





IPC Sport Data  
Management System



**User's Guide**  
**Version B – For NPCs**

User's Guide  
for National Paralympic Committees (NPCs)

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## 1. INTRODUCTION

This chapter provides an introduction to the IPC Sport Data Management System, henceforth 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 (NPCs) and verified by the respective IPC Sport. This manual is targeted to staff members of the International Paralympic Committee (IPC), NPCs, and classifiers and aims to assist the users in the following areas of the system:

- Participant Management (eg athlete registration, biography capture, sport class assignment)
- Classification Management (eg confirmation of classes, classification file upload and review)
- Licence Management (eg athlete licence application and payment)
- Results Management (eg retrieval, preparation, upload, records confirmation, rankings calculation)

The new release of SDMS is published on 13 December 2010.

### 1.2. VERSIONS OF THE SDMS MANUAL

Due to the fact that a particular user group has only access to a limited number of functionalities and screens, several versions of the SDMS are published to bring only the important processes to the focus of each user group.

- **Version A:** A full document containing all parts for overall information for everyone interested in the data processes
- **Version B:** Registration and Licensing for National Paralympic Committees and IPC
- **Version C:** Classification for Classifiers and IPC
- **Version D:** Competition, Results, and Rankings for IPC

This document is version B containing the parts of athlete's registration and his licensing. Other versions have the same chapter numbers but unimportant parts for the respective user group are excluded and the user is referred to another version.



### **1.3. STRUCTURE OF THE SDMS MANUAL**

The current chapter describes the general objective of the manual, the different versions, how to get an account for SDMS and how to access this central IPC database. Please read carefully this chapter if you are not experienced with high security applications in general or with SDMS in specific.

The second chapter explains the navigation through the application, the menu bars, general usages of search forms, and buttons appearing on several pages.

The general requirements and regulations of registration and licensing are explained in chapter three reflecting the cover letters and fact sheets annually sent around to the membership, especially the National Paralympic Committees.

An exact step-for-step instruction for the registration of athletes in chapter four and for license application and payment in chapter five supports the user to fulfill the requirements and follow the process very efficiently.

Next to the registration/update of athletes and the licensing management, the classification section is the most important part of SDMS. Chapter six lights its functionalities up.

The last chapter number seven includes all competition, results, records, and rankings processes and functionalities in SDMS and outside SDMS down to the final publication on IPC website and usage at secondary applications like online entry systems.

At the end, appendices cover all related documents, forms, and flow charts, the chapters are referring to and are important especially for National Paralympic Committee.



## 1.4. ACCESS TO SDMS

### 1.4.1. SDMS Website

The IPC Sport Data Management System can be accessed through the Internet by inserting the following URL

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

A screenshot of the IPC Sport Data Management System (SDMS) login page. The page has a white background with a blue header. The header contains the IPC logo on the left, the text 'IPC Sport Data Management System' in the center, and the SDMS logo on the right. Below the header, there is a navigation bar with 'Please login!' on the left and '| Home | Logout |' on the right. A 'User' dropdown menu is visible on the left. The main content area features a blue heading 'Welcome to the IPC Sport Data Management System (SDMS)'. Below this heading is a red 'First Login' message: 'First Login: If you already had access to the previous SDMS version, please go to the Password Reset screen and reset your password. IPC needs a validation of your email address in order to grant access to authorized users. Thank you very much for your understanding! Please do not hesitate to contact us at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org) if you have any questions!'. Below the message are two input fields for 'Username' and 'Password', and a 'Login' button. At the bottom, there is a blue link that says 'I forgot my password!'.

*Fig 1.1: Login screen of SDMS*

### 1.4.2. Browser

It is highly recommended to use the most modern browser with activated JavaScript. First, older browser versions like Internet Explorer 6 have some bugs in displaying certain website parts. Second, more modern your browser is, more security tools have been implemented which is to your own interest.

### 1.4.3. SDMS Account Activation Form for NPCs

Each NPC obtains one (1) SDMS account (**Primary Account**) to access all athletes from all IPC sports captured in the system. This primary account must be held by a member of the National Paralympic Committee. Additionally, IPC allows one (1) **additional sport specific account**. These accounts could be used by members of the NPC or any national sport federation in order to decentralize the duty of athletes' registration and licensing. Of course, an individual person may hold two or more sport specific accounts.

#### ***SDMS Account Activation Process***

Fill out the SDMS Account Activation Form. There are three versions based on the three phases of opening SDMS for those sports.

- Athletics and Swimming
- Powerlifting, Shooting, Wheelchair Dance Sport
- Alpine Skiing, Nordic Skiing, Ice Sledge Hockey

The form must be signed by the secretary general or president of the National Paralympic Committee. Send the form back via email or fax as indicated on the form. Each individual applied for an account will receive an email with the account details (username and password) and some additional information.



### ***Update of user information***

Each account is related to an individual person. This person is responsible for all actions taken through his account. In order to change the primary or sport specific account, please fill out the SDMS Account Activation Form again and send it back to the SDMS administrator.

**Please share your account details with colleagues only if you take over the full responsibility for all actions done through your personal account.**

#### **1.4.4. SDMS Accounts for other user groups**

Please contact the SDMS administrator at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org).

#### **1.4.5. SDMS security and passwords**

##### ***Strong passwords***

SDMS requires 'strong' passwords. A password is strong if it has

- At least eight (8) characters,
- At least one (1) smaller letter [a-z],
- At least one (1) capital letter [A-Z],
- At least one (1) numeric character [0-9],
- At least one (1) non-alphanumeric character from the set [!@-#\$%\_?+].

##### ***First login***

After your first login, you are requested to change the password from the random one provided by the SDMS administrator to your personal one.

##### ***90-days-password-change-request and session time out***

Since it is recommended for all Internet applications (like amazon, ebay or similar), SDMS requests you to change your password after 90 days. After such a forced password change, you may continue with your work in SDMS. Due to additional security, SDMS logs you out after one (1) hour of inactivity.

##### ***Disabled account or forgotten password***

Your account is automatically disabled after five sequential failed login attempts. Please contact the SDMS administrator in order to reset your password and enable your account. As user for or under an NPC, you are identified by your name, SDMS username, and email address against the information provided on the SDMS Account Activation Form.

You may use the 'I forgot my password' functionality. Enter your username and email address as applied. If accepted, an email with a new password is automatically sent to your email address. You need to click the link in the email to validate your password reset first before the new password is usable.

## 2. SDMS GENERAL LAYOUT AND FUNCTIONALITIES

### 2.1. MENU BAR

| [Home](#) | [Edit Password](#) | [Logout](#) |

*Fig 2.1: SDMS top right menu bar*

The following table explains the links of the top right menu bar.

<b>Home</b>	This link brings you to the blank start screen.
<b>Edit Password</b>	You may change your password anytime. Please consult chapter 1.4.5 for more information.
<b>Logout</b>	This link conducts a user logout.

Participants ▾
License Management ▾
Reports ▾

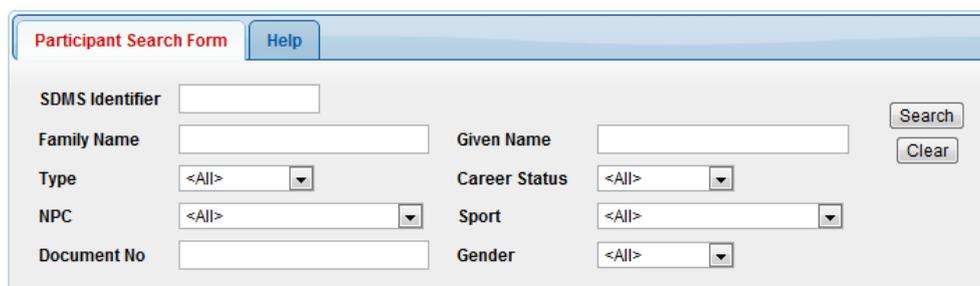
*Fig 2.2: SDMS navigation bar*

SDMS consists of several sections and screen which are grouped into these main categories.

<b>Participants</b>	Registration, Update, Validation of eligibility and nationality, Classification
<b>License Management</b>	Application for license packages, validation of licenses, license and license package invoices
<b>Reports</b>	several useful reports

## 2.2. GENERAL FUNCTIONALITIES AND NAVIGATION

### Search Function



The screenshot shows a 'Participant Search Form' with a 'Help' tab. The form contains several input fields and dropdown menus:
 

- SDMS Identifier: text input
- Family Name: text input
- Type: dropdown menu (selected: <All>)
- NPC: dropdown menu (selected: <All>)
- Document No: text input
- Given Name: text input
- Career Status: dropdown menu (selected: <All>)
- Sport: dropdown menu (selected: <All>)
- Gender: dropdown menu (selected: <All>)

 There are 'Search' and 'Clear' buttons on the right side of the form.

Each screen has a search functionality to target the user's data. Users specify their search parameter by entering text or select items from the dropdown search fields. The search is initiated by clicking the 'Search' button. To clear a search, users must click on the 'Clear' button. The 'Help' tab gives some useful information about the handling and data relations of the current screen.

### Search Results Matrix Header (eg of the participant search screen)

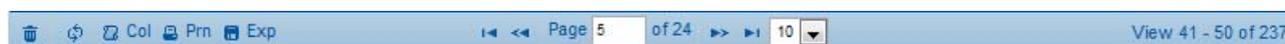


The screenshot shows the header of a search results matrix. It includes a title bar 'Participant Search Result' and a table header with the following columns:
 

Guides	SDMS ID	Family Name	Given Name	Date of Birth	Gender	NPC	Type	Career
--------	---------	-------------	------------	---------------	--------	-----	------	--------

In the result of each search conducted the information is displayed in columns and rows (a search result 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. All rows of the current matrix can be selected by ticking the checkbox at the header's beginning.

### Search Results Matrix Footer



The screenshot shows the footer of the search results matrix. It contains several icons for data handling and page navigation, along with the text 'Page 5 of 24' and 'View 41 - 50 of 237'.

The footer consists of several icons for handling the data or page through the full set of data.

	Deletes the selected row(s). An error message appears if one or more data rows are related to other important data.
	Reloads the grid.
	Manipulates the columns.
	Prints the full search result in one screen.
	Exports the full search result as file (tsv format,

	tabulator separated values)
	Allows scrolling through the pages.
	Opens the first page
	Opens the previous page
	Opens the next page
	Opens the last page
	Select a new page and push 'Enter' to open the desired page
	Changes the number of rows per page.
	Shows your current position and the total number of rows.

### Data Rows

<input type="checkbox"/>	Code	Sport	Type
<input type="checkbox"/>	AS	Alpine Skiing	Winter
<input type="checkbox"/>	AT	Athletics	Summer
<input checked="" type="checkbox"/>	IH	Ice Sledge Hockey	Winter
<input type="checkbox"/>	NS	Nordic Skiing	Winter

In the most screens, a specific data set can be opened and manipulated – depending on your access rights – by selecting the desired row. Differences to this general behaviour are indicated in the manual. Click the row you like to open which is currently highlighted in green. Rows can be selected without opening by ticking the box at the beginning. Such rows are indicated in yellow.

### Additional Buttons

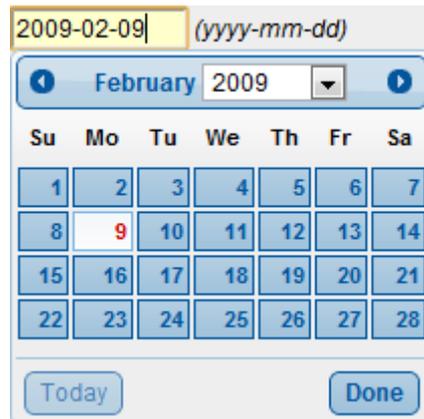
Buttons under the matrix reflects some grid functionalities like adding rows, delete rows (same as ) or export the full result matrix to file (same as Exp). In detail pages, please use the button

[Back to Search Results](#)

It is important to note that using this method of backward navigation provides the search parameter of the previous screen.

### ***Date Fields and Calendar Application***

Each field in SDMS representing a date opens a small calendar once the field is in focus. You may change the date by clicking on the respective day of the currently selected month or manually entering. It is recommended using the calendar application because the required date format *yyyy-mm-dd* is then automatically used.



Click  or  to scroll through the months. The dropdown menu allows immediately opening of a specific year. Click on 'Today' to directly jump to the current month if selectable. The calendar only shows acceptable values. For example, signatures of documents, classification dates or dates of birth must be in the past. 'Done' closes the calendar without changing the date.



### **2.3. FILES ATTACHMENT (TECHNICAL REQUIREMENTS)**

General requirements for upload of files are outlined here. Following types of documents can or have to be attached to the system under certain criteria. Attempts of upload exceeding the maximum sizes or wrong file formats will cause in an error.

- **Copy of Eligibility Code Form and Nationality Document**

May be submitted in a .pdf file format not exceeding 1 MB and the quality of the scan should ensure that all information is legible. NPCs may submit documentation in hardcopy (but are encouraged to submit electronically via the SDMS).

- **Copy of classification relevant documents (Classification Sheets)**

May be submitted in a .pdf file format not exceeding 2 MB and the quality of the scan should ensure that all information is legible. The regulations regarding sending classification relevant documents in hardcopy to IPC can vary between the sports. Please contact the respective sports manager in this regard for more information.

- **Photo**

Must

1. be recent and allow for easy recognition of the athlete being applied for license;
2. be plain white or light blue background with good contrast against the person (face and hair);
3. not include headgear, dark glasses and hair bands on the athlete, except for religious or medical reasons;
4. have the head of the athlete looking face-on; and
5. either be scanned and saved as .jpg (preferred), .gif or .png in medium to high quality; the width-to-height ratio is between 2:3 and 3:4 and be no larger than 250 KB.
6. If submitted in hardcopy the size of the photo must be 35mmx45mm (and include the name of the participant on the back of the photo).

**New:** Photos are automatically resized during the upload to a maximum height of 256 pixels and maximum width of 176 pixels. The user does not need to resize photos in advance!

## 2.4. SDMS MESSAGES

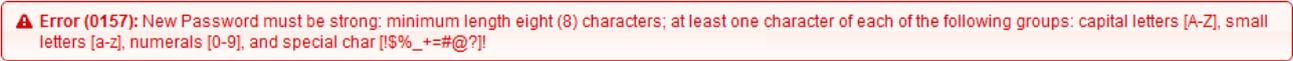
The application informs you about any action you are doing on the a specific data set. A yellow notice is shown after saving, updating, deletion, creation of an invoice, licensing of athletes etc.

A yellow rectangular box with a thin border containing a blue information icon and the text: "Notice: Participant details are successfully saved!"

**i** Notice: Participant details are successfully saved!

*Fig 2.3: Notice after the successful storage of participant details*

On the other hand, the system prevents saving incorrect, incomplete or simply wrong information into the database. You are informed about an error by a red header line at the top including error number and the reason.

A red rectangular box with a thin border containing a red warning icon and the text: "Error (0157): New Password must be strong: minimum length eight (8) characters; at least one character of each of the following groups: capital letters [A-Z], small letters [a-z], numerals [0-9], and special char [!\$%\_+=#@?!]"

**⚠** Error (0157): New Password must be strong: minimum length eight (8) characters; at least one character of each of the following groups: capital letters [A-Z], small letters [a-z], numerals [0-9], and special char [!\$%\_+=#@?!]

*Fig 2.4: Error while using a 'weak' password as new one*

Each field in the search or detail screens may have one or several requirements like specific formats (for numbers), file sizes, character set or date range. Invalid values are rejected after the attempt of saving. Only the first invalid field is indicated in such an error message like figure 2.4. You need to correct the value and save again until the yellow notice about successful saving appears.

The most common errors are

- Yellow (= required) fields are not filled out.
- Attached files do not meet the requirements (see chapter 2.3).
- Dates, times, numbers have not the correct format or are invalid.
- An essential data set (like an athlete) is attempted to be deleted although other essential data sets (like licenses, results, or records) are related to.
- Invalid combination of username and password.
- Disabled user account.

When you receive an unclear message, please do not hesitate to contact the SDMS administrator. He will immediately solve the problem and support you in your aims.



## 2.5. LANGUAGE SPECIFIC LETTERS

English is the language of the International Paralympic Committee (IPC). Please use only Latin letters especially for the names of the athletes, and Arabic numbers.

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			

Please never use accents, umlauts, or other language specific letters. The following table shows which English letter must 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 ÿ	→	Y, y
Þ þ	→	Th, th
Š š	→	S, s
Ž ž	→	Z, z

This table covers the most languages and characters. If you are not sure about the transcription of another character missed in the list, please contact the SDMS administrator.



### 3. INFORMATION ABOUT IPC LICENSING PROGRAMME

This chapter summarizes the most important information about the requirements, steps, and relation to rankings and qualification purposes based on the letters and fact sheets sent out in December 2008 and December 2009 for the five IPC summer sports in athletics, swimming, powerlifting, shooting, and wheelchair dance sport.

#### 3.1. INTENTION

Excerpt from letter '2009 IPC Athletics Athletes License Registration Process', sent out by David Grevemberg, 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 invoicing processes online."

In 2009, the application was only opened for athletics and swimming. The licensing programme for the other three summer sports, powerlifting, shooting, and wheelchair dance sport, had been handled manually in 2009. All athletes, licenses, and results were migrated in December 2009 in order to open SDMS for those three sports. In July 2010 the remaining IPC sports Alpine skiing, Nordic skiing, and ice sledge hockey were fully migrated.

#### 3.2. REGISTRATION & LICENSING

The IPC uses following terms:

- An athlete is **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 24-48 hours after you had completed the upload of files.



Registered athletes appear in the SDMS screen 'License Overview & Application' with a license status is '**New**' or '**Pending**'. Please consult chapter 5.1 for more information.

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 ID. This ID is also known as SDMS ID. It is a simple number unique through all sports, kept for this athlete for the rest of his career, and primarily used for identification in results, rankings, and classification sheets.

- An athlete is **LICENSED** when the athlete has been registered, officially applied for a license and the IPC Finance Department confirms the payment (see chapter 5.3). Licensed athletes appear in the SDMS screen 'License Overview & Application' with a license number and license status is '**Licensed**'.

One IPC License is only valid for one athlete in one sport in one season for one NPC. The duration of the license is the date of validity until the end of the season. End of season is 31 December for summer sports and 30 June for winter sports.

### **3.3. REQUIREMENTS FOR ATHLETE'S REGISTRATION**

In order to complete the registration of an athlete, IPC requires following information and documents:

1. **Personal data:** passport name, preferred name, gender, date of birth.
2. **Nationality** information to fulfill the IPC Athlete Nationality Policy (see chapter 3.3.1)
3. Correctly signed **Eligibility Code Form** (see chapter 3.3.2)
4. **Photo** (see chapter 2.3)
5. At least **one sport class** in order to indicate the sport.

The instructions of registration/ updating athletes in SDMS can be found in chapter 4. As reminder, 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, IPC controls correctness within 24-48 hours (working days). **IPC does not inform the NPC that documents are missing. IPC only informs the NPC when signatures on the eligibility code form are missing, the photo is not accepted or other entered values do not fulfill the requirements.** This information can be either given via email in urgent cases, in the comment box of the athlete on his profile page or in the comment column of the license overview.

### 3.3.1. IPC Athlete Nationality Policy

*Any athlete in the Paralympic Games or other competitions sanctioned by the IPC must be a national of the country/territory of the NPC entering him or her and in compliance with the provisions of the IPC Athlete Nationality Policy.*  
(IPC Handbook, Section 2, Chapter 3.1, Sentence 1)

The nationality of the athlete plays an important role in the registration and licensing phase. The full IPC Athlete Nationality Policy can be found in the IPC Handbook, Section 2, Chapter 3.1 on the IPC website under IPC → Handbook. It is important to know that in the following scenarios the IPC and/or IPC Governing Board must review the case:

- The athlete has not the citizenship of the NPC he likes to compete for (eg., a German citizen likes to start for Austria).
- The athlete had competed for another NPC, especially at IPC sanctioned competitions, and likes to compete now for another NPC even if he has applied for or obtained the new nationality.

This list of scenarios may be incomplete so that other circumstances must be reviewed as well. Please consult the cited chapter for more information. In any cases, you need to contact the Membership Relations Manager Mr Miguel Monge ([miguel.monge@paralympic.org](mailto:miguel.monge@paralympic.org)) even if you have any concerns or questions.

**When you enter an athlete with another nationality, he will not be considered for licensing unless you contact us and the eligibility of the athlete due to this nationality issue is confirmed.**

A copy of the passport or ID card is only required if the nationality does not match the NPC but does not replace the process according to the IPC Athlete Nationality Process.



### **3.3.2. Eligibility Code Form**

An athlete can only be successfully registered and licensed if he agrees to a collection of IPC policies, rules, regulations, and acceptances. This form is called the IPC Eligibility Code Form which can be found on the website of each IPC sport, is sent out during the seasonal announcements of the IPC Licensing Programme or on request. At the top, a few key details identify the athlete (name, date of birth, NPC, gender, sport). At the bottom, following signatures are required:

- The signature of the athlete.
- The signature of a person of the National Paralympic Committee or the National Sport Federation who is responsible for registration and licensing his athletes.
- The signature of a parent or legal guardian if
  - The athlete is below age of 18 at day of registration.
  - The athlete has an intellectual disability.

### **3.4. RANKINGS AND RECORDS**

#### **3.4.1. Rankings**

IPC publishes up to four types of ranking lists for each sport. An athlete must have a performance at an IPC recognized competition and must hold a valid license as explained above. Furthermore, for the different ranking list, there are different conditions regarding the sport class status at day of competition (statuses 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 considers non-classified, but licensed athletes as well
- MQS List for a particular competition; for more information, please consult the respective qualification criteria.

In general, an athlete must be licensed at the beginning of an arbitrary competition for results recognition. Additionally, he should be classified for consideration of his results at the official rankings. Please consult the licensing fact sheet of the respective season for more information and exceptions.

#### **3.4.2. Records**

Each IPC sport has a process established in order to recognize and validate records. For more information, please contact the respective IPC Sports Manager.



### 3.5. LICENSE APPLICATION PROCESS

#### 3.5.1. General Aspects

As soon as all information and documents have been attached to a particular athlete, IPC controls all data related to this athlete within 24-48 hours. When IPC confirms the correctness and completeness, the athlete is officially registered and can be applied for licenses in the current season, one for each sport he is competing in. The sports are defined by assignment of at least one class in each sport.

In 2011, IPC introduces license packages for summer sports. Instead of license application for individual athletes, the NPC can buy one or more license packages of different size. Once a package is paid and the payment is confirmed, athletes can be immediately licensed anytime after registration.

In IPC winter sports, licenses can be applied for several athletes at once by sport following these steps:

1. Select all athletes you like to apply licenses for.
2. Choose between the both payment options offered. (see chapter 3.5.1)
3. Print out the invoice.
4. When IPC Finance Department confirms the payment of the invoice, all athletes related to this invoice are licensed.

Chapter 5 explains in detail how you may find out the license status of your athletes and how to print out the invoices again. The validity of the license depends on the annual regulations and chosen payment option. In general, the license is valid between the payment confirmation by IPC until end of the respective season. Further details can be found in chapter 3.5.2.

#### 3.5.2. Payment Options

##### Option 1: Credit Card (not for license packages)

You may pay via credit card. Only VISA is currently accepted by the IPC. In order to charge your credit card, the credit card number (16 digits), the name of the card holder and date of expiry (month and year) are requested. Due to the security mechanism of the application, any information exchange and storage is encrypted. Only the IPC Finance Department may read out your information in clear.

##### Option 2: Bank Transfer

The bank details for a transfer are indicated on the invoice. You shall make sure that you bear for additional bank fees. All bank details can be found on the invoice.



Please indicate during your remittance order the invoice number or numbers covered by your payment! Your effort in this regard is appreciated because it simplifies the identification of your payment related to the invoices prepared in SDMS and avoids further communication between the NPC and the IPC.

### **3.5.3. License Fee and Validity**

The license fee for IPC summer sports in athletics, swimming, powerlifting, shooting, and wheelchair dance sports was 15 € until 2010. With the introduction of license packages, the fee per license depends on the selected package but does not exceed 15 €. Larger the package is, cheaper an individual license is.

For winter sports the amount is 60 € (Winter Season 2010/11) in Alpine and Nordic skiing. In ice sledge hockey, a maximum of 15 players (16 including at least one woman) costs a fixed fee of 750 €. Additional players have to be paid by an extra fee of 20 €. The exact costs and numbers are announced every season for the particular sports.

An athlete holds a valid license if he has a license number in SDMS with license status 'Licensed'! Other statuses only indicate that the athlete is either only registered (status = 'New'), applied for a license ('Pending') or his license is cancelled or frozen due to any reason. If the athlete does not appear in the license overview for the current season, he is not registered according to the registration requirements listed in chapter 3.3.

#### ***Begin of license validity (summer sports):***

- The license is valid from the day of licensing by the NPC based on paid license packages onwards.
- Results of athletes licensed until 31 March 2011 are retroactively recognized from 1 January 2011 onwards.

#### ***Begin of license validity (winter sports):***

In general, the license is valid from the day of licensing onwards. But since only results of licensed athletes are uploaded to SDMS the day of licensing is not directly considered for results recognition in opposite to summer sport rankings.

#### ***End of license validity:***

The end of licensing is independent of the date of payment!

- Summer Season: 31 December
- Winter Season: 30 June

## 4. SDMS: REGISTRATION AND UPDATE

### 4.1. QUICK GUIDE

Before the registration and update of athletes are explained in details, the following flow charts likes to visualize the process in SDMS for both registration and licensing of an athlete.

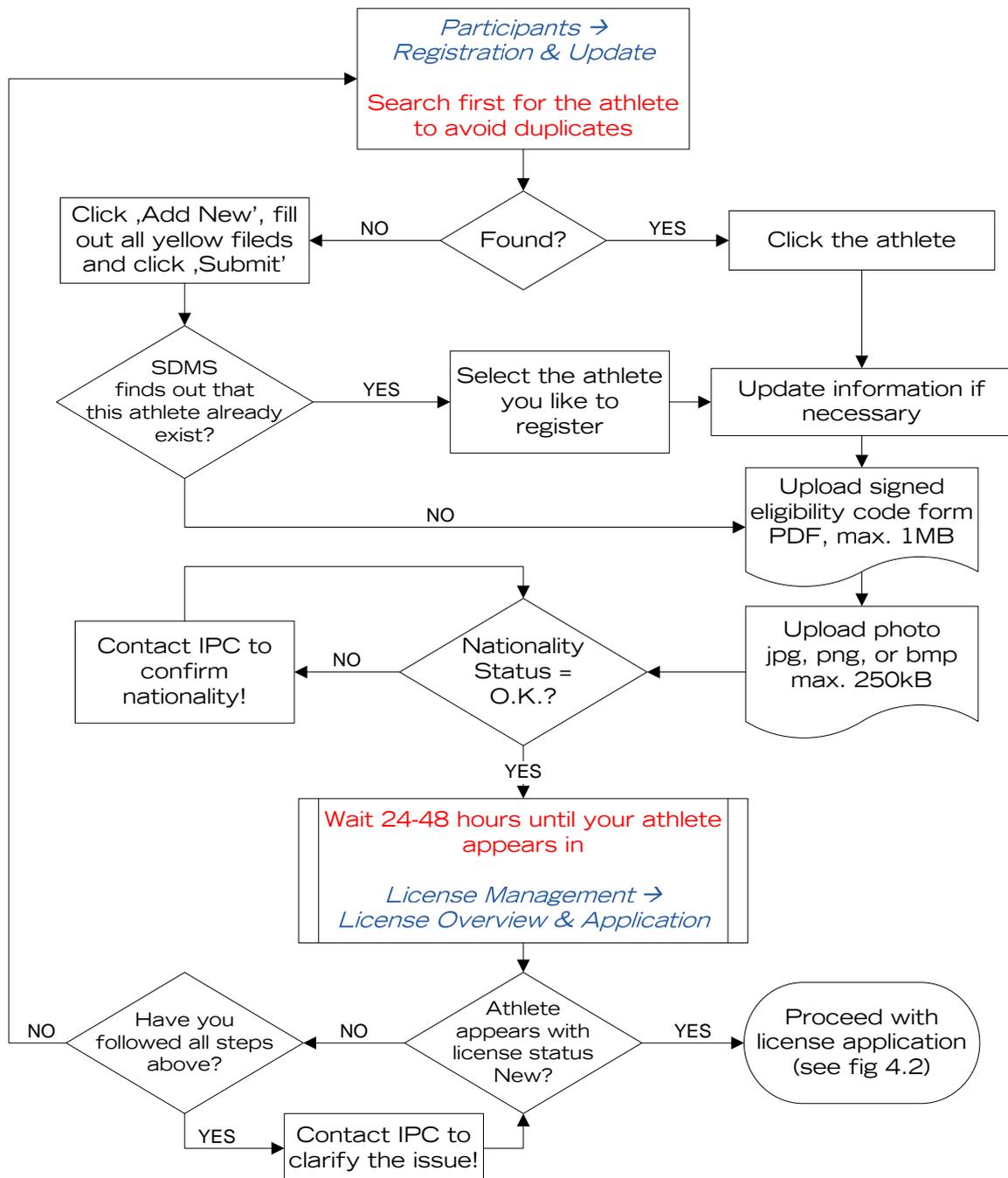


Fig 4.1: Flow chart for a successful registration of an athlete

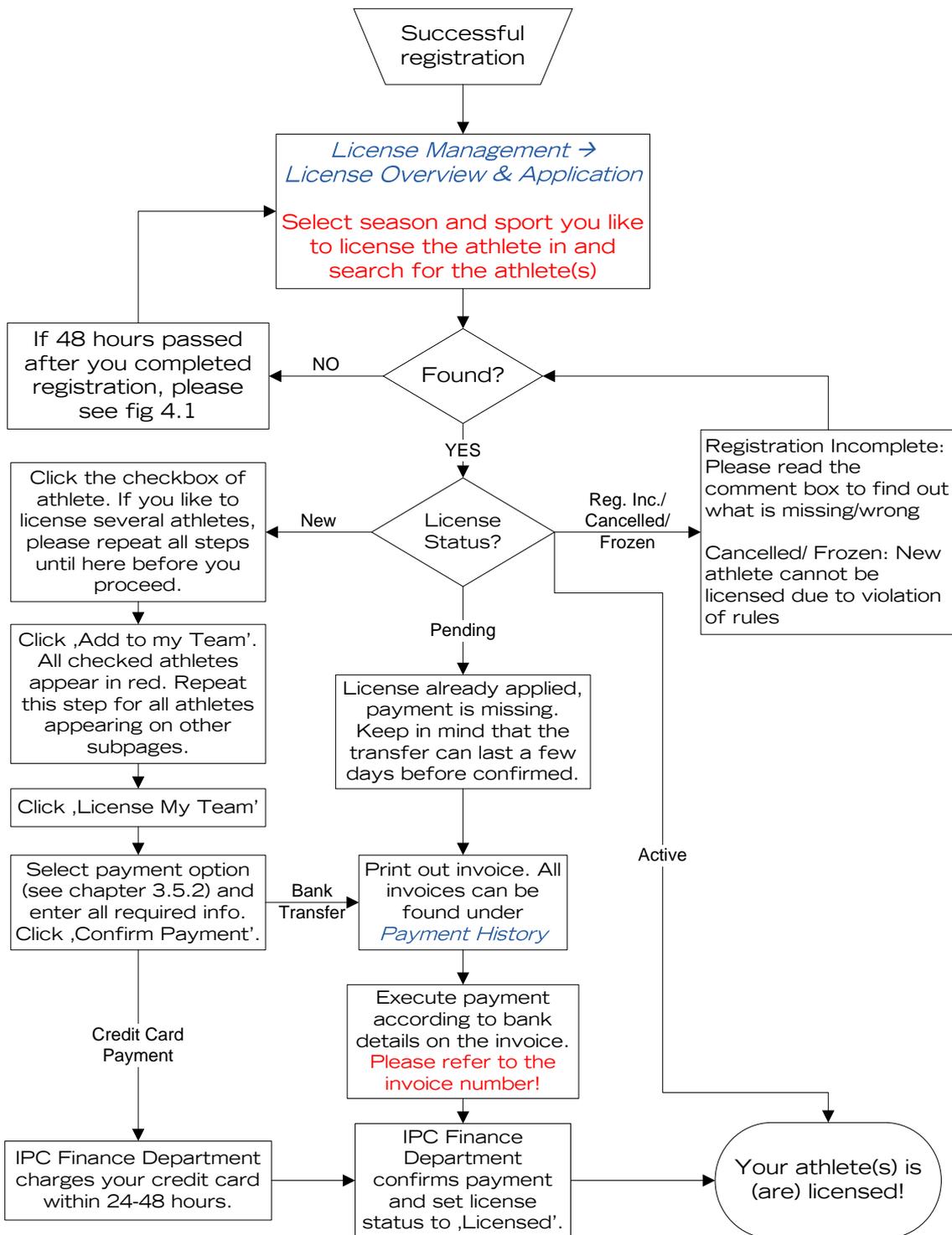


Fig 4.2: Flow chart for successful licensing of one or more athletes in IPC Winter Sports

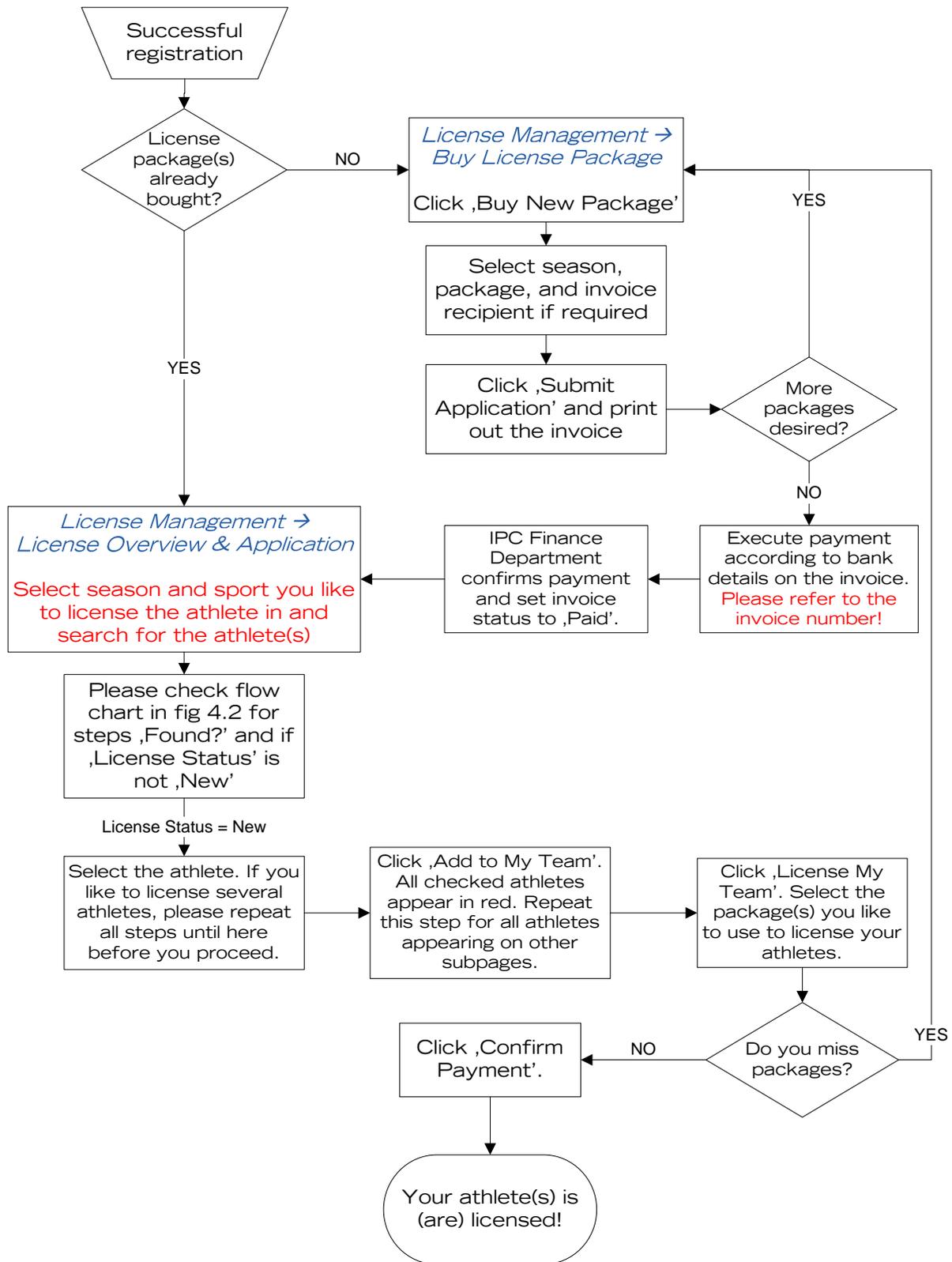


Fig 4.3: Flow chart for successful licensing of one or more athletes in IPC Summer Sports

## 4.2. HOW TO: SEARCHING FOR ATHLETES IN SDMS

Go to 'Participants' → 'Registration & Update'.



Fig 4.4: Path to 'Registration & Update' of your athletes

In the upper part you may specify your searching criteria. Click on 'Search' to perform the search for your athletes.

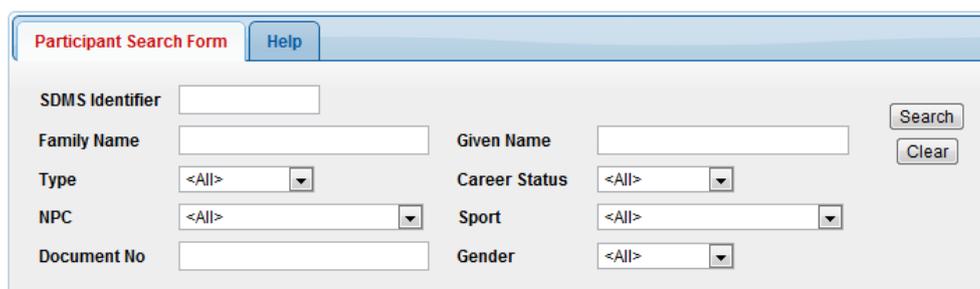


Fig 4.5: Participants Search Screen

The sport of an athlete is defined by the classification he has. Based on this assignment, all other information like classification details, licensing, and results are referred to this athlete through his sport specified by the class or classes you assign!

**Important note for sport-specific accounts:** SDMS allowed the addition of a new athlete without the first assignment of a sport class until June 2010. If you have only a sport-specific account, all athletes of your NPC without a sport class are hidden for you. But you can search for them by selecting the option <Unknown Sports> as sport criterion. Then all athletes without a sport class appear.

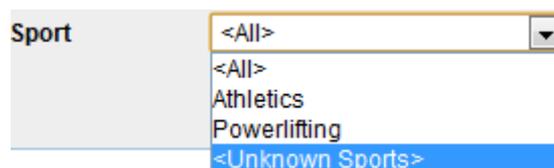


Fig 4.6: How to find athletes without a sport class

**Search Tip:** The search fields for the names perform a ‘start with’ search. That means a search for ‘Alex’ finds Alex, Alexander, Alexandros, Alexey etc. Furthermore, the percentage sign % replaces arbitrarily many characters.

In the lower part all athletes fulfilling your searching criteria appear row by row. Click a row to open his participant detail page and update the fields and documents if necessary. Please read chapter 4.3 for more information.

One icon appears for athletes only in the first column which allows the assignment of guides. Other information like biography, career history or sport classes can be directly assigned on the participant detail page.

	<b>Assignment of guides</b> – new since June 2010; for athletes only (see chapter 4.4)
---	--

Underneath the list of found athletes, there are three buttons.

	<b>Add a new participant</b> (see chapter 4.3) <b>Please make sure that you only add a new athlete when you know that this athlete does not already have a unique ID!</b>
	Delete the participants selected by the tick boxes on the left. Please note that he can be only deleted if he does not have any license or results data. An error message appears while the attempt of deletion!
	Export full search grid into a text file (see chapter 2.2)

### 4.3. HOW TO: UPDATING OR ADDING NEWLY – THE PARTICIPANT DETAILS

The participant detail page gathers all personal, biographical and classification information of an athlete (or guide). The personal details are opened by default.



The detail page consists of all fields required for a successful registration of an athlete. Fields with a yellow background are mandatory. As figure 4.1 visualizes, only a completely filled form with correct documents completes the registration. On the following pages, all fields are explained with reference to the respective chapters of this manual for additional details. The ‘Submit’ button saves the changes, the ‘Refresh’ button cancel the changes you did after the last data submission.



Even if in the following table the term ‘athlete’ is used, the term refers to both athletes and guides.

<b>SDMS ID</b>	Automatically assigned after submission. This number uniquely identifies the athlete through all sports, NPCs, and seasons.
<b>NPC</b>	NPC of the athlete. For an NPC user this field is preselected.
<b>Athlete/ Guide</b>	Athlete or Guide. This selection affects all related information like licensing and results. See chapter 4.4. <b>Caution: Once saved, this value cannot be change anymore!</b>
<b>Career Status</b>	Must be ‘active’ for complete registration. A retired athlete is not considered for licensing anymore. The status can be changed under the tab ‘New Career Status’.
<b>Passport Family Name and Given Name</b>	Please insert the full official name of the athlete as indicated in the athlete’s passport (or ID card). This name can be used for external accreditation systems.
<b>Preferred Family and Given Name</b>	Will be automatically filled with the official name if not changed. This name is used for all types of IPC publications!
<b>Gender</b>	Male or female. <b>Caution: Once saved, this value cannot be change anymore!</b>
<b>Date of Birth</b>	yyyy-mm-dd; selection of the date is supported by the calendar application; minimum age for registration is 10
<b>Nationality</b>	The nationality of the athlete. Please read the IPC Athlete Nationality Policy to make sure that your athlete is eligible to compete, especially if your athlete has another nationality than the NPC or has just changed his nationality. See chapter 3.3.1.
<b>Nationality Status</b>	Has to be ‘O.K.’ (NPC = Nationality) or ‘Confirmed’ (by IPC) for complete registration. It is automatically set to ‘O.K.’ after submission of data if NPC equals nationality. Please contact the IPC if nationality status still remains ‘to be reviewed’.
<b>Document Type and Number</b>	Must be filled out to prove the nationality. Can be used for external accreditation systems.
<b>Document Expiration</b>	If the passport/ID card never expires, please tick the respective box. Otherwise, you have to fill in a date which must not be before today.
<b>Attach Passport Copy</b>	A copy of passport or ID card (PDF, max. 1MB) must be uploaded if nationality is not equal to NPC. Regardless, the IPC must be contacted in order to check the eligibility criteria based on the IPC Athlete Nationality Policy. Otherwise, it’s optional.
<b>Eligibility Date and Copy</b>	The correctly signed eligibility code form must be uploaded (PDF, max. 1MB). See chapter 3.3.2. A date must be inserted indicating any date of the signatures.
<b>Eligibility Status</b>	Has to be ‘Confirmed’ for complete registration. Is automatically ‘Confirmed’ after upload of the eligibility code form. Please keep in mind that IPC focuses on controlling this document before the license application is available. See chapter 3.3.
<b>Photo</b>	A recent photo of the athlete must be uploaded for complete registration. The detailed requirements are listed in chapter 2.3.  Until June 2010, the application SDMS allowed license application even without a photo. IPC has requested the respective NPCs to upload the photos as soon as possible. Now licensing without photo



	of new athletes and next season for all athletes is not possible anymore. Please take care that for all athletes you like to license soon, a recent passport photo is attached.
<b>Sport Class Registration</b>	At least the first sport class must be assigned during the registration of a new athlete to indicate the sport. Select the sport and the class the athlete competes in. It is possible to select up to three classes in that sport. Please read chapter 4.6. for more information. <b>For athletics and swimming, please add the additional sport classes as described in chapter 4.6.</b>
<b>Comments</b>	Free text field. IPC informs you about any problems here after you had completed the registration and IPC controlled the information and documents. The most often problems occur related to missing signatures of the code form or incorrect photo. Please check this field especially when the license status is cancelled.

At the bottom, several buttons following buttons support the processes.

	Saves the current data.
	Discards the current changes and reloads the lastly submitted data.
	Delete the participants selected by the tick boxes on the left. Please note that he can be only deleted if he does not have a license number independent on the license status. An error message appears while the attempt of deletion!
	Discards the current changes and clears the form for a new athlete.

#### 4.4. GUIDES

**The registration of guides is obligatory for IPC Winter Sports only!**

The concept of guides is implemented in June 2010 for IPC Winter Sports. During the registration, the participant type has to be 'Guide'. There are only a few changes in comparison to athletes regarding registration, licensing, and results.

- During the first registration, only the sport, but not class, must be selected. It is still necessary to identify the sport here to allow the license application for this sport. Further sports can be assigned like sport classes for athletes as described in chapter 4.6.
- The license price for guides could be different. Please consult the announcement of the IPC for licensing in winter seasons.
- For each result in the database, a guide can be assigned. Automatically, the default guide if existent is assigned. The screen for assignment of guides to an athlete can be reached through clicking the 'Guides' icon in the participant search screen (chapter 4.2).



In order to assign a guide to an athlete, open the 'Assign Guides to Athlete' screen. The left table shows all 'Available Guides'. You may search for specific guides by clicking the magnifier glass  at the bottom and specify the criterion. Click the checkbox of the desired guide and then the arrow-right. Now the athlete appears in the right table under 'Assigned Guides'.

One guide has to be the default guide. When now another guide is the preferred guide of the athlete, select the new default guide and click the flag icon  at the bottom.

	Specifies a search.
 	Assign the checked, available guide(s).
 	Deassign the checked, assigned guide(s).
	Set the checked, assigned guide as default guide. The column 'Def.' indicates the default guide.

#### 4.5. CAREER STATUS



When your athlete stops his career, please go to the tab 'New Career Status', enter a short description in the comment box, and click 'Retired'. From now on the athlete is not considered for further licensing renewals.

If the athlete is retired but he is going to restart, please enter a short description in the comment box, and click 'Active'. You are then able to update all other fields again and the athlete is considered at the next license renewal for the current season.

In the lower half, all changes of the career status from 'Active' to 'Retired' and vice versa are listed. The table informs about which user changed when the status inclusive of the personal comment or reason for career status change.

#### 4.6. HOW TO: SPORT CLASS ASSIGNMENT



The sport class assignment during the registration is necessary to indicate

- the sport or sports the athlete can be licensed in.
- in which class the athlete is internationally or nationally classified. IPC only accepts international classification but indicating the national class simplifies following processes.
- in which class the athlete is going to compete so that the upload of results and later calculation of rankings is faster and more accurate.

From June 2010 onwards, the participant profile page demands the first class for registration or updates in order to avoid the confusion why a user of a sport-specific account does not find the newly added athlete anymore. If the athlete has already been assigned a sport class, only a message appears that recommends the review of classes under the tab 'Classification Overview'.

**Current international classification**

Here all current classes for this athlete are listed, based on your sport access rights. In addition to the classes indicated during the first registration, you may add a class if the athlete does not have any classes or only classes with class status NEW. You may remove a class if its class status is NEW as long as there is at least one other class assigned in this sport right now.

	Sport	Class	Classification Status
<input type="radio"/>	Athletics	F55	Confirmed
<input type="radio"/>	Athletics	P55	Confirmed
<input type="radio"/>	Powerlifting	All Weight Categories	New
new	<input type="text"/>	<input type="text"/>	New

Fig 4.7: Assignment page for sport classes

As figure 4.6 shows, all current classes of the athlete are listed including the class status. You may add new classes or remove current classes under following circumstances:

- You may add a new class only in that sport the athlete is not already classified in. The athlete in figure 4.7 is classified in athletics. Only classes in the other IPC sports like shooting or swimming can be added.
- You may only remove classes with class status 'New'.

Following buttons can be found at the bottom.



<p data-bbox="360 344 526 398"><b>Add Class</b></p>	<p data-bbox="632 313 1315 432"><b>Add a new class.</b> Please only add a class in the sport the athlete needs to be licensed in. In order to simplify all processes, follow the sport-specific instructions below.</p>
<p data-bbox="284 454 603 508"><b>Remove Selected Class</b></p>	<p data-bbox="632 445 1315 517">Delete the class selected by the radio box on the left. Please note that a class can only be removed if its class status is 'New'.</p>

In order to add a new class, select the desired sport and then the class. Click 'Add Class' to save your selection as long as the requirements above are fulfilled.

If you do not know the class of your athlete, especially for new athletes, you may select the generic N/A class. The class will be adjusted after the next classification panel. But it is recommended that you make an educated guess so that the athlete's disability category is known for the next classification panel.

#### 4.6.1. Athletics

An athlete participant in IPC Athletics can be assigned to a maximum of three (3) sport classes at any point in time. The following applies:

- Select sport 'Athletics' to choose an athlete participant's T sport class for track events (e.g. T54).
- Select sport 'Athletics' to choose an athlete participant's F sport class for field events (e.g. F44).
- Select sport 'Athletics' to choose an athlete participant's P sport class for pentathlon (e.g. P12).

#### 4.6.2. Swimming

An athlete participant in IPC Swimming can be assigned to a maximum of three (3) sport classes at any point of time. The following applies:

- Select sport 'Swimming' to choose an athlete participant's S sport class for freestyle, backstroke, or butterfly events (e.g. S10).
- Select sport 'Swimming' to choose an athlete participant's SB sport class for breaststroke events (e.g. SB9).
- Select sport 'Swimming' to choose an athlete participant's SM sport class for medley events (e.g. SM10).



#### **4.6.3. Powerlifting**

Even if the concept of classes do not apply to IPC Powerlifting, it is necessary to assign the SDMS Powerlifting class called 'All Weight Categories' so that these athletes can be related to this sport and potential license applications.

- Select sport 'Powerlifting' and choose the generic class 'All Weight Categories'.

#### **4.6.4. Shooting**

An athlete participant in IPC Athletics can be assigned to a maximum of two (2) sport classes at any point in time.

- Select sport 'Shooting' and choose sport class SH1 and/or SH2.

#### **4.6.5. Wheelchair Dance Sport**

An athlete participant in IPC Wheelchair Dance Sport can be assigned to one (1) sport class at any point in time.

- Select sport 'Wheelchair Dance Sport' and choose either 'Class 1', 'Class 2', or 'Standing' for a standing partner.

#### **4.6.6. Alpine Skiing**

An athlete participant in IPC Alpine Skiing can be assigned to one (1) sport class at any point in time.

- Select sport 'Alpine Skiing' and choose the B- or LW-class of your athlete.

#### **4.6.7. Nordic Skiing**

An athlete participant in IPC Nordic Skiing can be assigned to one (1) sport class at any point in time. Nordic skiing consists of both disciplines 'Cross-Country' and Biathlon'. The class applies to both disciplines.

- Select sport 'Nordic Skiing' and choose the B- or LW-class of your athlete.

#### **4.6.8. Ice Sledge Hockey**

Even if the concept of classes do not apply to IPC Ice Sledge Hockey, it is necessary to assign the SDMS Ice Sledge Hockey class called 'All' so that these athletes can be related to this sport and potential license applications.



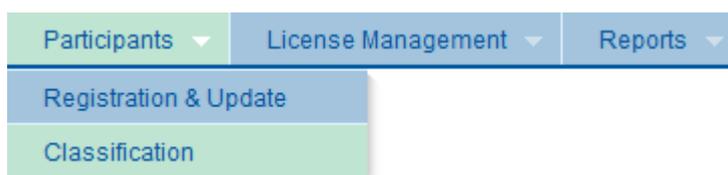
- Select sport 'Ice Sledge Hockey' and choose the generic class 'All'.

#### 4.6.9. Guides

The concept of classes does not apply to guides. But guides have to be licensed in the respective sport so that this sport must be indicated in the same way as for athletes. The only difference is that the class cannot and needn't be selected. Simply select the sport and save.

#### 4.7. CLASSIFICATION DATA & CLASSIFICATION SHEETS

Any NPC user may review classification information and the underlying classification sheets in SDMS. For this purpose, please go to 'Participants' → 'Participants Management' → 'Classification'. The search engine is similar to the participant search screen and self-explaining.



*Fig 4.8: Path to 'Classification' of your athletes*

Search for the athlete you like to review the information. Click the athlete to open the classification detail page.



Several tabs allow a direct access to different types of information. The first one, 'Classification', is opened by default listing all current and historical classifications inclusive of dates and classifiers. If the sport specific rule book does not automatically specify the regulation which class is allowed for which disciplines or events (e.g. IPC Swimming: SB class only for breaststroke events), the columns 'only for' indicates the discipline or event. These specifications are made in IPC Athletics (F classes) and IPC Shooting (rifle or pistol).

The tab 'Profile' shows classification relevant information like assessments, observations or exceptions. Profile data are related to the sport(s) the athlete currently has classes assigned. Additionally, for each of those sports, a tab with classification files can be opened. If attached, you may open the respective classification sheets.

NPC users have read-only access to the classification section.



## 4.8. BIOGRAPHY



SDMS has the capacity to store biographical information of athletes and guides. Even if it is not required to fill out this section, it supports the promotion of the athlete by exporting the data to media like the website of the next Paralympic Games.

The screen can be opened via the second tab 'Biography' in the participant detail page.

The fields are self-explaining. Each consists of the label on the left, the editing box in the middle and some explanations on the right. Click 'Save Biography' to finally store the information.



## 5. SDMS: LICENSE MANAGEMENT

The IPC Licensing Programme has been changed for IPC Summer Sports with start of summer season 2011. While the individual licensing and invoicing still applies for winter sportsmen (see figure 4.2), NPCs buy license packages of different sizes and rates for summer sports in advance. After payment confirmation by the IPC, they are able to license now their athletes immediately after full registration (see figure 4.3). As reminder, an athlete can be licensed in both summer and winter sports only when all information and documents are filled out and attached to the profile page and the IPC has checked the correctness of documents, especially the signatures on the eligibility code forms and the quality of the photo, within 24-48 hours on weekdays.

### 5.1. BUY A LICENSE PACKAGE

Go to 'License Management' → 'Buy License Package'.

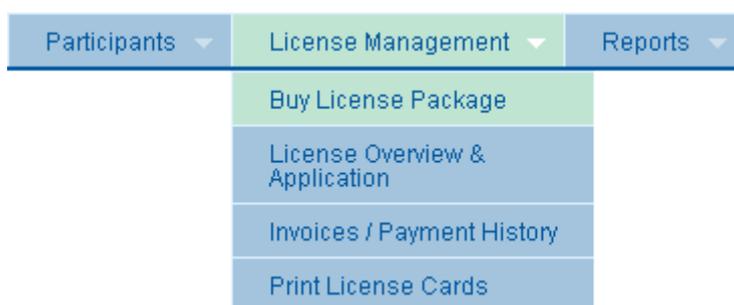


Fig 5.1: Path to 'Buy License Package'

The table shows all license packages you have applied for. Following information are shown for each package.

<b>Invoice Number</b>	<p>The invoice number is created after you applied for licenses. It contains</p> <ul style="list-style-type: none"> <li>• the season code (Sxx or Wxx),</li> <li>• the NPC code (like GER),</li> <li>• XX as 'sport' to indicate that initially the package is valid for all IPC summer sports; please red the row 'sport' for more information</li> <li>• The letter 'LP' for license package, followed by a two-digit number</li> <li>• a hyphen, and</li> <li>• a number with three digits, representing the number of athletes covered by this package.</li> </ul>
<b>NPC</b>	The NPC of the package.
<b>Season</b>	The season of the package. Please keep in mind that credited license cannot be carried over to the next season if still unused.
<b>Sport</b>	<p>License packages are valid for all IPC summer sports. <b>If you like to specify the sport of a package, please indicate that on the bank transfer documents or contact the IPC Finance Department before the payment!</b></p> <p>In such a case, as sport-specific user you only have access to packages of your sport and the sport-independent packages.</p>

<b>(Invoice) Status</b>	This status changes to 'Paid' as soon as the IPC Finance Department confirms the payment of this package.
<b>License ID</b>	The price of the package at the moment of application.
<b>Total</b>	The number of credited licenses covered by this package.
<b>Unused</b>	The number of credited licenses which are not in use. As soon as you select this package during licensing, this number is automatically reduced. An empty cell means zero.

Click the 'Buy New Package' button at the beginning of a season or when you need more athletes to license.

**Buy New Package**

Buy New License Package
Help

Order a new license package

Please select one of the following offered licensing packages. Price and included licenses are listed.

**NPC**

**Season**

Select Package	Package Name	Licenses	Price	Comments
<input type="radio"/>	Package #1 [5]	5	75 €	
<input type="radio"/>	Package #2 [10]	10	130 €	instead of 10 * 15 € = 150 €
<input type="radio"/>	Package #3 [20]	20	220 €	instead of 20 * 15 € = 300 €
<input type="radio"/>	Package #4 [40]	40	410 €	instead of 40 * 15 € = 600 €

Payment

**Payment**  via Bank Transfer to IPC

Bank Transfer Notes

Please make sure that all payments are free of charge for IPC.

Invoice Recipient

The invoice recipient is automatically set to the default address of the respective National Paralympic Committee. Here you have the opportunity to change the invoice recipient. Enter the name and address into the four fields below.

**Organisation**

**Street/P.O. Box**

**Postal Code & City**

**Country**

*Fig 5.2: Buy New License Package application screen*

As NPC user, your NPC is preselected. Select the season and your desired license package by ticking the respective radio button on the left side. As payment option, the bank transfer is the only option and preselected. For further options, please contact the IPC Finance Department. You can enter another recipient of the invoice than the default NPC at the bottom. Click 'Submit Application' and confirm your application.

Invoice Details		Help
Invoice Number	S11 [REDACTED] XXLP02-010	
Invoice Recipient	<NPC Default Address>	
Status	<b>PENDING:</b> Invoice has to be paid!	
Season	Summer Season 2011	
NPC	Croatia	
Sport		
<i>If this field is empty, the license package is valid for all IPC sports of the respective season.</i>		
License Package	Package #2 [10]	
Package Price	130 €	
Total Licenses	10	
Unused Licenses	10	
<i>Number of licenses covered by this package when the invoice status is 'Paid'. Please go to IPC Licensing -&gt; License Application to use licenses of this or other packages.</i>		
Comment	<input type="text"/>	
<input type="button" value="Save Comment"/> <input type="button" value="Refresh"/> <input type="button" value="Delete"/> <input type="button" value="Buy New Package"/>		

Fig 5.3: License Package screen

The detail page of a license package as shown in figure 5.3 is opened after package application or clicking an existing package in the search screen. It shows invoice number and some other information similar to those in the overview. You may enter a comment and click on 'Save Comment' to give some information or read out IPC information entered here. 'Buy New Package' allows the immediate application of another package. Currently, the package can only be deleted if the status of the package is 'Cancelled' by a special request to the SDMS administrator.



Click this button to open, save, and print out the invoice of the package anytime!

Once you have paid the invoice and the payment is confirmed by the IPC Finance Department, the status changes to 'Paid' and you can immediately licenses as many athletes as licenses are credited.

## 5.2. LICENSE APPLICATION & OVERVIEW

Go to 'License Management' → 'License Overview & Application'.

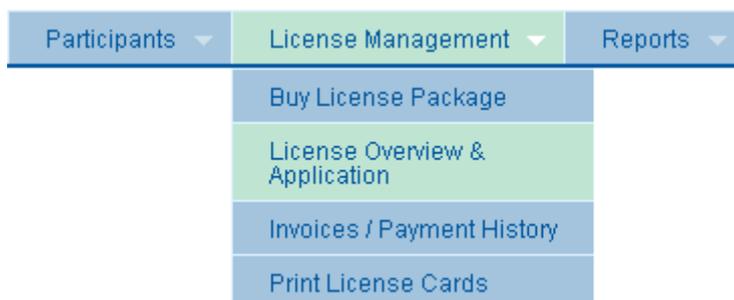
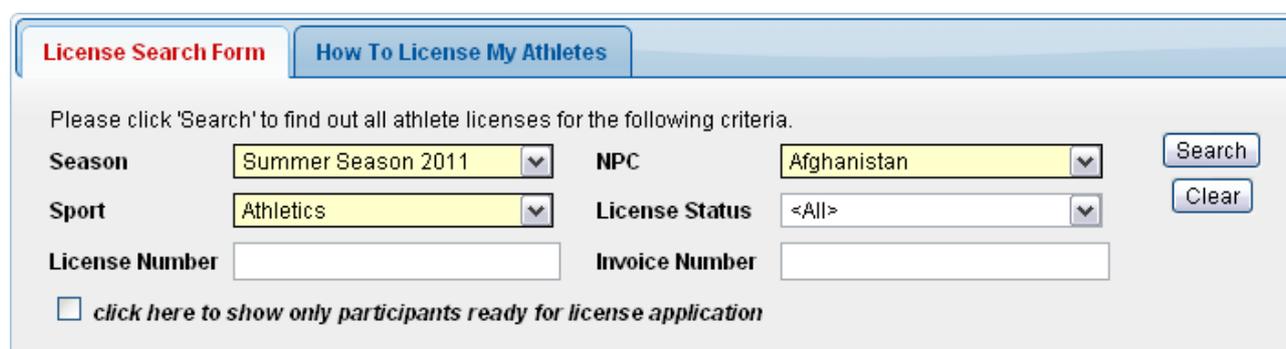


Fig 5.4: Path to 'License Overview & Application'



The screenshot shows the 'License Search Form' with the following fields and options:

- Season:** Summer Season 2011 (dropdown)
- NPC:** Afghanistan (dropdown)
- Sport:** Athletics (dropdown)
- License Status:** <All> (dropdown)
- License Number:** (text input)
- Invoice Number:** (text input)
- Buttons:** Search, Clear
- Checkbox:**  [click here to show only participants ready for license application](#)

Fig 5.5: License Overview & Application search criteria

Figure 5.5 shows all potential search criteria. The current summer season is preselected, as well as your NPC as NPC user and the first sport alphabetically you have access to. All other criteria are optional.

<b>Season</b>	The season you like to apply for licenses. The current summer season is preselected. For winter sports, select the current winter season from the list. It is possible to select previous seasons but license application for those is obviously prevented.
<b>NPC</b>	The NPC you like to apply for licenses. As NPC User, you cannot change this value.
<b>Sport</b>	The sport you like to apply for licenses. As primary NPC user you have access to all sports, otherwise the drop down list is reduced to the sport(s) you are allowed to handle.
<b>License Status</b>	The license status reflects the progression of license application. Please see the table below to learn about the different license statuses.
<b>License ID</b>	The unique license ID is valid for one season and sport. It contains <ul style="list-style-type: none"> <li>• the season code (Sxx or Wxx),</li> <li>• the sport code (like AT for athletics or SW for swimming),</li> <li>• the NPC code (like GER), and</li> <li>• a random number with eight digits.</li> </ul>
<b>Invoice Number</b>	The invoice number is created after you applied for licenses and license packages. It contains

	<ul style="list-style-type: none"> <li>• the season code (Sxx or Wxx),</li> <li>• the NPC code (like GER),</li> <li>• the sport code (like AT for athletics or SW for swimming), and</li> <li>• a number with four digits (or LP followed by two digits for license packages), starting from 1 for the first invoice,</li> <li>• a hyphen, and</li> <li>• a number with three digits, representing the number of athletes covered by this invoice.</li> </ul> <p>In 2009, the seven digits were also randomly created and without hyphen.</p>
--	---

The following table explains the different license statuses which are shown in the result screen after clicking 'Search'. Figure 5.6 visualizes the potential changes between the different statuses.

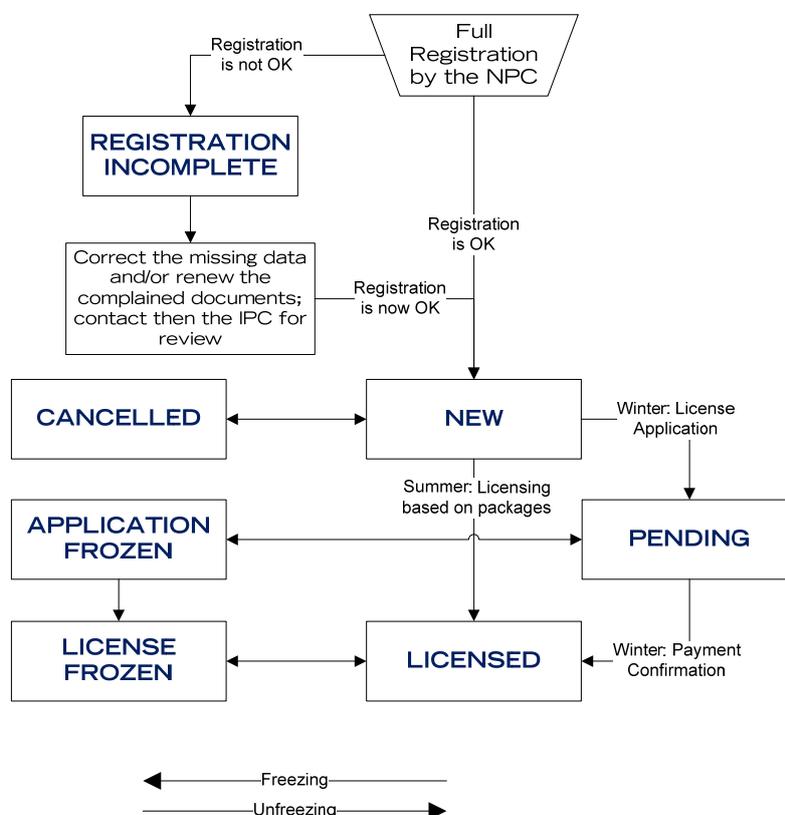


Fig 5.6: License status flow chart

<b>Registration Incomplete</b>	Athlete has all documents, but some of them or any values are incomplete or not acceptable. This includes mainly missing signatures on the ECF or unacceptable photos not following the recent criteria (compare chapter 3.3.). The reason is shown either in the column 'Comments' of the license overview screen or in the comment box of the participant profile (see chapter 4.3.).
<b>New</b>	<b>Athlete is successfully registered, but not licensed.</b> Only athletes with license status 'New' can be licensed!
<b>Pending</b>	Licenses are applied (since summer season 2010, for winter sports only). If not already done, you can print out the invoice again under 'Payment History', see chapter 5.3.



<b>Licensed</b>	The athlete is successfully licensed!
<b>Cancelled</b>	IPC can cancel an athlete with license status NEW. In general, there are three reasons for license cancellation/ freezing <ol style="list-style-type: none"> <li>1. The athlete's profile was completed but one or more information or documents are not acceptable after previous acceptance.</li> <li>2. The athlete with an intellectual disability is not on the INAS-FID list.</li> <li>3. License is cancelled due to anti-doping rule violation.</li> </ol>
<b>Application Frozen</b>	IPC can freeze the license application of winter sportsmen anytime. The potential reasons are the same as above.
<b>License Frozen</b>	IPC can freeze a license of any athlete anytime. The potential reasons are the same as above.

The new concept of 'freezing' licenses allows keeping track on the previous license status and applications. If necessary, the previous status can be restored by IPC management team anytime (eg, after upload of correctly signed ECF forms, update of INAS-FID list or ending of sanctioning period).

### 5.3. HOW TO LICENSE MY ATHLETES (WINTER SPORTS)

#### License Overview & Application

License Search Form
How To License My Athletes

Please click 'Search' to find out all athlete licenses for the following criteria.

Season:

Sport:

License Number:

NPC:

License Status:

Invoice Number:

[click here to show only participants ready for license application](#)

Number of **Selected Participants** (Athletes/Guides) in My Team: 0

License Search Result								
<input type="checkbox"/>	SDMS ID	Family Name	Given Name	Type	License ID	Invoice No	Status	Comments
<input type="checkbox"/>	14624	A	B	Athlete			New	
<input type="checkbox"/>	14625	C	D	Athlete			New	
<input type="checkbox"/>	14626	E	F	Athlete	W10ASGAM63809204	W10GAMAS0001-001	Licensed	
<input type="checkbox"/>	14627	G	H	Athlete			New	

Add to My Team
Clear My Team
License My Team
Export

**C**

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Fig 5.7: License application step 1



### Step 1

Go to 'License Management' → 'License Overview & Application', select season, NPC, and sport, and click 'Search'. Figure 5.7 shows an example of successfully registered athletes with license status 'New' and a licensed athletes with status 'Licensed'.

### Step 2

Click the checkboxes (A) of all athletes you like to apply for licenses. Please keep in mind that only athletes with license status 'New' can be applied. Do not forget to use the scrollbar to scroll through all athletes of this page.

### Step 3

Click the button 'Add to My Team' (B). All selected athletes appear in red, see figure 5.8. Additionally, the number of selected athletes (D) is shown.

By default, 10 athletes are listed on a page. If you have more athletes, you may scroll through all pages (C) as chapter 2.2 generally explains the handling of search result matrices. With the button 'Clear My Team' you are able to undo your selection and restart step 2.

Number of Selected Participants (Athletes/Guides) in My Team: 2 <sup>D</sup>

License Search Result								
<input type="checkbox"/>	SDMS ID	Family Name	Given Name	Type	License ID	Invoice No	Status	Comments
<input type="checkbox"/>	14624	A	B	Athlete			New	
<input type="checkbox"/>	14625	C	D	Athlete			New	
<input type="checkbox"/>	14626	E	F	Athlete	W10ASGAM63809204	W10GAMAS0001-001	Licensed	
<input type="checkbox"/>	14627	G	H	Athlete			New	

Fig 5.8: License application step 3

### Step 4

When you have selected all your athletes, click the button 'License My Team'.



### Step 5

The license payment confirmation screen opens. Select if you prefer the payment via credit card (F) or bank transfer (G). In the first case, please enter the credit card number, the credit card type, the name of the card holder and the expiry month and year in the correspondent fields. Please note that only VISA is currently accepted.

You can enter another recipient of the invoice than the default NPC at the bottom. Click 'Submit Application' and confirm your application.

**License Application**    **How To License My Athletes**

2. Check your selection! Click an athlete's name to remove.

My Team / License Applicants		
SDMS ID	Family Name	Given Name
14625	C	D
14627	G	H

3. How do you like to pay?

**Payment Options**

via Bank Transfer to IPC     via My Credit Card

**Credit Card Type**        **Credit Card Number**   

**Credit Card Holder**        **Valid Until**   

**Credit Card Notes**

No Credit Card Payments will be accepted from European countries and other countries connected to the IBAN-Network. In this case please use bank transfer.  
Credit card payments incur a surcharge of 3.5 per cent of the total amount. By submitting the application the requestor accepts these conditions.

3b. Invoice Recipient?

The invoice recipient is automatically set to the default address of the respective National Paralympic Committee. Here you have the opportunity to change the invoice recipient. Enter the name and address into the four fields below.

**Organisation**   

**Street/ P.O. Box**   

**Postal Code & City**   

**Country**   

4. Confirm Payment and Print your Invoice!

**H**

Fig 5.9: License application step 5

**IMPORTANT:**

- Credit Card Payments will be not accepted from European countries and other countries connected to the IBAN-Network. In this case, please use the bank transfer option.
- Credit card payments incur a surcharge of 3.5 % of the total amount.
- Please make sure that all payments are free of charge for the IPC.

Click the 'Confirm Payment' button (H) to finalize the license application process. By your confirmation, you agree to the conditions mentioned above and in this manual.



After a few seconds, the button 'Print Invoice' is enabled. Click to open the invoice as PDF for saving and printing. All invoices can be found under 'Payment History', see chapter 5.5.

You may repeat steps 1-5 before you proceed with the final payment even for other sports. It is highly recommended to gather all athletes under one single payment if possible to simplify next step 6.

#### **Step 6 (for bank transfer only)**

Order the bank transfer according to the information in the invoice. The bank details are given in this invoice.

**Please indicate all invoices numbers on the bank transfer documents!**

Otherwise your payment cannot be uniquely referred to the license applications in SDMS causing delays in the whole license application, results recognition, rankings calculation and records validation processes.

#### **License Activation**

Using the credit card payment option, the licenses of your athletes are active as soon as the IPC Finance Department has charged your credit card. Please make sure that you enter the correct credit card information for a fast and smooth process.

Using the bank transfer option, it usually 2-3 working days past before the sum is transferred to the IPC account. On weekdays, IPC Finance Department daily checks this bank account for new payments and activates the licenses for confirmed payments. The information about payment confirmation and licenses activation as well as their validity can be found in the 'Payment History' screen. See chapter 5.5 for further information.

## 5.4. HOW TO LICENSE MY ATHLETES (SUMMER SPORTS)

Athletes for IPC Summer Sports can be immediately licensed by the NPC when the athlete is completely registered (license status = New) and has bought and paid at least one package (see chapter 5.1).

### License Overview & Application

License Search Form
How To License My Athletes

Please click 'Search' to find out all athlete licenses for the following criteria.

Season:

Sport:

License Number:

NPC:

License Status:

Invoice Number:

[click here to show only participants ready for license application](#)

Number of Selected Participants (Athletes/Guides) in My Team: 0

License Search Result								
<input type="checkbox"/>	SDMS ID	Family Name	Given Name	Type	License ID	Invoice Ilo	Status	Comments
<input type="checkbox"/>	14624	A	B	Athlete	S11ATGAM40985107	S11GAMXXLP01-010	Licensed	
<input type="checkbox"/>	14625	C	D	Athlete			New	
<input type="checkbox"/>	14626	E	F	Athlete			New	
<input type="checkbox"/>	14627	G	H	Athlete			New	

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Fig 5.10: Licensing step 1

#### Step 1

Go to 'License Management' → 'License Overview & Application', select season, NPC, and sport, and click 'Search'. Figure 5.10 shows an example of successfully registered athletes with license status 'New' and a licensed athlete with status 'Licensed' based on a license package.

#### Step 2

Click the checkboxes (A) of all athletes you like license. Please keep in mind that only athletes with license status 'New' can be licensed. Do not forget to use the scrollbar to scroll through all athletes of this page.

#### Step 3

Click the button 'Add to My Team' (B). All selected athletes appear in red, see figure 5.11. Additionally, the number of selected athletes (D) is shown.



By default, 10 athletes are listed on a page. If you have more athletes, you may scroll through all pages (C) as chapter 2.2 generally explains the handling of search result matrices. With the button 'Clear My Team' you are able to undo your selection and restart step 2.

Number of Selected Participants (Athletes/Guides) in My Team:  D

License Search Result								
<input type="checkbox"/>	SDMS ID	Family Name	Given Name	Type	License ID	Invoice No	Status	Comments
<input type="checkbox"/>	14624	A	B	Athlete	S11ATGAM40985107	S11GAMXXLP01-010	Licensed	
<input type="checkbox"/>	14625	C	D	Athlete			New	
<input type="checkbox"/>	14626	E	F	Athlete			New	
<input type="checkbox"/>	14627	G	H	Athlete			New	

Fig 5.11: Licensing step 3

### Step 4

When you have selected all your athletes, click the button 'License My Team'.



**License Application**    [How To License My Athletes](#)

2. Check your selection! Click an athlete's name to remove.

My Team / License Applicants		
SDMS ID	Family Name	Given Name
14625	C	D
14626	E	F
14627	G	H

3. Which paid license package(s) do you like to use?

<input type="checkbox"/>	Package Number	Sport	Left Over
<input type="checkbox"/>	S11GAMXXLP01-010		9

E

Select one or more license package on the left. If there is not a package available, make sure that you applied and paid for at least one covering the sport of the athletes you selected.

F

License Applicants

Licenses from selected package(s)

**Select package(s)!**

4. Confirm Payment and Print your Invoice!

G

Fig 5.12: License application step 5



### Step 5

The license payment confirmation screen opens as shown in fig 5.12.

All packages which are applied, paid, and confirmed (see chapter 5.1) are listed (E) with package number, sport, and remaining credited licenses. On the right side, the number of license applicants is shown (F). Select now as many packages as necessary to cover the number of applicants. Once you selected enough packages, the green message 'Package Selection Ok!' appears and you can click the 'Confirm Payment' button (H).

<input type="checkbox"/>	Package Number	Sport	Left Over
<input checked="" type="checkbox"/>	S11GAMXXLP01-010		9

Select one or more license package on the left. If there is not a package available, make sure that you applied and paid for at least one covering the sport of the athletes you selected.

License Applicants

Licenses from selected package(s)

**Package selection ok!**

In this moment, your athletes are immediately licensed as the next, automatically opening screen indicates!

## 5.5. INVOICES / PAYMENT HISTORY

Go to 'License Management' → 'Invoices / Payment History' as shown in figure 5.13.

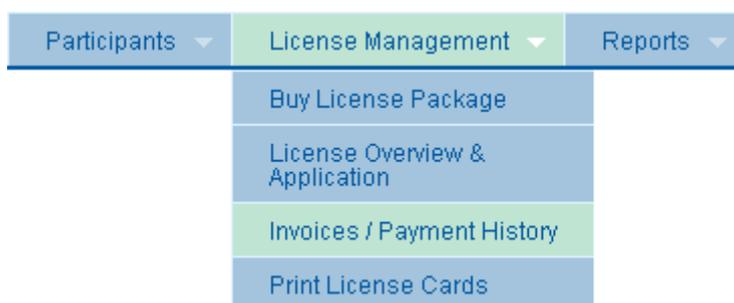


Fig 5.13: Path to 'Invoices / Payment History'

In the small search screen, you may select the NPC, the sport, the season or specify the invoice number. Each license package is equivalent to an invoice with the same number and can be found here as well. The various columns are explained in the following.

<b>Invoice No</b>	= Invoice Number. Please use this number for any communication, especially for bank transfer orders.
<b>NPC</b>	Your NPC.
<b>Season</b>	The season which the invoice / license package and all related licenses are referred to.
<b>Sport</b>	The sport which the invoice / license package and all related licenses are referred to. If empty, the package is valid for all sports.
<b>Type</b>	Reflects the invoice type: Individual for individual licensing (winter sports or summer until 2010) or Package for license package (summer sports since 2011).
<b>Payment</b>	Indicates the payment option. <ul style="list-style-type: none"> <li>• Transfer = Bank Transfer option selected</li> <li>• Credit Card = Credit Card Payment option selected</li> </ul>
<b>Amount</b>	The total amount of all licenses.
<b>Status</b>	<ul style="list-style-type: none"> <li>• Pending = Payment needs to be confirmed by IPC</li> <li>• Paid = Payment confirmed <ul style="list-style-type: none"> <li>◦ Summer: Athletes can be now immediately licensed.</li> <li>◦ Winter: Related athletes are now licensed.</li> </ul> </li> </ul>
<b>Payment Date</b>	Indicates the day of payment confirmation. For credit card payments, usually the day of license application (date on the invoice); for bank transfers, it equals to the booking date on IPC account and <b>not</b> to your bank transfer order in your bank!
<b>Validity Date</b>	Indicates the exact date when the licenses validity begun. It usually equals to 'Payment Date'. Special deadlines as described in chapter 3.5.3 or exceptions can lead to an earlier date than the payment date.

Invoices Search Result										
<input type="checkbox"/>	Invoice No	IPC	Season	Sport	Type	Payment	Amount	Status	Payment Date	Validity Date
<input type="checkbox"/>	W10GAMAS0001-001	Gambia	Winter Season 2010/11	Alpine Skiing	Individual	Transfer	60 €	Paid	03/01/2011	03/01/2011
<input type="checkbox"/>	S11GAMXXLP01-010	Gambia	Summer Season 2011		Package	Transfer	130 €	Paid	03/01/2011	03/01/2011

Fig 5.14: List of invoices (test data as used in chapter 5.3 and 5.4)

The detail page of an invoice shows some key information similar to that screen of license packages. The invoice can be opened, saved, and printed by clicking on the 'Print Invoice' button.

**Invoice Details** | Athletes covered by Invoice | Help

Invoice Type: IPC License Package Invoice  
 Invoice Number: **S11GAMXXLP01-010**  
 Invoice Recipient: <NPC Default Address>  
 Status: **ACTIVE**: Invoice is paid!  
 Season: Summer Season 2011  
 NPC: Gambia  
 Sport:   
 Date of Payment: 2011-01-03 reflects the date of payment confirmation  
 Date of Validity: 2011-01-03 from this day onwards athletes related to this invoice are considered as licensed

[Print Invoice](#)

[Confirm Payment](#) | [Save Dates](#) | [Refresh](#)

Fig 5.15: Invoice details

The tab 'Athletes covered by Invoice' shows all athletes who are related to this invoice either by direct license application (winter sports) or by licensing with help of a package (summer sports since 2011).

**Athletes covered by Invoice** | Invoice Details | Help

Please find below all athletes which are covered by the following invoice number.

Invoice Number: **S11GAMXXLP01-010**

Team Covered by Invoice / License Package						
	SDMS ID	Family Name	Given Name	Gender	Person Type	License Status
1	14624	A	B	Male	Athlete	Licensed
2	14625	C	D	Female	Athlete	Licensed
3	14626	E	F	Male	Athlete	Licensed
4	14627	G	H	Male	Athlete	Licensed

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Fig 5.16: Invoice details – athletes covered by opened invoice



## 5.6. PAYMENT EXCEPTIONS FOR IPC WINTER SPORTS

Due to the generic license application process in SDMS and some specific license regulations of the IPC Winter Sports, you must know about the following situations.

### 5.6.1. Change of license fee within a season

The license fee is doubled after a deadline for IPC Alpine Skiing and IPC Nordic Skiing. This new fee only applies for athletes who were already licensed in a previous winter season. The deadline is announced in the beginning of each season and is usually the 1 October. On new invoices, this fee is indicated in an extra row.

### 5.6.2. Team licensing in IPC Ice Sledge Hockey

A generic team licensing regulation is implemented into SDMS. The system knows that you have to pay for a maximum number of players a fixed license fee. For any additional athlete, you have to pay an extra fee. Therefore, the first invoice includes the fixed team price. Any additional invoice considers how many athletes have been already licensed to calculate whether an additional fee is required or not. Last but not least, the number of women is inclusively considered because the current regulation says that your team may consists of 16 players for 750 € if you have at least one woman in your team.

#### *Two examples of team licensing*

##### *Parameters for 2010*

Team license fee: 750 €

Number of players: 15 (16 if one woman is in the team)

Extra fee for additional player: 20 €

##### 1. Example

A) First license application for 17 male players = 790 €.

15 athletes cost 750 €; two additional players á 20 € = 40 € → 750 € + 2 \* 20 € = 790 €

B) Second license application for 2 male and 1 female player = 40 €. One woman allows 16 players for 750 € so that you only need to pay for the both men á 20 €.

##### 2. Example

A) First license application for 12 male players = 750 € because it is a fixed price for a maximum of 15 players.

B) Second license application for 2 male players = 0 €. Please send IPC an email that you have applied for license with a 0€-invoice so that we can immediately activate their licenses.

C) Third license application for another 4 male players = 60 €. Your team had already consisted of 14 players. One additional player is for free, the remaining three have to be paid → 3 \* 20 € = 60 €.



# APPENDIX



**IPC SPORT DATA MANAGEMENT SYSTEM (SDMS)  
ACCOUNT ACTIVATION FORM - ATHLETICS & SWIMMING**

In order to activate your NPC's user account information for the IPC Sport Data Management System (Username and Password), please complete and submit this form to the IPC SDMS Administrator at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org) or via fax +49-228-2097-209. NPCs must designate a primary user responsible for the SDMS account, who will receive all correspondence related to SDMS.

**NPC Name** \_\_\_\_\_

<b>Primary User Account (required only if not already applied)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

Should an NPC require a sport-specific account for the management of their participants in Alpine Skiing, Nordic Skiing or Ice Hockey, the IPC may grant up to one (1) additional account for each sport. Please complete the table below, if applicable:

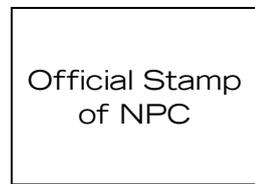
<b>Athletics User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

<b>Swimming User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

Name and signature of President or Secretary General of the NPC confirming the designations:

\_\_\_\_\_  
NPC President/ Secretary General Printed Name

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature

International Paralympic Committee  
Adenauerallee 212-214  
D-53113 Bonn, Germany  
Fax: +49-228-2097-209  
[sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org)



**IPC SPORT DATA MANAGEMENT SYSTEM (SDMS)  
ACCOUNT ACTIVATION FORM - POWERLIFTING, SHOOTING, DANCING**

In order to activate your NPC's user account information for the IPC Sport Data Management System (Username and Password), please complete and submit this form to the IPC SDMS Administrator at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org) or via fax +49-228-2097-209. NPCs must designate a primary user responsible for the SDMS account, who will receive all correspondence related to SDMS.

**NPC Name** \_\_\_\_\_

<b>Primary User Account (required only if not already applied)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

Should an NPC require a sport-specific account for the management of participants in shooting, powerlifting or wheelchair dacing, the IPC may grant up to one (1) additional account for each sport. Please complete the table below, if applicable:

<b>Powerlifting User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

<b>Shooting User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

<b>Wheelchair Dance Sport User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

Name and signature of President or Secretary General of the NPC confirming the designations:

\_\_\_\_\_  
NPC President/ Secretary General Printed Name

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature

International Paralympic Committee  
Adenauerallee 212-214  
D-53113 Bonn, Germany  
Fax: +49-228-2097-209  
[sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org)



**IPC SPORT DATA MANAGEMENT SYSTEM (SDMS)  
ACCOUNT ACTIVATION FORM - WINTER SPORTS**

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In order to activate your NPC's user account information for the IPC Sport Data Management System (Username and Password), please complete and submit this form to the IPC SDMS Administrator at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org) or via fax +49-228-2097-209. NPCs must designate a primary user responsible for the SDMS account, who will receive all correspondence related to SDMS.

**NPC Name** \_\_\_\_\_

<b>Primary User Account (required only if not already applied)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

Should an NPC require a sport-specific account for the management of their participants in Alpine Skiing, Nordic Skiing or Ice Hockey, the IPC may grant up to one (1) additional account for each sport. Please complete the table below, if applicable:

<b>Alpine Skiing User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

<b>Winter Skiing User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

<b>Ice Sledge Hockey User Account (if applicable)</b>			
<b>Family Name</b>		<b>First Name</b>	
<b>Position</b>			
<b>Email Address</b>			

Name and signature of President or Secretary General of the NPC confirming the designations:

\_\_\_\_\_  
NPC President/ Secretary General Printed Name

\_\_\_\_\_  
Date



\_\_\_\_\_  
Signature

International Paralympic Committee  
Adenauerallee 212-214  
D-53113 Bonn, Germany  
Fax: +49-228-2097-209  
[sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org)