is also removed from the calendar, any invoices associated with the request is deleted, and any credits used in the request are reimbursed.

When an NPC submits a request, the competition is added to the SDMS calendar with the organiser information as supplied in the request. This information will be visible from the Calendar > Competition details page, as well as from the website for uploaded competitions.

If someone discovers the application has been placed in the wrong category, IPC users can move the competition between IAAF/NF Endorsed and IPC Approved categories with the *Change Category* button. When clicked, a dialogue box appears asking the user to confirm the change and informing the user what will happen when the category is changed. SDMS then reimburses any credits spent on the previous application, deducts credits for the new application, and deletes category specific information.

The application form is optimised for web input, and may not be easy to read or print for hard copy purposes. Therefore, SDMS offers a button to *Print PDF Summary* of each application. NPCs are not required to send this PDF as documentation to IPC, as the PDF merely duplicates the information already sent through SDMS. The radio buttons and checkboxes are copied across as form boxes.

### 7.2.3 International Classification Evaluation

Once an NPC has requested to host an IPC Approved competition, they may additionally go to the *Classification Request* form to submit an Expression of Interest to host a classification opportunity. Following this submission, IPC can give their feedback on the proposed classification schedule and data by changing the *Approval Status* from *New* to *Approved* or *Not Approved*.



## 9 Reports

When administrating large numbers of athlete data, it is often a good idea to print database extracts as PDF files or Excel files as a Report. These can be produced as exports from each search table, but to combine data from different database tables, you should use the specially designed Report section.

### 9.1 Classification Report

The *Classification Report* is the main report produced by SDMS, and the one with the most customizable options. It can be used to prepare classification schedules for competitions, get an overview of all athletes from a country, region, and or sport. It can also be used to review the registration and license status, if this is necessary. For example, it may be desirable to only include already licensed athletes when entering athletes for the schedule, or if one would like an overview of all information an NPC has entered about an athlete.

A classification report can only be produced for one sport at a time; therefore, the *Sport* drop-down box is compulsory. It is populated based on the selection in the *Season* drop-down box, which by default selects the most current summer season. To switch between winter and summer sports, you must therefore select a winter season.

#### 9.1.1 License Status

The final compulsory field is the *License Status* drop-down box. This controls the license status of the included athletes. By default, the report only includes athletes who are (were, for past seasons) licensed for the selected season. To change this, there are five options:

- Active: shows only athletes with an active license for the selected season
- Active & Pending: also include athletes with *Pending* status (payment pending, only for winter sports)
- Registered: shows all athletes who do not have a cancelled license status, i.e., those whose registrations have been reviewed and approved in the *License Renewal* section
- Registered & Cancelled: shows all athletes in the license database for that particular season
- Complete Database: shows all athletes with an SDMS ID. Choose this option if you do not want to restrict the search to a particular season.



### 9.1.2 Other Options

A comprehensive table of all search options follows.

Sport		
Region	Drop-down box [region]	Select by region (continent)
NPC	Drop-down box [country]	Select your own NPC
Show registration status	Checkbox	Include columns on registration criteria (Excel only)
License Status	Drop-down box	Compulsory field, see section 9.1.1
Season	Drop-down box [season]	
License Programme	Drop-down box [license category]	
Competition Module & Code	Text field and drop-down box	Limit your search to athletes entered for a specific competition
Specifications – for Excel report only		
show license status	Checkbox	When ticked, license status (e.g. New, Licensed, etc.) of the athlete for the selected season and sport is printed
show license comments	Checkbox	Any IPC comments about licensing or registration are printed.
Classification Profile Data		
Field name	Checkboxes	These are the classification fields as can be entered from the <i>Profile</i> section. See section 0 for a list of field meanings
Sorting		
Sort Order	Radio boxes	The report is always sorted by NPC first. Ordering within NPC can be done by <i>Name</i> or by <i>SDMS ID</i> .

### 9.1.3 PDF Export

PDF reports are printed in landscape format, with a set number of columns (6-8 depending on the sport) when you click the *Open as PDF* button. The report is also timestamped and verified with the official logos of IPC and SDMS.

From the left, each row includes personal data – SDMS ID, family name, given name, gender, date of birth – the athlete's current class in each of the major class groups, the class status, and the year of review. If the athlete is in different classes for different events and/or disciplines, this is also shown next to the class name.

Athletes with Guide as typed are simply listed with 'Guide' next to personal data, and no classification data is loaded.



If the tickboxes of classification profile data is included in the report, each additional field is printed on a separate row below the personal and classification data. The field name is printed in italics below the gender column, and the field content below the class data.

If an athlete is registered with two or more current classes in the same event type, an error message is printed in red below the athlete's row.

#### 9.1.4 Excel Export

The Excel export is similar to the PDF, but meant for internal use and manipulation. The athletes are listed in rows by the sorting order specified; as there is no restriction on horizontal space in a spreadsheet, all classification data is displayed in a single row. Further, you can include columns which indicate whether the classification files have been uploaded in the documentation tab.

This also allows space to include some extra columns with registration, licensing, and uploaded form data; these are listed as *Specifications* in the Other Options table.

In Excel, you can manipulate the report with search filters, sorts, etc., but this is spreadsheet-specific, and outside the scope of this manual.



### 9.3 License Report

The license report can be used to keep track of all licensed athletes, with name, date and other information. There are fewer customisable options here, as this is only used for licenses and associating athletes with invoices: it should be used for financial archives and for keeping track of which athletes are licensed for a particular season. By default, all license applications submitted by an NPC are included in the report, independent of finance status; however, completely registered athletes who have not yet been licensed or who are suspended will not be listed.

The section is available to both IPC employees and NPC officers. The search options are as follows:

Field	Format	Comments
Season	Drop-down box [season]	
License Programme	Drop-down box [category]	See chapter 3.6
Sport	Drop-down box [sport]	Populated on season choice
Region	Drop-down box [region]	Select by region (continent)
NPC	Drop-down box [NPC]	Select your own NPC
Only Pending	Checkbox	Only list those invoices (for license packages) or athletes (for winter licenses)
Only credit cards	Checkbox	Only list licenses associated with credit card payment.

Also, there are three different report types, selectable from a drop-down box, and three different output types, selectable as buttons. By default, the licenses are grouped by NPC in the printed reports; the report types allow you to select more relevant groupings.

- *Invoices & Athletes*: list all invoices and athletes licensed.
- *Invoices*: list only the invoice data.
- *Athletes*: list only the athlete data, but still sorted by invoice number.

In the report output, athletes are always sorted by their invoice number, and then by family name and first name. For each invoice, the date of issue, payment option, amount paid, and payment status and date are all included. The athletes licensed with SDMS ID number, name, gender, date of birth, license ID, license status, and license validity date.

The different output types are

- *Open as PDF*: PDF output with each licensed athlete as a separate row, in sections by invoice. The invoice details are printed in each header row.
- *Open as Excel*: Excel output: invoice details and athlete details are combined in the same row, meaning that the same invoice details are reprinted many times.



- *Open as Map*: Shows a colour-coded world map of licensed athletes. Should only be used for regions or the whole world, and can not be used to show details of single athletes, only counts for one sport or all sports

## 9.4 Record Certificates

SDMS offers the opportunity to produce record certificates in order to recognise athletes in Para sports for their achievements. From 2017 onwards, these will . These can then be printed and awarded to the record-breaking athletes.

Before printing records, you must specify the sport and a competition code; for large competitions, you can also supply a start and/or end date to restrict the search further. The application searches for all records with *Confirmed* status that meet the search criteria; if no records match the criteria, you get an error message.

The record certificates are printed as separate pages in a PDF file, with dimensions 311.817 mm by 224.817 mm. The certificates are sorted by NPC and name - if the *separator sheet* option is ticked (default), the name of each NPC is also printed on a separate sheet between the record certificates.

The certificates are formatted differently depending on the sport, but all include the following:

- Record type (world record, European record, junior record, etc.)
- Name of athlete (with English honorific)
- Record-breaking performance
- Name of event in which athlete holds record
- Date of achievement
- Signatures of IPC Chief Executive Officer, World Para Sport Manager, and (for athletics and powerlifting) STC Chairperson
- IPC sport logos





## 10 Glossary

### EBS

IPC Online Entry & Bipartite System

### HIRA

IPC Historical Results Archive

### ID

Identification (as unique identifier)

Intellectual Disability (as disability category)

### IF

International Federation

### IM (class)

Intentional Misrepresentation

### IOC

International Olympic Committee

### IPC

International Paralympic Committee

### LOC

Local Organising Committee

### MQS

Minimum Qualification Standard

### NE (class)

Not Eligible

### NSF

National Sport Federation

### NOC

National Olympic Committee





## **NPC**

National Paralympic Committee

## **PGX**

Paralympic Games eXchange Tool

## **RSC**

Result System Codes

## **SDMS**

IPC Sport Data Management System

## **STC**

Sport Technical Committee

## **VAT**

Value Added Tax

## **VI**

Visual Impairment

