World Para Nordic Skiing User Manual for Competition Equipment Registration
September 2019
In accordance with World Para Nordic Skiing Rules and Regulation and monitoring the use of technology and equipment; World Para Nordic Skiing now requires all athletes to register personal competition equipment including but not limited to:

a) Sports specific prosthesis devices;
b) Sit skis.
c) Any other adaptive equipment;
d) VI adaptive eye wear (lenses, contacts etc);
e) All air rifles (regardless of adaptation).

1 Registration

The process of registering such equipment shall be through the IPC Sport Data Management System (SDMS) as follows:

1.1 Step 1

Once you are logged into SDMS, go to Participants ➔ Registration & Update, and then find and select the athlete.
1.2 Step 2

Once you are in the profile of the athlete, select the tab named ‘Equipment’. Within this tab you can register each set of equipment.

First select the **Sport** of the athlete, **Nordic Skiing**, then select the **Equipment Type** to indicate the type of equipment you wish to register (prosthesis, sit ski, rifle, arm brace, eyewear, other). Then enter the Manufacturer, Product Name and Catalogue/Module Number (if applicable). The Technical Description should include a basic technical description of the equipment (materials, construction, weight, size etc.) and a description of the adaptation and its purpose. For sit skis, the height of the seat above the top of the ski MUST BE DECLARED.

Upon completion of the **Basic Information**, press save.
1.3 Step 3

Once the basic information has been saved, you must add images and technical documentation of the equipment under PDF Documents (Maximum 5 Images or PDF). The photos should be clear and show the product specifications as described above. Sit ski photos should show the equipment from both sides, the front and back, and from the top. Please include a measuring tape in at least one side or back image of the sit ski to illustrate the distance from the top of the ski to the top of the seat cushion (point of contact under the hip bone). Rifle photos must be from both sides and from the top and the bottom with additional focus (close-up) of any specific adaptations. Please include a measuring tape in at least one photo from the side to illustrate barrel length. More photos increase your chances of the equipment being approved during the first approval process.

*Use the athlete info tab to easily access classification and sport class information about your athlete.*

If either the photos or other fields are empty, your application will be viewed as incomplete.
Example of how to include a measuring tape in at least one side or back image of the sit ski.

Example of how to include measuring tape in at least one photo from the side to illustrate barrel length.
Once completed and photos have been uploaded, press **SUBMIT. This will change the status automatically to ‘Pending’**

The maximum number of equipment sets you can register is five (5). Note: a sit ski and its components will be considered as one (1) set, rather than registering each component separately (sit ski, etc.).

Should you wish to register a second or third piece of equipment, select **New Equipment Set** and follow the same procedure from Step 2.

## 2 “Seasonal Renewal”-Process

Once a new season begins, all equipment sets submitted in the previous season will be put back to “Season Renewal” status. That means that all Nations/athletes must review previously submitted equipment to:

(a) confirm usage (resets the “Approval” status),

(b) update sets and submit again (sets to “Pending” for STC review) or

(c) delete the set if no longer used.

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**Season Renewal**

- [ ] I would like to apply changes to the equipment information submitted in the previous season.
- [ ] I would like to delete this equipment set as it is no longer used.
- [ ] I hereby confirm the equipment remains unchanged for Winter Season 2018/19.
3 Validation

Upon the registration and submission of equipment, World Para Nordic Skiing 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 or any new modifications must be registered to SDMS.

World Para Nordic Skiing has a duty to prohibit the use equipment that breaches the fundamental principles of ‘safety’, ‘fairness’, ‘universality’ and ‘physical prowess’ per World Para Nordic Skiing Rules and Regulations. World Para Nordic Skiing through its appointed Race Director and Technical Delegate(s) will continue to monitor the use of Technology and Equipment at all World Para Nordic Skiing sanction competitions to ensure that it conforms with the above regulations, and those principles set out in the World Para Nordic Skiing Rules and Regulations.