



World Para Nordic Skiing User Manual for Competition Equipment Registration

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World Para Nordic Skiing

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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.

Home » Athletes » Athlete Registration

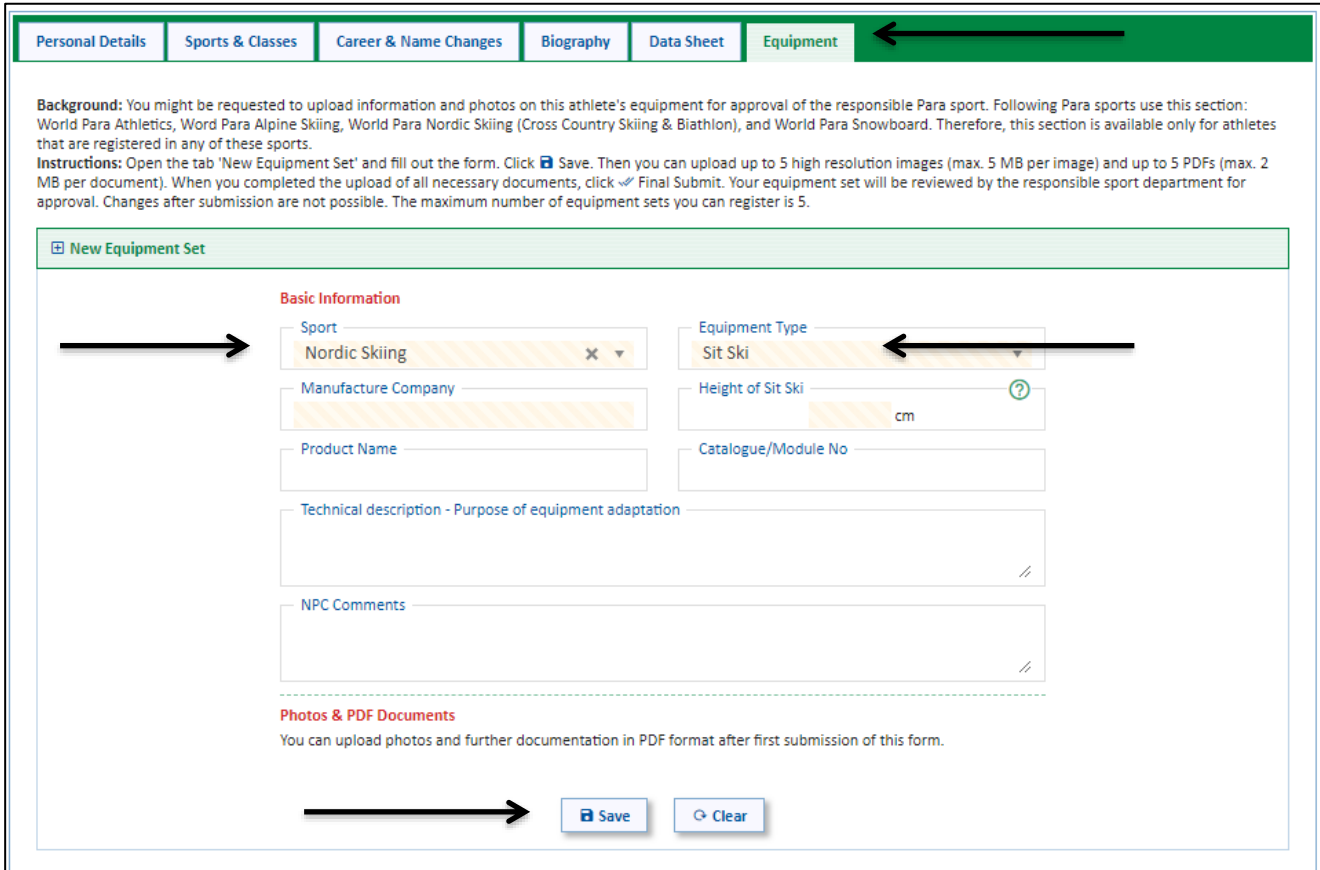
Athlete Registration

Advanced Search Parameters Sport <all> x

SDMS ID ¹	Family Name	Given Name	Date of Birth	Gender	NPC	Career Status	Category
31071 x	smith x	john x					
31071	Smith	John	2008-04-14	Male	Albania	Active	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.



Personal Details | **Sports & Classes** | **Career & Name Changes** | **Biography** | **Data Sheet** | **Equipment** ←

Background: You might be requested to upload information and photos on this athlete's equipment for approval of the responsible Para sport. Following Para sports use this section: World Para Athletics, World Para Alpine Skiing, World Para Nordic Skiing (Cross Country Skiing & Biathlon), and World Para Snowboard. Therefore, this section is available only for athletes that are registered in any of these sports.

Instructions: Open the tab 'New Equipment Set' and fill out the form. Click **Save**. 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). When you completed the upload of all necessary documents, click **Final Submit**. Your equipment set will be reviewed by the responsible sport department for approval. Changes after submission are not possible. The maximum number of equipment sets you can register is 5.

New Equipment Set

Basic Information

Sport: Nordic Skiing →

Equipment Type: Sit Ski ←

Manufacture Company

Product Name

Height of Sit Ski: cm

Catalogue/Module No

Technical description - Purpose of equipment adaptation

NPC Comments

Photos & PDF Documents

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

→ **Save** **Clear**

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**.

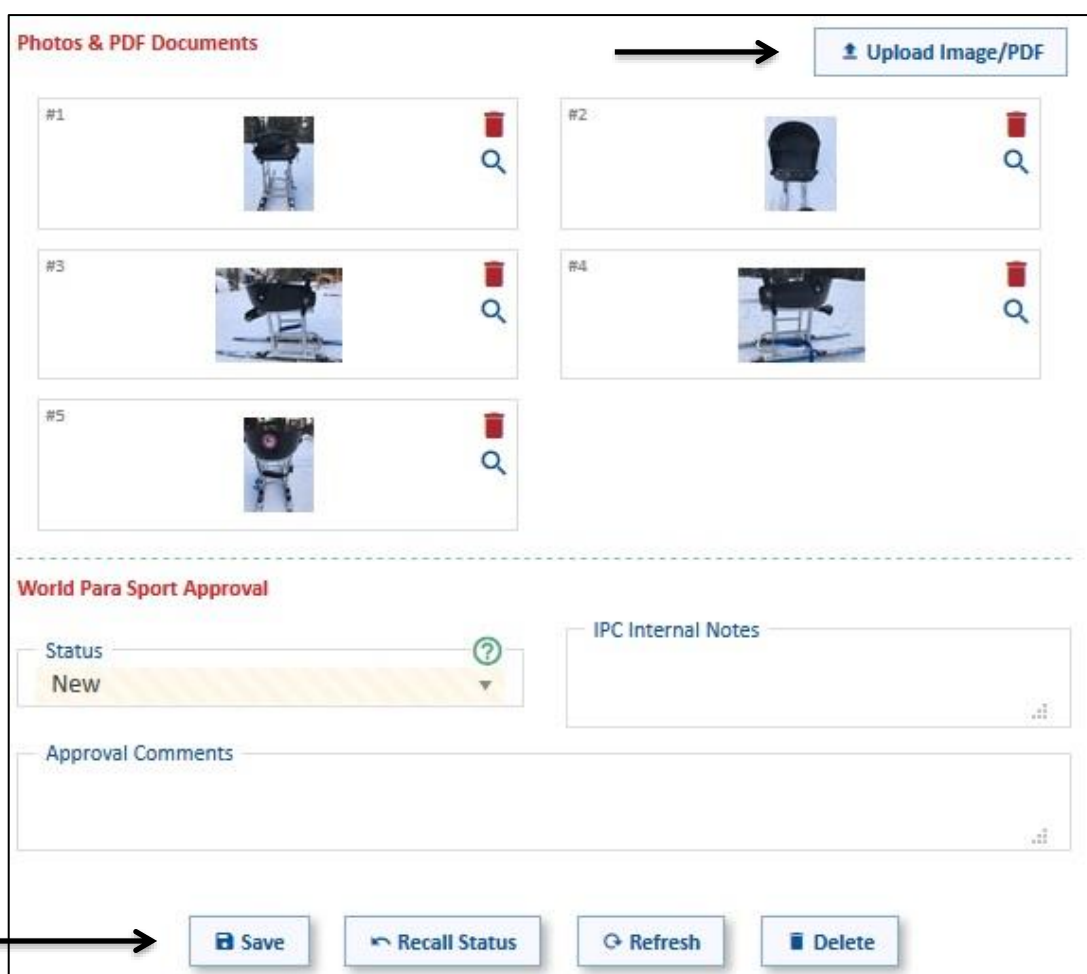
Upon completion of the *Basic Information*, press *save*.

1.3 Step 3

Once the basic information has been saved, you must add images and technical 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. 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 Deadlines

From the WPNS Rules & Regulations:

- 224.6 New developments must be submitted to the WP Nordic STC no later than 1st September for the following season. The first-year new developments can only be approved provisionally for the following season and must be finally confirmed prior to the subsequent competitive season. It is the responsibility of the competitor to seek final approval.
- 224.8.2 All adaptive equipment, including sit skis, prostheses, B1 goggles, corrective lenses, and air rifles must be registered by November 15 prior to each competition season using the WPNS Adaptive Equipment online registration. An athlete will not be allowed to compete unless their adaptive equipment has been registered.

3 “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 reviewal) or
- (c) delete the set if no longer used.

Season Renewal

Equipment 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.

4 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 of 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 sanctioned competitions to ensure that it conforms with the above regulations, and those principles set out in the World Para Nordic Skiing Rules and Regulations.