

# **NPC Netherlands Sport Classification System User's Guide**

01 July 2015

**Produced by International Paralympic Committee**

Alexander Picolin

IPC Games & Sports Technology Senior Manager

Adenauerallee 212-214 Tel. +49 228 2097-135

53113 Bonn, Germany Fax +49 228 2097-209

## Document History

Version	Date	Comments
1.0	Jun 2015	Adapted from SDMS Manual v3.0
1.1	Aug 2016	URL changed in §2.1

## Table of Contents

1	Introduction .....	7
1.1	Objective.....	7
1.2	History and Development of SCS .....	7
1.3	Structure of the SCS Manual.....	8
2	Website, Layout, and Functionalities.....	9
2.1	Access to SCS .....	9
2.1.1	SCS Website .....	9
2.1.2	Recommended Browsers .....	10
2.1.3	User Accounts .....	10
2.1.4	Security and Passwords .....	11
2.2	Header Tools.....	13
2.3	Search Forms & Results Matrix.....	14
2.4	Data Fields.....	17
2.5	File Attachments (technical requirements) .....	18
2.6	Error Messages and Notices .....	19
3	Initialization .....	20
3.1	Basic Data.....	20
3.1.1	List Values .....	20
3.1.2	System Parameter .....	20
3.1.3	Additional Fields .....	21
3.1.4	Application News.....	22
3.2	Regional Data.....	23
3.2.1	Clubs .....	23
3.2.2	Countries.....	23
3.2.3	Federations .....	23

3.2.4	Languages .....	24
3.2.5	Member Organizations .....	24
3.3	Sport Data .....	25
3.3.1	Sport .....	25
3.3.2	Discipline .....	25
3.3.3	Event Type .....	25
3.3.4	Class .....	26
3.3.5	Class Group .....	28
3.3.6	Event Type Category .....	28
3.3.7	Event Type Group .....	28
3.4	Season Data .....	29
4	Athletes & Classification .....	30
4.1	Registration .....	30
4.1.1	Details .....	30
4.1.2	Sports & Classes .....	34
4.1.3	Career Status Updates .....	35
4.1.4	Biography .....	35
4.2	Classification .....	36
4.2.1	Search form .....	36
4.2.2	Details .....	37
4.2.3	Classification Profile .....	39
4.2.4	Documentation .....	40
4.3	Nationality Validation .....	42
4.4	Duplicate Control .....	43
4.5	Classification Mass Import .....	44
4.6	File Access Log .....	46
5	Classification Management .....	47
5.1	Calendar .....	47

5.1.1	Sport-specific management .....	49
5.1.2	Assigning Athletes and Classifiers .....	51
5.2	Competition Mass Import .....	52
5.3	Classifiers.....	52
5.4	Classifiers Availability Management .....	54
5.4.1	Step 1: Preparing and sending the request.....	54
5.4.2	Step 2: Classifier to give feedback.....	55
5.4.3	Step 3: NPC/NF to review and decide.....	57
5.4.4	Step 4: Classifier to review NPC/NF's decision.....	58
6	Reports .....	59
6.1	Classification Report .....	59
6.1.1	Competition Search .....	59
6.1.2	Other Options .....	60
6.1.3	PDF Export .....	60
6.1.4	Excel Export.....	61
6.1.5	Classification Master List Widget.....	61
6.2	Classification Cards .....	62
6.3	Classification Files.....	63
7	User Management.....	64
7.1	User Accounts.....	66
7.1.1	Username and Password.....	67
7.1.2	User's Level.....	67
7.1.3	Logout Time and Failed Login Attempts.....	67
7.1.4	Account and Password Expiration .....	67
7.1.5	2-Step Authentication.....	68
7.1.6	User Groups & Permissions.....	69
7.2	Groups, Roles and Permissions.....	70
7.2.1	Full access and limited access roles.....	70

7.2.2	Permission types.....	70
7.3	Management of Groups, Roles and Permissions.....	71
7.3.1	Roles .....	71
7.3.2	Item Groups.....	71
7.3.3	Role Functions.....	72
7.3.4	User Groups.....	72
8	Glossary .....	74

# 1 Introduction

This chapter provides an introduction to the NPC Netherlands Sport Classification System, henceforth called SCS.

## 1.1 Objective

This document describes all important functionalities of the SCS, a web-based application designed to securely capture, store and retrieve athletes' personal and classification data managed by the national sport federations (NFs) supervised by the National Paralympic Committee (NPC) of the Netherlands. This manual is targeted to staff members of the NPC, its member federations and their classifiers and aims to assist the users in the following areas of the system:

- System Settings (e.g., federations, sports, classes, additional fields)
- Participant Management (e.g., athlete registration, biography capture, sport class assignment)
- Classification Management (e.g., confirmation of classes, classification file upload and review, medical documents)
- Events Management (e.g., classification events, classifiers registration, classifier availability request tool)

This manual covers all sections of the application even if different user groups have different or limited access to the sections. This is outlined in each chapter.

## 1.2 History and Development of SCS

In end of 2014, the NPC Netherlands were searching for a technical solution to support the transfer of responsibility in national classification from the former umbrella organisation *Onbeperkt sportief* to the national sport federations in the Netherlands. In October 2014, the NPC approached the International Paralympic Committee (IPC) to outline possibilities to use an adapted version of the IPC Sport Data Management System (SDMS) as potential solution to be launched in January 2015. SDMS had then been running successfully since 2009, with a number of small expansions, and has now become the IPC's central tool for athlete's data, classification, competition calendar, achieved results, confirmed records, and calculation mechanism of rankings and qualification lists for major events.

After consultations between IPC and NPC Netherlands, the federations agreed to realise this new data management system as a stand-alone tool with a separate look and feel and pure focus on athlete registration and classification.

### **1.3 Structure of the SCS Manual**

The current chapter describes the general objective of this manual and briefly summarizes the history of SCS development.

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

In all following chapters (3 – 8) beginning with the initialization of SCS (chapter 3), each main menu item of SCS is considered. The menu sub-structure is reflected by the respective chapter structure for easy navigation and reference.

An exact step-for-step instruction for registration of athletes (chapter 4.1, 4.3 and following) and their classification including file management (chapter 4.2) supports the user to fulfil the requirements and follow the processes efficiently.

Chapter 5 concerns the registration of upcoming classification panels, their classifiers and attending athletes. An extensive tool to request the availability of classifiers for each of these panels minimizes email communication.

The application produces a set of customisable reports for overview of the stored data. These reports are described in chapter 6. Finally, chapter 7 contains information about the user management and security structure built into SCS.



## 2 Website, Layout, and Functionalities


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

### 2.1 Access to SCS

#### 2.1.1 SCS Website

The NPC Netherlands Sport Classification System is an online application accessible on the Internet by inserting the following URL in the browser of your choice

<https://classificatie.paralympisch.nl>



The screenshot shows the login page of the NPC Netherlands Sport Classification System. The page has an orange header with the NPC logo and the title "NPC Netherlands Sport Classification System". Below the header, there is a navigation bar with links for "Home", "Sitemap", and "User Guide". The main content area is white and contains a welcome message, a "NEWS/UPDATES" section, a "LOGIN" section, and a footer with copyright information.

**Application** ▼

**Welcome to the  
NPC Netherlands Sport Classification System**  
a web application for national classification management

**NEWS/UPDATES**  
1 January 2015  
**Launch of NPC Netherlands Classification System**  
Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

The NPC Netherlands Sport Classification System (NPC-SCS) is designed to support and facilitate the classification management of athletes of the NPC Netherlands and its national sport federations. We highly appreciate your assistance in keeping the data as up to date and accurate as possible. We welcome feedback on your experience in using the system and with the processes implemented within it.

The application provides following tools:

- Registration of athletes in all NPC Netherlands recognised sports.
- Classification Management including file management
- Calendar for competitions and classification opportunities
- Registration of classifiers and setting access rights to sensitive files
- Creation of classification master lists
- Mass-download of classification files

**LOGIN**

Username

Password

[I forgot my password!](#)

**How do I get an account?**

Accounts are only granted to the National Paralympic Committee (NPC) of the Netherlands, the recognised national sport federations (NFs) and their classifiers. Please contact the NPC or your responsible national federation if you need access to the data to fulfil your obligations.

© 2015 National Paralympic Committee of the Netherlands, powered by the International Paralympic Committee  
PO Box 302, 6800 Arnhem, Netherlands, Tel. +31-26-4834-887, Fax. +31-26-4834-444  
For technical support, please contact Sam de Vor at sam.devor@nocnsf.nl

Figure 2.1: SCS Login Page (screenshot)

### 2.1.2 Recommended Browsers

It is recommended to use most modern and widely used browsers with recent updates installed in order to ensure stable functionality and security. SCS runs best under Firefox (current version 38) and Google Chrome (version 43). Users of Internet Explorer (version 9 or higher) shall regularly update and inform about potential general security issues and either care for a stable version or look for alternatives. Additionally, JavaScript has to be enabled for correct functionality of SCS.

### 2.1.3 User Accounts

Currently, there are four main user groups defined. Besides the administrator account held by the developer of SCS (the IPC) to review potential issues and change requests, accounts are granted to the NPC, the national sport federations (NFs) and their classifiers. The NPC Netherlands as supervisor of the Dutch classification processes can create accounts internally and to the NFs. Furthermore, the NFs are allowed to create accounts for themselves and to their classifiers. Classifiers don't have the rights to access the SCS user management.

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

#### 2.1.3.1 NPC Accounts

The IPC granted a few accounts to the NPC Netherlands to hand over full control on all further processes on launch in January 2015. The NPC is able to create further accounts internally to share responsibilities and tasks.

#### 2.1.3.2 NF Accounts

The NPC distributed accounts to the recognized national sport federations after launch. In case of an account issue, the NPC has to be contacted for support.

#### 2.1.3.3 Classifier Accounts

In most cases, the NF management team automatically opens an account for the classifier with access to read out the most updated classification data as required for them to perform their duties at the competition. In most cases, the classifier might gain rights to change data. Then it is highly recommended to carefully read the respective sections of the SCS manual about the update of classification values and files to ensure high data quality.

## 2.1.4 Security and Passwords

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

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

As it is recommended for all Internet applications like amazon, SCS automatically reminds the user to change his password when 90 days after last password change have passed.

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

### 2.1.4.1 Password Reset

The password reset tool can be used if you have forgotten your password, or if the account has been locked as described above. Instructions are given below.

*How To: Change your password*

- 1) After you have entered the application, go to **Edit Password** at the upper right corner of SCS. This screen automatically opens after the 90 days period.

### Password Reset



The screenshot shows the 'New Password' tab of the SCS Password Editor. The interface includes fields for Username (npc), Given Name (Npc), Email Address (info@npc.nl), next password change (2015-06-30), Family Name (Account), and User Category. Below these fields are three password input fields: Current Password, New Password, and Confirm New Password. A 'save new password' button is located at the bottom.

Figure 2.2: SCS Password Editor

- 2) Enter your current password in the first field. The new password is automatically controlled against the password requirements. Confirm your new password and submit.

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

- 1) Click on **I forgot my password** or use the menu bar **User Management > Password Reset**.
- 2) Fill out the form by inserting your username and email address which had been registered with your account.
- 3) After submission, you receive an automatically generated email with your new password and a password reset validation link. Check your spam folder if can't find the message in your inbox.
- 4) Click the validation link first, which will take you to the confirmation page in SCS. Without that step, the newly generated password won't work.
- 5) Go back to the SCS Login Page and enter the application with the new password.

Passwords are stored encrypted. That means that no one, even not the SCS Administrator can read out your password. Same security standard is applied to other sensible information.

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

## 2.2 Header Tools

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

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

[| Home](#) | [Sitemap](#) | [User Guide](#) | [Edit Password](#) | [Logout](#) |

Figure 2.3: Secondary Menu Bar

Following options are available:

<b>Home</b>	Go back to the start page.
<b>Sitemap</b>	Open the Sitemap, showing all pages of the application.
<b>User Guide</b>	Link to the most updated version of this document.
<b>Edit Password</b>	Open the password editor (see chapter 2.1.4).
<b>Logout</b>	Conduct a user logout.

The primary menu bar allows the access to all various sections of ISAS the user is granted to and is located below the user information. The primary menu bar shows the main sections of the application. When using your mouse to hover over a section, the subsections appear to you. You must use a browser enabling drop-down menus for the primary menu bar to work; on a touch-screen browser, please use the Sitemap for navigation.

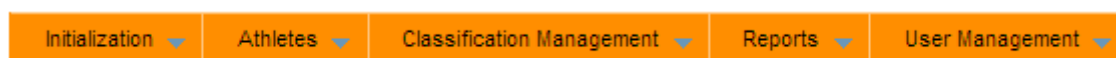


Figure 2.4: Primary Menu Bar


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

<b>Initialization</b>	Basic data like federation information and sport structure
<b>Participants</b>	Athletes registration, classification, duplicate control & handling
<b>Classification Management</b>	Classification events, classifier registration, availability feedback tool
<b>Reports</b>	Classification reports and file downloads
<b>User Management</b>	User roles, groups, individuals, permissions

## 2.3 Search Forms & Results Matrix


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

The search page in turns offers a results matrix with an input row for the search criteria. When a new section is opened, the current criteria are automatically applied, along with the user's permission criteria (for example, the athletics federation will only receive search results about athletes registered in that sport), and the results are displayed. Generally, the search returns all

<input type="checkbox"/>	ISO Code 	IOC Code	Name	Area [km <sup>2</sup> ]	Inhabitants	Capital
	<input type="text" value=""/> x	<input type="text" value=""/> x	<input type="text" value=""/> x			<input type="text" value=""/> x
<input type="checkbox"/>	AUS	AUS	Australia	7,617,930	22,477,000	Canberra
<input type="checkbox"/>	AUT	AUT	Austria	83,872	8,356,700	Vienna
<input type="checkbox"/>	AZE	AZE	Azerbaijan	86,600	9,047,000	Baku
<input type="checkbox"/>	BDI	BDI	Burundi	27,834	8,988,100	Bujumbura
<input checked="" type="checkbox"/>	BEL	BEL	Belgium	30,528	10,827,500	Brussels
<input checked="" type="checkbox"/>	BEN	BEN	Benin	112,622	8,791,800	Porto-Novo
<input type="checkbox"/>	BFA	BUR	Burkina Faso	274,200	15,746,200	Ouagadougou
<input type="checkbox"/>	BGD	BAN	Bangladesh	143,998	162,221,000	Dhaka
<input type="checkbox"/>	BGR	BUL	Bulgaria	110,994	7,576,700	Sofia
<input type="checkbox"/>	BHR	BRN	Bahrain	750	791,000	Manama
<input type="checkbox"/>	BHS	BAH	Bahamas	13,878	330,000	Nassau
<input type="checkbox"/>	BIH	BIH	Bosnia and Herzegovina	51,129	4,613,400	Sarajevo
<input type="checkbox"/>	BLM		Saint Barthélemy	21	7,500	Gustavia
<input type="checkbox"/>	BLR	BLR	Belarus	207,600	9,648,500	Minsk
<input type="checkbox"/>	BLZ	BIZ	Belize	22,966	333,200	Belmopan






Page 2 of 18 15 View 16 - 30 of 257

Add Country Delete Selected Country(ies) Grid Export

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







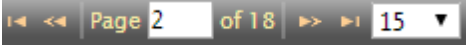







relevant results when initially opened, and the current criteria can then be modified. When changing the drop-down boxes, the search is automatically reset, while when changing text boxes, users must refresh or press the *Return* key on their keyboard.

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

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

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



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

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

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

- That row the mouse cursor is just selecting is highlighted in dark orange.
- To select a row for deletion or other actions in specific sections, the user ticks the box on the left hand side. Selected rows are highlighted in yellow. See Figure 2.5. To select all rows, click the checkbox in the header row.


- When a data row is clicked, the detail page opens to review and manipulate. Some screens do not have a detail page; in that case, clicking selects the row.

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



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



## 2.4 Data Fields

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

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

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



## 2.5 File Attachments (technical requirements)

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

- **Copy of Passport/ID Card & NPC Netherlands Nationality Validation**

To be submitted as PDF file not exceeding 1 MB. The quality of the scan should ensure that all information is legible.

- **Classification Documents**

To be submitted as PDF file not exceeding 2.5 MB. The quality of the scan should ensure that all information is legible.

- **Photo**

Must

- ✓ Be recent and allow for easy recognition of the individual,
- ✓ Be plain white or light blue background with good contrast against the person (face and hair),
- ✓ Not include headgear, dark glasses and hair bands on the individual, except for religious or medical reasons,
- ✓ Have the head of the individual looking face-on,
- ✓ Either be scanned and saved as JPG (preferred), GIF or PNG in medium or high quality. Width-to-height ratio is between 2:3 and 3:4; file size must not exceed 250 kB.

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

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

## 2.6 Error Messages and Notices

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

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

Data set is successfully saved.

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

Passport/ID Card No cannot be blank.

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

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

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

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

- Mandatory fields were not filled.
- Attached files do not meet the requirements (see chapter 2.6).
- The field value has not the right content or format (see chapter 2.4).
- An essential data set (like an athlete) is attempted to be deleted although other essential data sets (like licenses or classifications) are associated.
- User credentials were incorrect on login attempt (see chapter 2.1.4).

All individual errors are shown at once after data submission. In the data set detail pages, the values that the user changed or included are kept, with the exception of selected files from the user's local computer system for security reasons.

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

## 3 Initialization

This chapter describes all screens of the first SCS main menu item **Initialization**. Obviously, all basic or core entities can be managed here, like sports, events, organizations, or seasons as well as some more technical settings.

### 3.1 Basic Data

#### 3.1.1 List Values

List values reflect the content of several dropdown boxes which are not populated by basic entities which can be found in the initialization section (see chapters 3.2-3.4). They are categorized into lists with

- values which can be fully edited by the user (adding, deleting, updating) (A)
- values only the label can be changed (B)
- fixed values the user can only read but not manipulate (C)

List	Category	Description
Competition Course Offered	B	Options for international course offered at a competition.
Competition Type	A	Competition and event categories for the calendar.
Career Status	B	Career status of athletes to indicate if an athlete is still active, has retired etc.
Class Status	C	Class statuses according to international classification rules.
Level of Designation	A	Recognition level of a competition for the calendar.
Nationality Status	B	Nationality recognition of an athlete (see athlete registration for further information).
Nationality Validation Type	C	Document types to validate athlete's nationality.
Officials' Categories	C	Categories of officials like classifiers or technical delegates.
Officials' Level	A	Level of education of official in his role.
Person Type	C	Person's category. Defaults to athlete or guide.

A list value can only be removed if it belongs to a category (A)-list and is not used in any dropdown box so far. (B) and (C)-list values cannot be removed as they have a particular meaning for the businesses processes reflected in this application.

#### 3.1.2 System Parameter

SCS only uses one global parameter, called 'GUIDES' and is a concatenated string of sport codes to define which sports actually allow registration of guides as person type. The user can extend or shorten the list respecting the required pattern.

### 3.1.3 Additional Fields

This section allows the flexible extension of several forms to store more information in a structured way. SCS has three sections the user may add or remove unused fields.

- Biography

The biography section of an athlete has plenty attributes about athlete's personal and sport-related background. Attributes (= fields in the form) can be added as needed.

- Classification Profile

Besides the basic classification information like class, class status and responsible classifiers, general or sport-specific attributes can be defined to store additional information. This particular section is called 'Classification Profile'. Examples might be the exceptions in swimming, the maximum standing height in athletics or general diagnosis and observation data. A classification profile field can be defined for all sports or for one specific.

- Classification Files

In addition to the profile in terms of classification, PDF documents can be attached to an athlete's classification section. For a proper categorization of the files content, several categories have been preloaded, like classification files, protest sheets or medical diagnostic form. In order to protect sensitive data, files are separated into *basic* files which are accessible by all users who have been granted to read classification data and files. To access a file stored in a *sensitive* file category, additional criteria must be fulfilled which are outlined in the classification section of this manual.

Field	Format	Comments
<b>Application Entity</b>	drop down with the three sections (class files split into basic and sensitive)	Obligatory, see comments in main text.
<b>Code</b>	text (10)	Obligatory, must be unique inside the application entity.
<b>Sport</b>	drop down [sport]	Optional, only for classification; if sport is selected, this field only appears for athletes registered in that sport.
<b>Label</b>	text (50)	Obligatory, clear label for the daily user.
<b>Field Type</b>	drop down	Obligatory, desired form element; file upload only works for classification files; does not work for any other entity.
<b>List Values</b>	text (100)	Obligatory only if Field Type = Value List. Creates a drop down box. List values must be concatenated with '/'. If 'corcou_country' is entered, a list of nations is created.
<b>Field Length</b>	integer	Defines the maximum length of characters.
<b>Sort Order</b>	integer	Defines the sorting order of fields within same entity.
<b>Comments</b>	text (200)	

#### 3.1.4 Application News

On the left hand side of the SCS login page, short news can be flexibly published, e.g. about the update the application, introduction of new regulations, links to important documents and more. By default, the NPC Netherlands as owner of SCS can add, remove and change articles for this news panel.

Each article has a title appearing as bold printed header, a body text and a publication date. The chronologically last three articles indicated as *Published* are shown with the newest article on top. The body text also allows basic HTML tags like

- line breaks `<br>`
- horizontal lines `<hr>`
- `<b>bold</b>` style
- `<i>italic</i>` style
- `<a href="http://destination.url" target="_blank">Link Text</a>`  
would add a hyperlink with the respective destination, opened in a new window.

## **3.2 Regional Data**

Next to the sport core data as outlined in the next chapter, another important group of entities for SCS is related to federations and clubs. The NPC has full access to all the next five entities even if only the entities of clubs and federations require regular maintenance by the NPC.

### **3.2.1 Clubs**

Athletes can be associated with the clubs he or she is currently affiliated with. To affectively search for athletes from a specific club, they have to be predefined here. Main information requires the official club name and the city the club is located in. Further contact details can be additionally stored.

### **3.2.2 Countries**

The term 'country' does not only consider independent states recognised by the United Nations but also any other overseas territories or other self-governed areas in dependency of an independent state. Storage of historical information requires definition of historical nations or territories.

In this application, countries are used in a few screens, mainly for nationality information of athletes and location of competitions and all their results and records.

For a better differentiation between countries and organizations (see chapter 3.2.5) and due to missing organization codes for some countries, the ISO-3166-1 (Alpha-3) codes are in use as unique country identifier of recent states and territories. Historical countries (Soviet Union, East Germany, Czechoslovakia) are identified by former ISO-codes, or alternatively by the former IOC code.

### **3.2.3 Federations**

Athletes have to be associated with exactly one national federation which are defined in this section. Each federation has a unique ID reflecting the official abbreviation and name. SCS distinguishes between national (NF) and international federations (IF) whereas IFs are only used to define the responsibility for international classification rules (see 3.3.1). When a national federation is created, it is necessary to assign sports (see 3.3.7) to this federation under the second tab called 'Sports'.

For international federations, a third tab called 'Member Organizations' appear for assignment of members (see 3.2.5) to this particular IF. For SCS, this assignment is just for informative purpose.

[Home](#) » [Initialization](#) » [Regional Data](#) » [Organizations](#) » [Update](#) » ATLETIE



Available			Assigned		
	Code	Name		Code	Name
1	AS	Alpine Skiing	1	AT	Athletics
2	AR	Archery			
3	BA	Badminton			
4	BO	Boccia			
5	CA	Canoeing			
6	CH	Chess			
7	CY	Cycling			
8	EQ	Equestrian			
9	FB	Football 5-a-side			
10	FT	Football 7-a-side			

Figure 3.1 Assignment screen of sports to federation

Besides that, the federation entity belongs to one out of two specific user permission entities so that a user may only view or manipulate data sets related to this federation, especially if the user represents the respective federation (see chapter 11.2).

### 3.2.4 Languages

The language entity is primarily used to identify the official and secondary spoken language in all countries. As the entity regional data section was developed for usage in all kind of applications, it can act as basis for multi-language support in future.

### 3.2.5 Member Organizations

Member organizations are subjects athletes are competing for on international level, usually in a one-to-one relation to independent countries or dependencies of UN members. In SCS, all athletes are internally associated to the Netherlands as potential member organization of any international federation, the IPC in particular for further data exchange. Besides that relationship, only one dropdown box in the athlete registration page is populated with non-dissolved organizations (see 4.1).

Due to the dynamics of country foundations, reunification or decay, overlying organizations are founded or dissolved. Most recent example is an athlete who has competed for the *Federal Republic of Yugoslavia* (YUG) until January 2003, then for the *State Union of Serbia and Montenegro* (SCG) until May 2006, and now for one of the separated republics of *Serbia* (SRB) or *Montenegro* (MNE). Hence, this entity does not only contain current but also former organizations.



### 3.3 Sport Data

This section is mainly designed for detailing the classification relevant elements like sports, disciplines, classes and class limitations in events.

#### 3.3.1 Sport

Each sport is identified by a unique two-character alphanumeric code. The sport codes match to the common standards with some additions to Paralympic specific sports.

The general principle is that each sport is governed by a separate International Federation; accordingly, athletes are classified by sport. On national level, a national federation might govern one or more sports which are defined in the section for federations (see 3.2.3).

When a new national federation is recognised by the NPC, both the new sport and the new federation must be registered and linked with each other.

Besides that, the sport entity belongs to one out of two specific user permission entities so that a user may only view or manipulate data sets related to this sport, especially if the user represents the federation which governs that sport (see chapter 11.2).

#### 3.3.2 Discipline

The term *Discipline* must not be mixed up with *Event Type*. Division of sports and disciplines does not seem to be that unambiguous as it supposes to be. One approach might be that each sport is governed by one IF. For instance, the IOC combines swimming, synchronized swimming, water polo and water diving to the term 'Aquatics'. Coincidentally, FINA is IF for all four sports/disciplines. On the other hand, FIS is the IF for all ski sport like Alpine skiing, cross-country, ski jumping, freestyle skiing, but commonly those disciplines are commonly considered as sport whereupon cross-country, ski-jumping, and biathlon are combined under the term of Nordic skiing.

In terms of this application, discipline has no further meaning, as they only play a role for structuring results and records information which is not part of SCS.

#### 3.3.3 Event Type

An event type is a specific competition format within a sport. The term competition shall not be mixed up with a competition which consists of the full event programme and is defined by location, start and end date and organizer. Event types are defined by a specific set of rules, distances, styles, used equipment or team size. In able-bodied sport, event types and events are synonymous terms; in sports for athletes with a disability, an event is the combination of an

event type and specific classification. The definition of event types and events with class combinations are necessary for the treatment of entries, results, records, and rankings, none of which is currently supported by SCS.

Event Types are further divided into event type categories (subdivisions with certain sporting similarities, e.g. road running races and track running races are different categories), and event type groups (used for classification purposes, where a class is valid for one event or several events within the event type group).

### 3.3.4 Class

Classification of athletes to ensure fair competition between athletes with similar or even different types of disability is an additional complicated dimension when one is trying to formalize the structure of sport. This entity is the basis for the entire classification data storage.

Each class is defined within its sport as follows:

Field	Format	Comments
<b>Code</b>	alphanumeric uppercase	[see below]
<b>Responsible IF</b>	drop down [federation]	federation where athletes in this class compete
<b>Sport</b>	drop down [sport]	obligatory
<b>Name</b>	text (50)	official name / code
<b>Short Name</b>	text (8)	short version for reports where long class names might result in display issues
<b>Class Group</b>	drop down [class groups]	see chapter 3.3.5
<b>Pseudo Class</b>	boolean	pseudo classes can assigned to athletes, but not to events meaning that such classes make an athlete ineligible to compete
<b>Historical Class</b>	boolean	historical classes have to be kept for reference purposes, but cannot be selected for new athlete
<b>No-First-Register</b>	boolean	prevents that this class can be selected in the athlete's registration section (see chapter 5.1.1)
<b>Disability Category</b>	drop-down [category]	nature of disability (PI = physical, VI = visual, II = intellectual, HI = hearing)
<b>Able-Bodied</b>	boolean	reflects that this 'class' does not need a class status, e.g. the standing partners in dancing
<b>Comments</b>	text (200)	

Since the code for class combinations (see chapter 4.3.6) is automatically calculated as integer based on the class codes the combination is composed of, the class code must obey a specific pattern. It may only consist of alphanumeric characters and must end in two numeric characters. This code which is only internally used must not be mixed up with the class label

which is officially used. For the intention that the RSC is interpretable, and class combination is calculated in a logical way using the last both numeric characters of the class code so that it is highly recommended to use the class label number for these both last characters, for example the swimming class *SB4* is encoded as *SB04*. Since the class code must be unique through all sports, the class code might be prefixed with the sport code like the Alpine Skiing *B1* class is encoded *ASB01*. If a sport does not have a specific label but only a classification status to reflect the athlete's eligibility, the class code should be the sport code followed by double zero.

The following reference table reflects the pattern for all classes of the IPC Sports – other sports shall be handled in a similar way, using the already migrated classes for all sports in the Dutch classification system.

Sport	Class Name	Class Code Pattern	Example
Athletics	Txx, Fxx, Pxx	Txx, Fxx, Pxx	T12 both as label and code
Swimming	Sx, SBx, SMx Sxx, SBxx, SMxx	S0x, SB0x, SM0x Sxx, SBxx, SMxx	S5 to S05 S12 both as label and code
Shooting	SHx	SH0x	SH1 to SH01
Powerlifting	open	PO00	
Wheelchair Dance Sport	Class X Standing	WD0x WD99	Class 1 to WD01
Alpine Skiing	Bx, LWx LWxx LWx/y LWx-y LWxx-y LWx/y-z	ASB0x, ASLW0x ASLWxx ASLW0x ASLW0y0x ASLW0yxx ASLW0z0x	B1 to ASB01 LW11 to ASLW11 LW5/7 to ASLW05 LW9-1 to ASLW0109 LW10-2 to ASLW0210 AS5/7-3 to ASLW0305
Nordic Skiing	Bx, LWx LWxx LWx/y LWxx.y	NSB0x, NSLW0x NSLWxx NSLW0x NSLWyxx	B3 to NSB01 LW12 to NSLW12 LW5/7 to NSLW05 LW11.5 to ASLW511
Ice Sledge Hockey	open	IH00	
Pseudo Classes	CNC, NE, IM, N/A	Sport code + CNC/NA/NE/IM + 99	ATNE99

The pseudo classes in the last row can be used for athletes who are not eligible to compete. The class *NE* means *Not Eligible*, while *IM* stands for *Intentional Misrepresentation* and *CNC* for *Classification Not Completed*.

Each sport must have the pseudo-class 'N/A' with code [Sport]NA99 as that is used on first registration of a new unclassified athlete as internal flag for 'never classified'. This pseudo-class will not appear on official reports.

### 3.3.5 Class Group

The concept of class groups is designed to allow classes to be separated in a logical way in sports where athletes are allowed to have several classes for different events in the sports.

Some sports like athletics or swimming allow the athlete to have up to three different classes at the same time but usually only one class per 'class group'. Consequently, for these both sports, the class groups *T*, *F*, and *P* as well as *S*, *SB*, and *SM* are already defined. Furthermore, it allows the specification for which class group a pseudo-class like *NE* is applied to. See XX for more details how to use class groups in the classification.

### 3.3.6 Event Type Category

It is optionally possible to define event type categories to distinctively group event types. For example, all stadium running events are considered as *Track* events, jumping and throwing events are known as *Field* events. Like class groups, the event type categories are used to specify the validity of a particular athlete's classification. Well-known example is classification in shooting. IPC Shooting consists of several rifle and pistol events as well as the both classes SH1 and SH2. According to the current classification rules, an athlete is classified by weapon and could have different classes for different weapons. In a real example, an athlete is classified SH1 [Pistol] and SH2 [Rifle].

### 3.3.7 Event Type Group

Besides class groups and event type categories, an event type group is a set of several event types combined. Once a new event type group is created with code and name, event types (see 3.3.3) an arbitrary number of event types can be assigned to this group.

Finally, in the classification screen of SCS for a particular athlete, a specific class and class status can be formally limited to such a combination of event types. An obvious example is the T20-classification which is distinguished between track events (400m-10000m) and horizontal jumps (long and triple) so that the athlete can have different class statuses for each group.

### 3.4 Season Data

As SCS does not use a season-based licensing programme, the only available menu item is the definition of summer and winter seasons.

A season is a period of time within or crossing a calendar year in which the entire business regarding license and competition management is logically structured. It is closely related to the nature of each sport so that the both most important season periods are derived from the both sport categories: summer and winter sports. Due to historical developments and geographical reasons, summer and winter seasons are defined by the core time summer and winter sports can be performed on the Northern hemisphere. Summer seasons are defined as being between 1 January and 31 December (with core time between May and August) and winter seasons between 1 July and 30 June of the following year.

Field	Format	Comments
<b>Code</b>	alphanumeric chars (3)	exact three characters, preferably Snn or Wnn with nn as that year the season begins, e.g. S13
<b>Name</b>	text (50)	shall be <i>Summer Season 20nn</i> or <i>Winter Season 20nn/nn+1</i> , e.g. Winter Season 2012/13
<b>Period</b>	dates (yyyy-mm-dd)	First and last day of the period: Summer 20nn = 1 Jan nn – 31 Dec nn Winter 20nn/nn+1 = 1 Jul nn – 30 Jun nn+1
<b>Season Type</b>	<i>Summer or Winter</i>	
<b>Comments</b>	text (200)	

## 4 Athletes & Classification

This chapter described the core section of SCS, where users can read and modify personal data relating to Dutch athletes with a disability across all defined sports and national federations, and manage their classification individually.

### 4.1 Registration

Each athlete must be registered first before any further classification information and files can be associated. From this menu, the user has access to all registered athletes he is allowed to access based on his access federation and sport related access rights.

#### 4.1.1 Details

Users must navigate the Registration & Update search screen before they can modify any participant details. By clicking on a row in the grid or on the *Add Athlete* button, users reach the details tab with fields described in the following table. Yellow fields are always mandatory to fill out on creation or update of an athlete.

Field	Format	Searchable	Comments
<b>Basic Information</b>			
<b>Athlete ID</b>	number, automatically assigned on participant creation	Yes	
<b>Career Status</b>	<i>Active, Historical or Retired</i>	Yes	always set to active on creation, must be changed at <i>Career Status Updates</i> tab
<b>Personal Data</b>			
<b>National Federation</b>	drop down [federation]	Yes	obligatory, loaded from federation basic table
<b>Club Affiliation</b>	drop down [club]	Yes	optional, loaded from club basic table
<b>no Family Name</b>	checkbox	No	In some cultures, only the given name is used in the passport. This box may be ticked to allow entries of such athletes; if not ticked, then both family and given names are obligatory fields
<b>Family Name (passport)</b>	text (30)	Yes	family name exactly as written in the passport
<b>Given Name (passport)</b>	text (30)	Yes	Given name exactly as written in the passport. This is culturally dependent, but usually the name that appears second in the passport
<b>Family Name</b>	text (30)	Yes	the version of the family name that will be

(preferred)			used in all SDMS output. May be left blank on entry, will then be identical to passport name
<b>Given Name (preferred)</b>	text (30)	Yes	as above
<b>Gender</b>	<i>Male or Female</i>	Yes	
<b>Date of Birth</b>	date [yyyy-mm-dd]	No	
<b>Photo</b>	Picture File	No	displays photo of athlete and allows upload from user's hard drive or local network. For photo requirements, refer to chapter 2.5
<b>Nationality Information</b>			
The fields & formats of this subsection matches the structure of the IPC central database for later interconnection.			
<b>Nationality</b>	drop down [country demonym]	No	<i>Dutch</i> by default
<b>Nationality Status</b>	drop down, read-only	No	Set by system or by the user under nationality validation, see 4.3
<b>Validation Document</b>	<i>Passport or ID card</i>	No	type of referenced document, obligatory
<b>Passport/ID Card No</b>	text (30)	Yes	ID number of referenced document
<b>Date of Expiration</b>	date [yyyy-mm-dd]	No	Date this document stops being valid as determined by the issuing authority. A checkbox may be ticked if the referenced document never expires.
<b>Copy of passport/ID card</b>	PDF file	No	To upload a scan of the referenced document from user's hard drive or local network. A link to the document, upload time and timestamp will be displayed as <i>latest version</i> if available
<b>Last NPC</b>	drop down [NPCs]	No	only applicable for athletes who have previously competed for other NPCs
<b>Eligibility</b>			
<b>Intellectual impairment</b>	checkbox	No	Checkbox to be ticked if athlete has an intellectual impairment. If ticked, next field is enabled automatically.
<b>INAS Classification No</b>	text (16)	No	For athletes with an intellectual impairment, the INAS Classification No can be entered here for further references
<b>Sport and Sport Class Registration</b>			
Only available and displayed at registration of a new athlete. Any further modification must be done at the <i>Sports &amp; Classes</i> tab.			
<b>Sport</b>	drop down [sport]	Yes	obligatory, upon choosing a sport, the system will display available classes within this sport
<b>1<sup>st</sup> – 3<sup>rd</sup> Class</b>	drop down [class]	No	Can be left empty. In this case, the pseudo-class 'N/A' is registered automatically.

Additional Information			
NF Licence Number	text (30)	Yes	Optional, to store any specific licence number valid within the responsible NF
SDMS ID	integer	Yes	Optional, to store the official registration ID in the IPC database; in future to be used for direct interconnection of SCS and SDMS
Comments	text	No	further free text information

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

Delete

**Caution:** The 'delete' button is accessible from the participant detail menu. On request of NPC Netherlands, an athlete may be completely deleted from the system once the user confirms a security question. **On deletion, all related classification data and files are irrevocably removed from the system.** In case, you want to remove just a duplicate, it is highly recommended to use the merging tool in the duplicate control section, see 4.5.

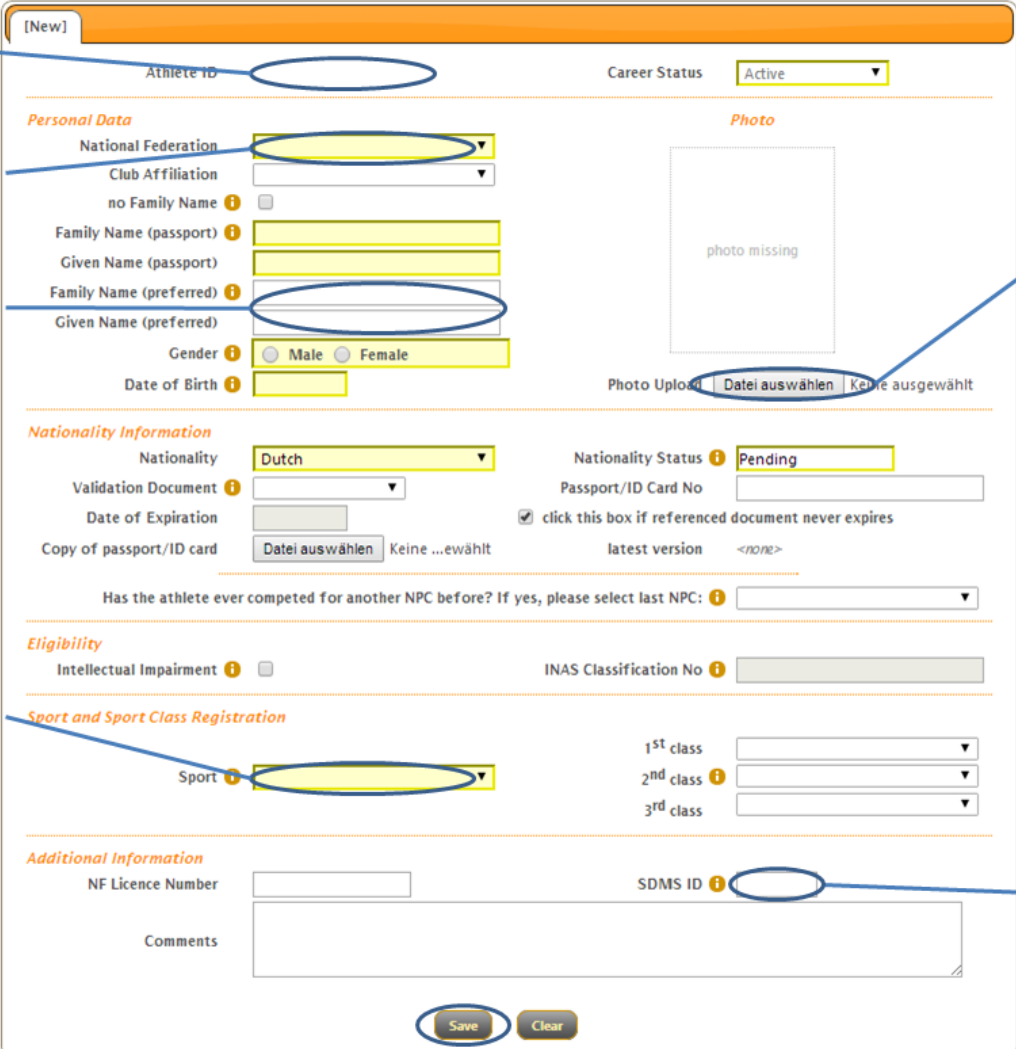
### How To: Register a New Athlete

1. Obtain a blank athlete detail form (Figure 4.1) by clicking the *Add Athlete* button (from the search form) or the *New* button (from the details page).
2. Referring to the athlete details table, complete all fields to the best of your knowledge. Yellow fields are mandatory. Cross-check spelling and information with the uploaded documents; for example, the spelling of the passport name should be identical to that of the uploaded ID document, as far as the Dutch alphabet allows.
3. Select the sport of the athlete in from the drop down box *Sport*. This is required to give the responsible federation and their classifiers access to this athlete for classification input. For athletes, you can register up to three classes. Class status will be automatically set to *New* on national level. If not filled, the pseudo class *N/A* will be assigned in the background and the athlete will not be shown on classification master lists until his classification is updated.
4. Click *Save* to create an Athlete ID for the athlete.

Add Athlete



- Upload a photo of the participant by clicking *Choose File...* and choosing a file from your local hard drive or network. The requirements for photos are described in chapter 2.5. For quick reference, the photo should be in passport size format, around 7:10 in aspect ratio, and saved as a JPG file smaller than 250 kB.



The form is titled "[New]" and contains the following sections and fields:

- Personal Data:**
  - Athlete ID (circled, with note: "Automatically set when athlete is registered, not modifiable")
  - Career Status: Active (dropdown)
  - National Federation (dropdown, with note: "To be set to the main responsible sport federation")
  - Club Affiliation (dropdown)
  - no Family Name (checkbox)
  - Family Name (passport) (text field)
  - Given Name (passport) (text field)
  - Family Name (preferred) (text field, with note: "Preferred name is automatically set to passport version if blank on submission")
  - Given Name (preferred) (text field)
  - Gender: Male (radio), Female (radio)
  - Date of Birth (text field)
  - Photo: photo missing (with note: "Use the Browse... or Choose File button to find files on your local desktop")
  - Photo Upload: Datei auswählen (circled), Keine ausgewählt
- Nationality Information:**
  - Nationality: Dutch (dropdown)
  - Nationality Status: Pending (dropdown)
  - Validation Document (dropdown)
  - Passport/ID Card No (text field)
  - Date of Expiration (text field)
  - checkbox: click this box if referenced document never expires
  - Copy of passport/ID card: Datei auswählen, Keine ...ewählt
  - latest version: <no/ie>
  - Has the athlete ever competed for another NPC before? If yes, please select last NPC: (dropdown)
- Eligibility:**
  - Intellectual Impairment (checkbox)
  - INAS Classification No (text field)
- Sport and Sport Class Registration:**
  - Sport (dropdown, with note: "Sport must be entered for correct access granted to NFs and classifiers")
  - 1st class (dropdown)
  - 2nd class (dropdown)
  - 3rd class (dropdown)
- Additional Information:**
  - NF Licence Number (text field)
  - SDMS ID (text field, circled, with note: "For athletes registered in the IPC database SDMS, you can enter the SDMS ID for later synchronization.")
  - Comments (text area)

Buttons: Save (circled), Clear

Figure 4.1: A blank participant form, with some notes about special items

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

### How To: Change Athlete Details

1. Search for the athlete in question from the Registration & Update search form, and click the row in the search grid corresponding to the athlete to enter the athlete details' page.
2. The data stored about the athlete will appear in the form. Edit the incorrect or missing details and click Save.
3. If you change the passport name and/or the NF of the athlete, a dialogue box (Figure 4.2) appears to ask you to confirm the reason for the name change. Choose one of the three supplied reasons (error, marriage or nationality change) and, if applicable, enter the date from which the change should be effective.
4. If you change the name of the athlete, please bear in mind that changes only apply to the field you enter, i.e., a change of passport name will not change the preferred name, which is how the athlete will be called in publications. Hence, in case of a name change, please change both fields unless there is a specific reason not to (the athlete wishes to be known under the old name but the passport issuing body will only recognise the new name, for example).

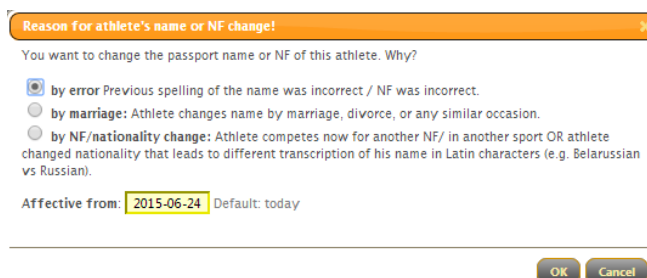


Figure 4.2: Name Change Dialogue Box

#### 4.1.2 Sports & Classes

This section is designed for non-classifier users who wish to have a quick overview of the classes the athlete is eligible for, as well as entering and removing the class of athletes which have not yet been classified by national or international panels (New class status). More detailed manipulation is possible from the Classification section, see chapter 4.2.

Sport	Class	Status	Level	action
Athletics	F34	Confirmed	National	<button>remove</button>
Athletics	T34	Confirmed	National	<button>remove</button>
<input type="text"/>	<input type="text"/>		National	<button>add</button>

Figure 4.3: Classification Overview

All current classifications, with sport, class, and level of classification of the athlete are displayed on this menu, along with the status of the athlete within the class. The last row of the table allows for entering of a new sport and/or class; again, this will only be accepted if the athlete is not already classified by international panels. If the registering user does not know which class the athlete will compete in, they may keep the class empty.

For any further classification specific issues, please refer to IF rules.

### 4.1.3 Career Status Updates

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

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

If an athlete is set to the career status *Historical*, they will disappear to all NF users from all outputs (such as classification data and licensing data).

### 4.1.4 Biography

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

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

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

## 4.2 Classification

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

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

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

### 4.2.1 Search form

In addition to the fields displayed on the athlete search grid, the grid also shows the sport and class of each athlete. The table below lists the possible search fields; none are compulsory, by default the grid displays all athletes which the user can access. Only active athletes are displayed in this search; if a user wishes to access information of retired athletes, they must change the career status (see section 4.1.3) of the athlete before being able to access information from here.

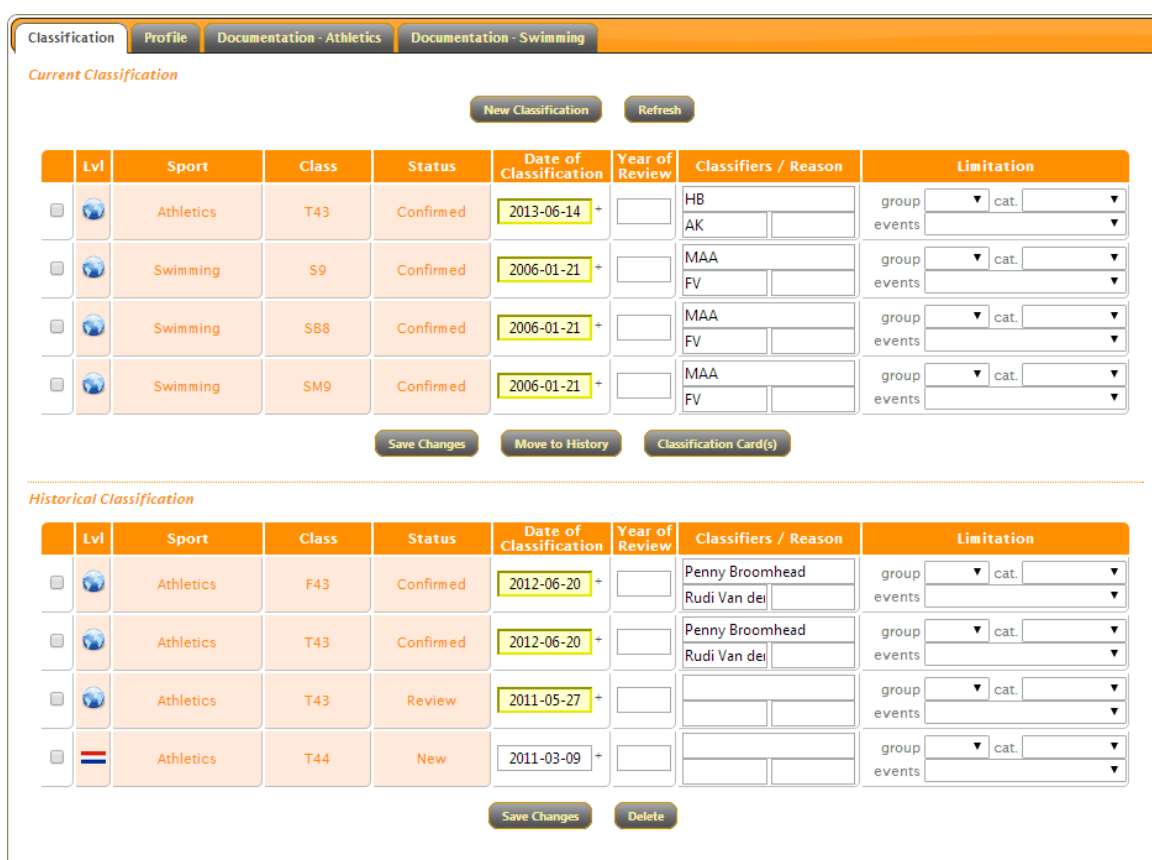
Field	Format	Comments
<b>Athlete ID</b>	integer	
<b>Family name</b>	text (30)	searches for passport and preferred versions
<b>Given name</b>	text (30)	searches for passport and preferred versions
<b>Gender</b>	drop down [gender]	
<b>NF</b>	drop down [federation]	
<b>Sport</b>	drop down [sport]	
<b>Class</b>	text (50)	text search (e.g. F3 would find F34, F35 etc)

By default, each row represents one athlete. This behaviour can be changed by setting the advanced search parameter *Grouping* to *by class*. Then each class of each athlete in each sport is displayed in a row. However, selecting an athlete opens the classification detail page including all sports the athlete is registered in and the user is granted to access.

**Download Classification Cards:** Filter and select athletes by ticking the checkboxes on the left and click *Download Classification Cards*. A ZIP package with classification cards of all athletes will be downloaded in credit card and A4 page sizes.





## 4.2.2 Details

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



The screenshot shows the 'Classification' tab selected. It contains two main sections: 'Current Classification' and 'Historical Classification'.

**Current Classification**

	Lvl	Sport	Class	Status	Date of Classification	Year of Review	Classifiers / Reason	Limitation
<input type="checkbox"/>		Athletics	T43	Confirmed	2013-06-14		HB AK	group events
<input type="checkbox"/>		Swimming	S9	Confirmed	2006-01-21		MAA FV	group events
<input type="checkbox"/>		Swimming	SB8	Confirmed	2006-01-21		MAA FV	group events
<input type="checkbox"/>		Swimming	SM9	Confirmed	2006-01-21		MAA FV	group events

**Historical Classification**





	Lvl	Sport	Class	Status	Date of Classification	Year of Review	Classifiers / Reason	Limitation
<input type="checkbox"/>		Athletics	F43	Confirmed	2012-06-20		Penny Broomhead Rudi Van der	group events
<input type="checkbox"/>		Athletics	T43	Confirmed	2012-06-20		Penny Broomhead Rudi Van der	group events
<input type="checkbox"/>		Athletics	T43	Review	2011-05-27			group events
<input type="checkbox"/>		Athletics	T44	New	2011-03-09			group events

Figure 4.4: Classification Details (screenshot)

The icons on the left as well as in official reports from SCS reflect level of classification:



National (Dutch) Classification



International Classification evaluated by the responsible IF

**Classification Cards:** Clicking this button prints a PDF document with all classification cards for all sports the athlete is registered in. Only format is credit card size (85mm x 54mm).

In the table below, the fields are listed in the format they can be accessed from the *New Classification* form (Figure 4.5) when defining a new classification for an athlete.

Field	Format	Comments
<b>Level</b>	drop-down box	<i>National or International</i>
<b>Sport</b>	drop-down box [sport]	
<b>Class</b>	3 drop-down boxes [class]	populated on sport selection. A new classification is created on each class selection
<b>Class Status</b>	<i>Confirmed, Review, or New</i>	applies to all selected classes
<b>Date of Classification</b>	date [yyyy-mm-dd]	<b>Tipp:</b> the small '+' opens a drop-down to indicate the order of classification panels of the same day.
<b>Year of Review</b>	year [integer 2000-2100]	year of scheduled review
<b>Classifier 1-3</b>	name (50 characters)	
<b>Limitations</b>	drop-down boxes [class group, category and event type]	only appears in the classification table, restricted to the selected sport

If an athlete is classified into a new class or confirmed, the old status must remain in the archive for historical purposes. Therefore, the current section is designed without a delete button. Users may archive current classifications by selecting their row(s) and clicking the *Move to History* button; the classification then ceases to take effect on any future results, but the record remains in the database, can be viewed from the classification analysis, and affects past results. If a classification is added in genuine error, it may be deleted from the historical section by selecting its row and then clicking the *Delete* button.

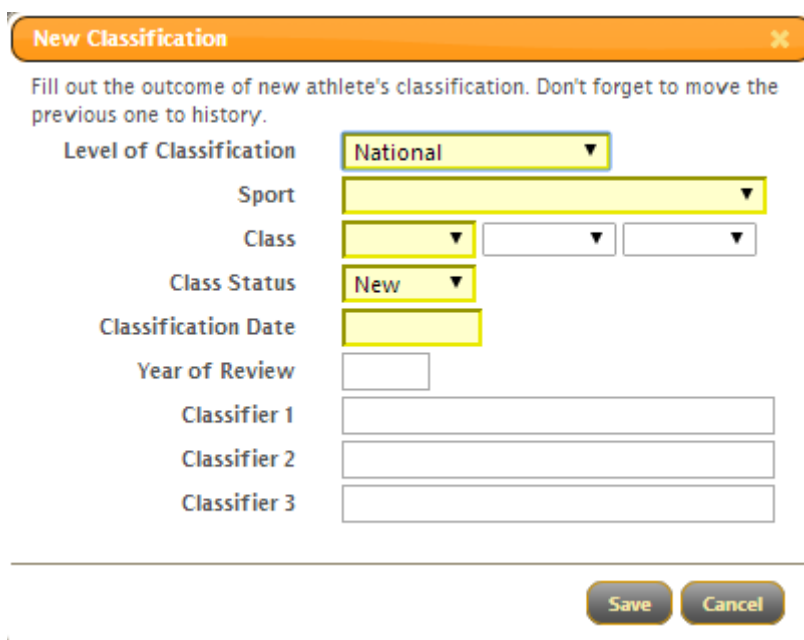


Figure 4.5: Adding new classes (screenshot)

### *How To: Report a Change in Classification*

1. Search for the athlete from the Classification search form using any criteria available. Click on the row of the athlete to bring up the *Classification* screen.
2. Click the *New Classification* button to bring up the associated entry form.
3. Using the table of fields in this section as reference, enter the details of the athlete's new classification. Sport, one class, the new status and the date of classification are required fields; sport, class and status may not be changed once added.
4. Add any special restrictions to group, category and event(s) in the *Limited To* column.
5. Select the previous class(es) by clicking associated tick box(es) in front of the row(s) and click 'Move to History'. All selected classes are moved down to historical classification so that only the most recent classification shall appear in the upper table.
6. If you have any documents to upload, go to the Documentation tab of the relevant sport.
7. Click *Choose File* in the row of the relevant document (classification sheet, medical form, TSAL form, protest sheet). Please choose a blank space (<not uploaded>) if available.
8. Select the document from your local hard drive or network, and click Open (may be dependent on your language settings or browser). If successful, the file name should appear next to the *Choose File* button.
9. Click the *Upload* button on top of the Documentation tab to upload the document to SCS. Any file previously accessible from that specific row is automatically moved to the *Historical Classification Files* section.

#### **4.2.3 Classification Profile**

The *Profile* tab displays information about the athlete's medical details. This tab is organized in sections by sport, with each section having text areas or text fields specific to the classification report compiled by classifiers in each sport. When data are changed and saved, previous values are overwritten.

The fields can be defined for all or for a particular sport in the section *Initialization > Basic Data > Additional Fields*, see chapter 3.1.3. This allows a high degree of flexibility to store important data separately from the generics (class and status) and the PDFs. Information from these fields are exportable in the classification master lists.

#### 4.2.4 Documentation

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

The upload process is described in the *How-To Report a Change in Classification*. The files are stored in one of two sections, current or historical. SCS currently allows for eight files to be stored in the current classification form, and as many as required in the historical classification, which acts as an electronic archive. Like the profile fields, the file categories can be flexibly defined as well (chapter 3.1.3).

There are two sets of file categories. The first one, called *Classification Files (basic)* according to the section about additional fields, allow the flexible up- and download by any user who is granted to access this section. In screenshot 4.6, these are the classification sheets and the protest sheet. The second one is called *Classification Files (sensitive)* are indicated in the classification file section with an asterisk (\*). Users with the basic rights to upload files can perform the browse and upload function but are not able to read the file. For access to files uploaded to these sensitive categories, the user must fulfil several conditions.



File Name	Upload Date / Size	Actions
Classification Sheet 1	Uploaded: 2015-06-24   Size: 72 kB	remove, Datei auswählen
Classification Sheet 2		Datei auswählen
Classification Sheet 3		Datei auswählen
Classification Sheet 4		Datei auswählen
Medical Form 1 *	file uploaded (access denied) Uploaded: 2015-06-24   Size: 35 kB	remove, Datei auswählen
Medical Form 2 *		Datei auswählen
TSAL Form *		Datei auswählen
Protest Sheet		Datei auswählen

(\*) files with sensitive data, special access rules apply

Archive: empty

Figure 4.6: Classification Documents - upload and access



***How To:* Protect and access a sensitive classification file, e.g. a medical diagnosis.**

Some files which have to be accessed by classifiers in particular contain very sensitive data about the athlete's conditions. Due to data protection laws these files must not be accessible all the time and only by a controlled group of persons.

These files should be uploaded to a file category that is defined as *sensitive*. Sensitive categories are marked with an asterisk (\*) in the documentation section. Basic users can upload but not download a file associated with such a category; the message 'access denied' appears. These files are then protected.

Classifiers require reading the file for the upcoming classification panel. In order to grant one or more classifiers to access the sensitive files, following steps must be undertaken:

1. Under *Classification Management > Calendar*, the upcoming classification panel must be registered with an end date later than today (see chapter 5.1).
2. The particular athlete must be registered as participant (see chapter 5.1.4).
3. The classifier must be registered as such under *Classification Management > Classifiers* **and** his username of his SCS account must be included in his classifier profile (see chapter 5.3).
4. The classifier must be registered as classifier of this panel (see chapter 5.1.5).

With help of these settings, the system checks that the user is a registered classifier for the upcoming panel so that he requires and gets access to all documents uploaded to SCS of those athletes who undergo classification at that panel.

As soon as the classification panel has passed – this means, the end date of the classification panel is in the past – the respective classifiers won't be able to access the files anymore. The files are again fully protected unless athletes and classifiers are assigned to a new upcoming event.

When immediate action is required for a particular classifier or athlete, the respective person just needs to be unassigned from the panel.

### 4.3 Nationality Validation

*This section is only necessary to consider for athletes who are going to compete at international competitions, in particular in any IPC sport, IPC sanctioned or even the Paralympic Games, in relation to the IPC Athlete Nationality Policy.*

The Nationality Validation screen offers a more concentrated view of data relevant to an athlete's ID and nationality, as well as any changes that may have been approved by NPC Netherlands (or the IPC for internationally competing athletes). The search screen offers filters by athlete ID, name, document number and nationality, as well as nationality status, which means that, for example, the NPC can quickly find all cases which have to be reviewed under national or international nationality regulations.

In addition to the search by nationality status, you can also search for all athletes that may potentially have nationality issues, which returns athletes where the NF users have registered they have competed for another country before. In such cases, a release document from the previous NPC may be required.

The details screen, available from clicking on an athlete, has a section *Nationality Information* which duplicates what is also available from the *Registration & Update* details screen, as well as a *Nationality Status History* section which details all changes made to nationality documentation, with a timestamp, and also a copy of a scanned document if uploaded.

Registration administrators are also allowed to change the nationality status from this screen, as they cannot do this directly from the *Registration & Update*.

## 4.4 Duplicate Control

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

The search criteria are specified by the following fields:

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

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

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

Most users are additionally given access to the Athlete Merging Tool, a 2-step process to merge the details of two different Athlete IDs. Despite the existence of this tool, users are strongly encouraged to search for already existing athletes in SCS when registering athletes; the tool cannot be expected to work correctly in every possible case, particularly if an athlete has been registered for a long time and several different users have registered entries under both IDs.

After entering the IDs of the two athletes to be merged and clicking *Compare*, SCS displays the data of the two entries for the user to manually check whether the data matches up.

The Athlete Merging Tool displays a detailed description of its functionality and the processes carried out when clicking *Merge*, as can be seen from Figure 4.7. The first set of radio buttons let the user decide to keep which athlete ID and associated personal information. The second pair decides on photo and other personal documents such as passport. The last set allows the decision which classification data to keep. The middle (default) radio button merges the sport classification including all profile values and uploaded files.

Duplicate Search
Athlete Merging Tool

Athlete ID 1 1064

Athlete ID 2 1065

Compare

---

Each section allows you to select which data should be kept and which removed by ticking the radio button on the respective data side. In a few cases data can be merged together by ticking the middle radio button if available.

The first selection mainly decides under which Athlete ID all other information are related to after the merging process. Following data are affected by this first decision automatically (processing of data related to deleted Athlete ID given in brackets): athlete-guide relations (removed), biography (removed), INAS classification number (removed), career status history (merged), name change history (merged).

Decisions:	Left	Merge	Right
<b>Athlete ID</b> <b>1064</b>	<input checked="" type="radio"/>	<input type="radio"/>	<b>1065</b>
<b>Data Sheet</b> <a href="#">Open Sheet</a>			<a href="#">Open Sheet</a>
<b>Personal Info</b> <i>NPC:</i> Netherlands <i>Name:</i> Beniest, Jacco <i>Pref. Name:</i> Beniest, Jacco <i>Gender:</i> Male <i>Date of Birth:</i> 1985-09-09			<i>NPC:</i> Netherlands <i>Name:</i> Beniest, Jacco <i>Pref. Name:</i> Beniest, Jacco <i>Gender:</i> Male <i>Date of Birth:</i> 1985-09-09

The buttons below allow you to choose from which ID to take personal information, in case the record to be deleted has more recently updated documentation. Following data are affected by these decisions: photo (removed), passport (removed), nationality status history (merged)

Photo	Left	Merge	Right
<div style="border: 1px dashed #ccc; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> photo missing </div>	<input type="radio"/>	<input checked="" type="radio"/>	<div style="border: 1px dashed #ccc; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> photo missing </div>

---

All current sport classes are listed below for each athlete. If the left or the right button is ticked, the other classes including the classification history will be removed completely. Only if the button in the middle is ticked, all classes are merged together. Please check that the merged classes and class statuses are in correct and consistent chronological order to ensure the recognition of results. Following data are affected by this third decision automatically if no merging is not desired (processing of data related to deleted Athlete ID given in brackets): Classification profile (removed), classification files (removed).

Classification	Left	Merge	Right
AS - CNC (C)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
			SW - S10 (C) SW - S10 (C) SW - SB9 (C)

---

**Other Data**

All remaining information are automatically merged in order to prevent the loss of data.

Merge

Figure 4.7: Athlete Merging Tool with potential decisions

## 4.5 Classification Mass Import

With the continuous growth of sports for people with a disability, more and more athletes are classified in a single panel whose outcome needs to be registered in SCS. For simple classification changes, it might be time-consuming to follow the steps as described in chapter 4.2.2 for each athlete one by one.

The classification mass import offers a method to massively change the basic values like class, class status, date, year of review and potential limitations with just a few clicks.

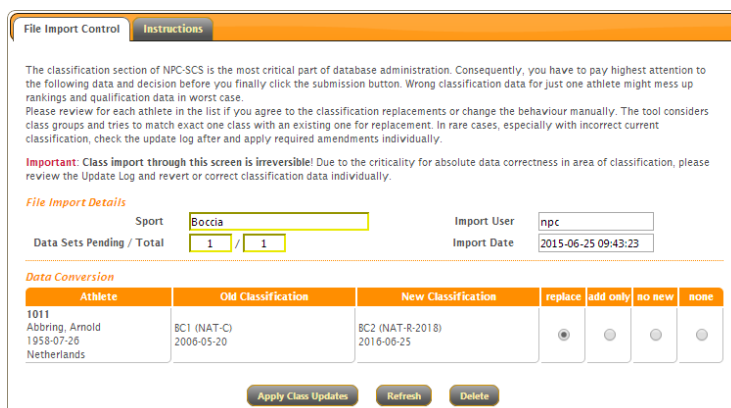


Figure 4.8: Classification Mass Import

It is highly recommend reading the *Instructions* and downloading the Excel template from there. Basically, this template has to be precisely filled out with the relevant information like the Athlete ID, class, class status, and date of classification, year of review, names or acronyms of responsible classifier and the codes for class limitations.

#### *How To:* Use the classification mass import.

1. Download the Excel template from the tab *Instructions* and fill it out according to the instructions. The examples in the template might help to understand. Save the file.
2. Open the tab *File Import*, select the sport and browse for the saved template. Click the button *Import*.
3. The import log indicates any potential problem like an unknown athlete ID, wrong class name, or an incorrect date format and similar. In case of an error, correct the errors, save the file again and repeat step 2 until the import is completed and the tab *File Import Control* appears, see figure 4.9.



The classification section of NPC-SCS is the most critical part of database administration. Consequently, you have to pay highest attention to the following data and decision before you finally click the submission button. Wrong classification data for just one athlete might mess up rankings and qualification data in worst case.  
Please review for each athlete in the list if you agree to the classification replacements or change the behaviour manually. The tool considers class groups and tries to match exact one class with an existing one for replacement. In rare cases, especially with incorrect current classification, check the update log after and apply required amendments individually.

**Important:** Class import through this screen is irreversible! Due to the criticality for absolute data correctness in area of classification, please review the Update Log and revert or correct classification data individually.

**File Import Details**

Sport:  Import User:   
 Data Sets Pending / Total:  /  Import Date:

**Data Conversion**

Athlete	Old Classification	New Classification	replace	add only	no new	none
1011 Abbring, Arnold 1958-07-26 Netherlands	BC1 (NAT-C) 2006-05-20	BC2 (NAT-R-2018) 2016-06-25	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Apply Class Updates Refresh Delete

Figure 4.9: File Import Control

4. The import does not immediately replace classification data. Actually, the control view shows one athlete per row with his current (*Old*) classification and the data uploaded from the template (*New*). Sports with several classes like athletics and swimming distinguishes the potential replacement by class group (see chapter 3.3.5).
5. For each row, decide to (1) replace the current classification as stored in the database with the new one uploaded from the template (by class group), (2) only to add the new class, (3) to ignore the new class, necessary by errors, (4) to ignore the data for now. The replacement (1) is set as default value.
6. Once the decisions are made, click *Apply Class Updates*. **Now all changes are applied to the classification system.** Replaced classification is automatically moved to the history section, the new classes appear under *Current Classification*, see chapter 4.2.2).
7. When all data are processed, an import log shows the final processes.

It is important to understand from the instructions above that the upload of the template with data does not immediately change any classification values but the user is obliged to review the proposed replacements before the data in the classification section is affected.

**Caution:** The class updates process with click on *Apply Class Updates* is irreversible! This means that the old classification if replaced cannot be massively restored. However, the user still has the option to make the necessary adjustments for athlete individually. The import log acts as a helper to know which athletes were affected and which classes were replaced or added.

## 4.6 File Access Log

Each time when any user opens any kind of classification document uploaded to SCS, this step is logged with username and timestamp. Especially with regards to the sensitive classification files containing medical information or similar, the Dutch law requires this log to ensure the protection of these data and its limited access.

The log itself is a basic table which allows searching and filtering for specific users, athletes, and file categories.

## 5 Classification Management

This chapter describes the menu items related to the administration of classification panels and attendance of classifiers. The calendar allows for panels in all sports to be entered, including athletes and classifiers to participate that also influences the access rights of classifier SCS users to open sensitive files of these athletes (see chapter 4.2.4).

### 5.1 Calendar

From this screen, classification panels (or competitions with panels attached, from now on called *Event*) can be created and deleted. Such an event is composed of one or more sports specific details and participants can be related to.

Each event is uniquely identified by its 6-character code, which must be supplied when the event is added to SCS. This code should be of the form SSCDD, where the digits signify

- SS: either the sport code for single sport competitions, or special codes for multi-sport events: PG stands for Paralympic Games, and XX for any others.
- CC: arbitrary combination of letters and numerals that may reflect the competition level, name, or city.
- DD: last two digits of the year of competition.

The first and the last parts of the code are automatically generated based on the select sport and season of the event. The middle part can be either specifically defined. If not defined, the system will find out a unique combination.

A new competition is created by clicking the *Add Classification* button. The following data is available to enter from the details screen.

Field	Format	Searchable	Comments
<b>Basic Information</b>			
<b>Sport</b>	drop-down box [sport]	Yes	Sport that is handled at this event. In case of multi-sport events, further sports can be added after first save; the sport defines the first two code digits (except the competition type is Paralympic Games or Regional Games)
<b>User-defined code</b>	text field (2)	Yes, part of event code	Keep blank to let SCS find a unique code
<b>Code</b>	6 characters, upper case A-Z or numbers.	Yes, also as substring	As described above. The code is auto-generated based on sport, user-defined code, competition type and season.
<b>Season</b>	drop-down box [season]	Yes	see chapter 3.4

<b>Competition Type</b>	drop-down box [value list]	Yes	see chapter 3.1.1; for basic use of the calendar for classification panels, select the value <i>National</i>
<b>Recognition Level</b>	drop-down box [value list]	No	optional, only required if event is a proper competition and not just a classification
<b>Responsible IF</b>	drop-down box [federation]	No	defines which NF is responsible for this event and defines the editing rights
<b>Name, Time and Place</b>			
<b>Name</b>	text field (150)	Yes	Name of event. Must be unique in combination with start date and city.
<b>Dates</b>	two date fields	Yes, as a date period	Start and end date of event. End date is used to determine how long a classifier can access the classification files of the athletes
<b>Cancelled</b>	check box	No	
<b>City</b>	text field (100)	Yes	
<b>Venue</b>	text field (100)	No	Name of e.g. arena, stadium, location
<b>Country</b>	drop-down box [country]	Yes	Country (not organisation)
<b>Contact Information</b>			
<b>Organizer</b>	text field (100)	No	Name of organising body
<b>Official Website</b>	text field (100)	No	Competition website. No validity checks are performed, the user must make sure they enter a valid link
<b>Contact Name</b>	text field (100)	No	Name of contact person
<b>Contact Email</b>	text field (60)	No	Email address. Checked for valid format
<b>Postal Address</b>	text field (200)	No	
<b>Phone, Fax &amp; Mobile</b>	text fields	No	Text fields for 'area', 'city' and 'local'. Valid symbols: Area: 0-9 and + City: 0-9 and brackets () Local: 0-9 and spaces
<b>Comments</b>	text field (200)	No	Other comments



### 5.1.1 Sport-specific management

Once the event is saved, two more tabs appear, labelled *Sports* and the name of the sport initially selected during first registration.

To register a new sport, go to the *Sports* tab and click the plus-icon of that sport in the section of available sports. It will then appear in the list of registered sports and another tab with the sport name is added.

The list of sports is not filtered by the user's sport restriction.

Each sport detail tab has the following information. All fields are optional but might provide sport-specific details, in particular in case of a competition.

The section about start/end of classification and class groups for classification have a further meaning for the classifiers attendance request process, see chapter 5.3.



Figure 5.1: Adding more sports

Field	Format	Comments
Competition details		
Competition Code	text field, unmodifiable	These fields are included for cross reference, and must be modified at the competition details tab
Competition Name	text field, unmodifiable	
Competition Dates	text field, unmodifiable	
Sport-specific competition details		
Sport	text field, unmodifiable	Name of sport for reference
Sport Dates	date fields	Start date and end date for this sport at the competition. Only useful for multi-sport events with various start and end dates
Venue	text field (100)	Venue for the sport (e.g. name of swimming pool for a multi-sport event)
Entry Deadline	date field	Last date entries will be accepted. No check for whether this is before start date
Participation	drop-down box	Specify the entry format: open, closed or by invitation
Indoor/Outdoor	drop-down box	Displayed on all sport tabs, only relevant for swimming. Long course, short course, open water
Course (swimming)	drop-down box	

<b>Start of Classification</b>	date field	If classification is offered for this sport, enter the first day of classification
<b>End of Classification</b>	text field (100)	If classification is offered for this sport, enter the last day of classification
<b>Class Groups for Classification</b>	tick boxes [VI, PI, II]	If classification is offered for this sport, specify which disability categories are considered. It affects the pre-selection of potential classifiers for the classifier attendance request process.
<b>Competition Classes</b>	text field (100)	List of classes or class groups for a competition (e.g. only 50's in athletics or only VI (S11-13) in swimming)
<b>Course Offered</b>	drop-down box	If a teaching course is offered at the competition, and for what kind of officers. Possible choices are: Classifiers, Technical Delegates, Technical Officers, or combinations classifiers & officials, delegated & officials, or all three
<b>Dates for Courses</b>	text field (100)	dates of the available courses, entered as text
<b>Additional Info</b>	text area (500)	further comments, particularly regarding courses and classification schedule

Also, sport-specific contact details are offered, identical to the competition contact information except that there are no fields for competition and website.

### 5.1.2 Assigning Athletes and Classifiers

At the bottom of the sport-specific event page, there are two buttons labelled *Participants* and *Classifiers*. Each of them opens an assignment page to register athletes and classifiers, respectively, in this particular sport for the current event.

Available					
	ID	Family Name	Given Name	Birth	National
1	1005	Aarden	Angelique	1969-08-17	ATLETIE
2	1034	Baars	Lara	1996-12-23	ATLETIE
3	1104	Boekema	Mirjam	1981-03-07	ATLETIE
4	1112	Boers	Marielle	1985-11-17	ATLETIE
5	1130	Boon	Martin	1976-07-23	ATLETIE
6	1137	Bos	Jelmar	1990-08-31	ATLETIE
7	1144	Boulakhras	Amin	1993-11-03	ATLETIE
8	1147	Bouthoorn	Cheyenne	1997-12-08	ATLETIE
9	1185	Claessen	Enrique	1994-12-26	ATLETIE
10	1187	Close	Nick	1986-09-17	ATLETIE

Page 1 of 2 100

Assign →

Assigned					
	ID	Family Name	Given Name	Birth	National
1	2533	van den Eijnde	Désirée	1996-02-01	ATLETIE

Page 1 of 1 100

← Remove

Mass Assignment Back to Competition

Figure 5.2: Athletes assignment to an event

On the left side, all available athletes/classifiers as registered in SCS are listed. The right table shows all registered (assigned) persons. Registration or removal is handled by either moving a row by drag&drop from one table to the other one, or by selecting several persons and clicking the buttons *Assign* or *Remove*.

Both assignment pages additionally offer *Mass Assignment*. It opens a dialogue box to enter or copy&paste from an Excel table a list of athlete or classifier IDs. The separator between each ID can be any character like line breaks, the comma, semi-colon etc. When the *Assign* button in the dialogue is clicked, SCS tries to find all athletes/classifiers with the entered IDs and assign them to the event in the given sport. Invalid numbers will be ignored and the user will be informed about that to review potential typing errors.

The user might be reminded the criteria to grant a classifier access to an athlete's medical documents outlined in chapter 4.2.4: only if the classifier and the athlete are assigned to the same event, the classifier registered as SCS user is able to open files categorized as *sensitive* for this particular athlete. As soon as the event has passed, the files are automatically locked unless classifier and athlete are assigned to a new event. It is not necessary to manually undo the assignment for past events.

## 5.2 Competition Mass Import

For a larger number of events to be registered in the calendar, SCS offers a mass import tool based on an Excel template. The process is simple and consists of three basic steps:

1. Download the spreadsheet template, populate it with the necessary data (the details of the calendar in chapter 5.1 and in the INFO tab of the file might help) and save it locally.
2. Select the sport for the import, the season, competition type (recommended option is *National*) and optionally level of designation. Browse for the recently saved Excel file with the data and click *Import*.
3. Review the log if the data could be successfully uploaded. On failure, correct the data in the Excel template, save it again and repeat step 2 until the log is cleared.

SCS automatically creates the calendar item, generates the competition/classification event code based on sport and season and registers the selected sport alongside. Assignments of athletes and classifiers have to be handled through the respective screens afterwards.

## 5.3 Classifiers

The assignment screen of classifiers to an event reads from the classifier registration section. Similar to the athletes, each classifier obtains a unique ID holding a very few personal details (name, email address for the attendance request, country of residence) and a couple of data values in his role as classifier.

Field	Format	Searchable	Comments
<b>Personal Data</b>			
<b>Official ID</b>	number	Yes	automatically assigned on classifier creation
<b>Family Name</b>	text (50)	Yes	
<b>Given Name</b>	text (50)	Yes	
<b>Email</b>	email (50)	Yes	correct email address of the classifier; is required to prepare mass email for attendance request and user account creation
<b>Country</b>	drop-down box [country]	No	country of residence
<b>Application Username</b>	text (50)	No	see comments below
<b>Photo</b>	image	No	optional, same requirements as for athletes
<b>Official's Information</b>			
<b>Sport</b>	drop-down box [sport]	Yes	Sport of the classifier
<b>Category</b>	drop-down box	No	This section was intended to hold information about classifiers, referees and other IF/NF

			officials; for SCS, the section is limited to classifiers so that this is the only value
<b>Disabilities</b>	check boxes [VI, PI, II]	No	Obligatory for classifiers; identifies in which groups the classifier is educated. Is used to pre-select the classifiers based on the offered classification panel, in particular which group of athletes are going to be classified (see chapter 5.1.1, field <i>Class Groups for Classification</i> )
<b>Level</b>	drop-down box	No	
<b>Status</b>	<i>active</i> or <i>inactive</i>	No	Set to <i>inactive</i> to avoid the classifier as available in assignment pages or for the attendance request process
<b>Licence Information</b>			
<b>Licence Number</b>	text (20)	No	
<b>Date of Expiry</b>	date	No	

### Classifier Registration vs Classifier User Account

Classifiers must be registered in this section here separately as (1) not each classifier directly has an account to SCS, and (2) when the classifier user account is removed, information stored about or from the classifier still have to remain in the system.

The picture below visualizes the various entities must be connected with each other in order to grant a classifier access to sensitive files of an athlete.

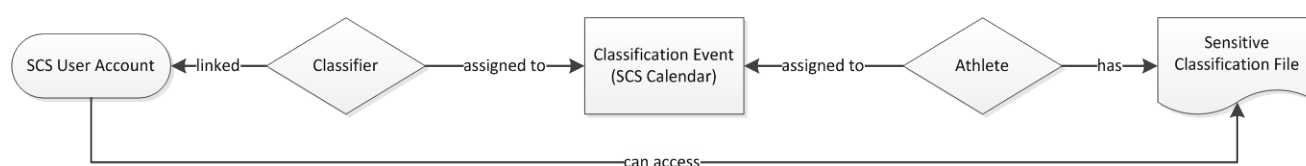


Figure 5.3: Role of classifier registration to access sensitive files

Both, the classifier and the athlete have to be assigned to the same classification event whose end date must be in the future. In order to allow a classifier user to access now these files, the classifier registered here must be linked to the user account. This link is established by entering the username under *Application Username*. Then SCS knows that the user is a proper classifier (the user group names and codes can be arbitrarily and are not usable for this identification) and runs the control algorithm to grant or lock access to the medical files. Further information can be found in chapters 4.2.2 and 5.1.2.

## 5.4 Classifiers Availability Management

Finding available classifiers for an upcoming scheduled classification panel is often a time-consuming and difficult task with a lot of communications when which person might or might not have time to attend.

The process basically consists of three steps:

1. The NPC or NF selects one or more upcoming classification panels from the calendar and prepares an email online to request the classifiers availability for each panel.
2. Each classifier can login to SCS and give feedback of being 'available' or 'busy' and is allowed for entering more specific comments.
3. When the deadline has passed, NPC/NF reviews the feedback, finally decides on who is assigned to each panel, and closes the process to avoid further changes and feedbacks.
4. Assigned classifiers as well as NPC/NF can download a simple report listing all classifiers approved for a particular panel acting as official communication.

The advantages of this process are

- Only one email, prepared by SCS, by an NPC/NF staff member.
- Any further communication is directly handled in SCS.
- If a registered and requested classifier has no SCS account, it is automatically generated.

### 5.4.1 Step 1: Preparing and sending the request

1. Go to *Classification Management > Calendar*. Search and select all upcoming classification events you would like to send out a request for by ticking the box on the left side of each row. Click *Prepare Classifiers Request*.
2. The Request for Classifiers Availability opens with *Step 1 – Pre-Filter*. This overview shortly summarizes how many events were selected and asks which sport should be considered. Select the sport and click *Proceed*.
3. *Step 2 – Final Events and Officials Selection* opens. In the upper half all valid events are listed which is a shortened list from your selection. Past events or events without the selected sport are automatically removed. The remaining events are shown with classification dates and class groups are stored in the sport-specific calendar page, see chapter 5.1.1. If dates and groups are not well-defined, the process might fail. The lower table includes all registered classifiers (see chapter 5.3) with *active* status and at least one class group matching the class groups of the remaining events. For example, only classifiers with PI education are shown if all selected events are only registered as pure PI

classification. Individual events and classifiers can be removed from the lists by clicking the 'X' button in front of the row. Click *Create Request*.

4. In this moment, the system internally creates the request and allows giving feedback for each classifier related to each event (e.g. when five classifiers are requested to give feedback on three events, a total of 15 feedbacks is generated). *Step 3 – Email Information* opens. An email text and a list of email address taken from the classifier registration table (chapter 5.3) are prepared and can either be copied to a new email in the email client of your choice or by clicking *Open Email*. The button opens your default email programme (e.g. Outlook) like creating a new email there and sets all email addresses in blind copy (BCC) and your own email address from your user account as recipient. The email also indicates a method for classifiers who had not any account to SCS, yet, as these are automatically generated by pressing *Create Request* in the previous step. With informing your classifiers via email, the first step of the availability process is concluded.

#### Automatic Classifier Account Generation

When the user clicks *Create Request*, the system reviews all registered classifiers and their included *Application Usernames*. If the username does not exist, yet, an account is automatically generated with that username; furthermore, the account is associated to the user group *Classifier*. Caution: If the system cannot find a user group with that name, the entire process will fail.

For such new user accounts, the classifier with the new account can go to a hidden webpage which is indicated in the email text (see item 4 above). From there, the classifier can enter his new username and will receive an email with the password. After validation of this password, the classifier is now able to log in SCS, edit classification of athletes and give feedback on the availability request.

#### 5.4.2 Step 2: Classifier to give feedback

The feedback is manageable for classifiers and NPC/NFs under *Classification Management > Classifiers Availability*. Each request set is registered under a unique ID with all events and classifiers included.

The search grid offers to search for a specific request set, event or classifier by name. In the list of advanced search parameters, event codes of classifier ID can be entered here to filter by the respective entity. The parameter *grouped by* combines the individual feedbacks together:

Advanced Search Parameters:

Sport

<All>

x

Event Code

x

Official ID

x

Status

<All>

x

grouped by

classifier

x




	Reques	Classifier(s)	Classification(s)	Start	End	Requests	pos.	neg.	ass.
	<div><div></div>x</div>	<div><div></div>x</div>	<div><div></div>x</div>	<div><div></div>x</div>	<div><div></div>x</div>				
<input type="checkbox"/>	*	Derksen, Peter	2 classification(s)	2015-07-17	2015-08-20	2	0	0	0
<input type="checkbox"/>	*	Van den Heuvel, Ruth	2 classification(s)	2015-07-17	2015-08-20	2	0	0	0
<input type="checkbox"/>	*	van Leeuwen, Peter	2 classification(s)	2015-07-17	2015-08-20	2	0	0	0
<input type="checkbox"/>	*	Schouten, Elly	2 classification(s)	2015-07-17	2015-08-20	2	0	0	0

Figure 5.4: Search grid of availability requests; example with four classifiers & two classifications, grouped by classifier

- by request: The column *Request* shows the request ID for multiple classifiers and competitions/events. The column *Start (End)* reflects the earliest start date (latest end date) of all classifications. The other columns *Requests*, *positive*, *negative* and *assigned* counts how many requests (= classifiers times classifications) were made and how many positive and negative responses classifiers have given so far and how many classifiers the NPC/NF have assigned.
- by classifier (see figure 5.4): This is the preferred view for a particular classifier.
- by event: similar to the grouping by classifier but each row represents one particular event with all classifiers feedback. In the example of figure 5.4, changing to this grouping, two rows would be shown up, one for each classification panel.
- by feedback: Each single feedback request is displayed per row with request number, classifier name, and classification name. The column *Requests* will always show '1'.

Clicking the row brings up an overview table by classification event and classifier with buttons to give appropriate feedback. Which classifications and classifiers are displayed depends on the grouping parameter of the search grid. Clicking the first row in figure 5.4 would only list Derksen's potential feedback for both classifications while using the *by request* method, clicking on the row would bring up all eight (four classifiers times two classifications) combinations like in figure 5.5.

The classifier has only three buttons to click:





-  click to indicate that you as classifier are available for this event (*available*)
-  click to indicate that you cannot attend (*busy*)
-  click to make a free text comment



Feedback Details							
Icons							
Code	Competition Name	Location	Start Date	End Date	Classification Dates	Class Groups	
ATON15	Another classification panel	Rotterdam, Netherlands	2015-07-17	2015-07-19	2015-07-14 to 2015-07-16	PI	
Classifier (VI)	1022 - Derksen, Peter	available					
Classifier (PI, II)	1003 - Schouten, Elly	busy					
Classifier (PI)	1021 - Van den Heuvel, Ruth	requested					
Classifier (VI, PI)	1004 - van Leeuwen, Peter	requested					might be available if everybody else is absolute busy
ATOA15	My test competition	Arnhem, Netherlands	2015-08-03	2015-08-20	2015-08-03 to 2015-08-20	VI, PI, II	
Classifier (VI)	1022 - Derksen, Peter	requested					
Classifier (PI, II)	1003 - Schouten, Elly	assigned (PI)					
Classifier (PI)	1021 - Van den Heuvel, Ruth	requested					
Classifier (VI, PI)	1004 - van Leeuwen, Peter	requested					

Figure 5.5: Classifier Feedback (from NPC/NF's view)





The traffic lights give a visual overview of the feedback as follows:

-  feedback requested and not provided by the classifier, yet
-  feedback by classifier that she/he is available
-  feedback by classifier that she/he is not available
-  final approved assignment of NPC/NF

### 5.4.3 Step 3: NPC/NF to review and decide

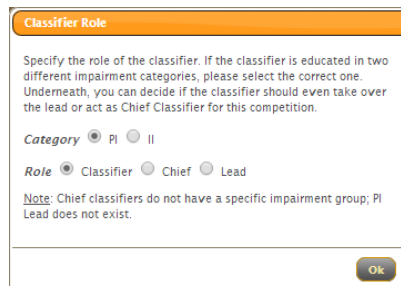
After a well-communicated deadline has passed, the NPC/NF can review the feedback for a specific request or classification event by going to *Classification Management* > *Classifier Availability* and open the request as described in the previous chapter. A screen like in figure 5.5 provides a full overview about which classifier is available.

The NPC/NF can also flexibly change the feedback like the classifiers. In addition following options are available:

-  click to assign the classifier to the event
-  click to change the feedback status back to *requested* (initial state)
-  click to close the editing rights for classifiers for this particular classification panel
-  click to reopen the editing rights for classifiers

The only step to do for the NPC/NF is therefore to finally assign classifiers by clicking the person icon (which is only available if the current status is *available*).

Based on international standards, several options to specify the classifier's role are available on assignment of the classifier. A dialogue box opens to indicate the category if the classifier is educated in two disability groups (e.g. PI and II) and which particular role the classifier obtains, e.g. usual classifier, chief classifier or lead classifier. The decision is displayed in the status field, e.g. *assigned (PI)* or *assigned (Chief)*.



**Classifier Role**

Specify the role of the classifier. If the classifier is educated in two different impairment categories, please select the correct one. Underneath, you can decide if the classifier should even take over the lead or act as Chief Classifier for this competition.

Category ☒ PI ☐ II

Role ☒ Classifier ☐ Chief ☐ Lead

Note: Chief classifiers do not have a specific impairment group; PI Lead does not exist.


Ok

Once all classifiers are assigned, the NPC/NF should close the process by clicking the open-lock icon. It changes to the closed-lock icon to indicate that the feedback process is closed and only NPC/NF can amend the status.

**Hint:** When a classifier is assigned in this view, it is not necessary to manually add the classifier to the event as it was described in chapter 5.1.2 that also has impacts on the access rights of the classifiers to the athletes' sensitive files. On the other side, when a classifier is removed in that assignment page, it does not affect the classifiers availability management. It is therefore highly recommended to decide whether to use the availability management or the manual assignment, but not to mix up the processes.

#### 5.4.4 Step 4: Classifier to review NPC/NF's decision

The classifier can finally review when and where they have been assigned to by opening their request view as explained before.

If the classifier is assigned and the process for the particular classification is closed, the following icon appears: .

It opens a basic PDF document with the contact person of the event as recipient listing all nominated classifiers with their email addresses and roles.

## 6 Reports

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

The Report section is available to both NPC and NF users. NF users can only download data relating to their sport's own athletes.

### 6.1 Classification Report

The *Classification Report* is the main report produced by SCS, and the one with the most customizable options. It can be used to prepare classification schedules for competitions, get an overview of all athletes from a national federation, club, and/or sport. A classification report can only be produced for one sport at a time; therefore, the *Sport* drop-down box is compulsory. The user must be aware that unclassified athletes (pseudo-class 'N/A') are excluded from all reports.

The PDF reports generated in SCS are generic across all sports. They only include the athlete data and some basic information like class, class status, year of review, date of classification and classification level for each athlete. Some sports requested additional information to be published in the PDF version; these versions are generated by the **Classification Master List widget**, see chapter 6.1.5.

#### 6.1.1 Competition Search

It is also possible to specify a 6-symbol competition/classification event code for the search. This produces a report for all athletes registered to that classification, particularly useful for making classification schedules. If the competition code is not set, all athletes from the database are considered based on the other criteria.

### 6.1.2 Other Options

A comprehensive table of all search options follows.

Field	Format	Comments
<b>Core Parameters</b>		
<b>Sport</b>	drop-down box [sport]	
<b>National Federation</b>	drop-down box [federation]	select by responsible NF (1 or all)
<b>Club</b>	drop-down box [club]	select by club (1 or all)
<b>only active</b>	checkbox	Include athletes with Active career status (ticked), or all career statuses.
<b>show registration status</b>	checkbox	If ticked, nationality status, career status and yes/no flag for uploaded photo are included
<b>Competition Parameters</b>		
<b>Competition module</b>	drop-down box	so far, only the calendar can be used
<b>Competition Code</b>	text (6)	Enter the six-digit competition code from the calendar to limit the list of athletes to those assigned to this event in the selected sport.
<b>Sorting</b>		
<b>Sort Order</b>	Radio boxes	The report is always sorted by NF first. Ordering within NF can be done by <i>Name</i> or by <i>SDMS ID</i> .
<b>Classification Profile Data</b>		
<b>Field name</b>	Checkboxes	These are the classification fields as can be entered from the <i>Profile</i> section. See section 4.2.3 for a list of field meanings
<b>Classification Files Upload Indicator</b>		
<b>File category</b>	Checkboxes	These are the classification categories. If a category is ticked, a column is included to reflect if (and when) a file was uploaded for this category

### 6.1.3 PDF Export

PDF reports are printed in landscape format, with a set number of columns varying from sport to sport when you click the *Open as PDF* button. The report is also timestamped and verified with the official logos of the NPC Netherlands.

From the left, each row includes personal data – Athlete ID, family name, given name, gender, date of birth – the athlete's current class in each of the major class groups, the class status, and the year of review. If the athlete is in different classes for different events and/or disciplines, this is also shown next to the class name. The row concludes with the icon to flag national (Dutch flag) or international (globe icon) classification and the date of classification.

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

#### 6.1.4 Excel Export

The Excel export is similar to the PDF, but meant for internal use and manipulation. The athletes are listed in rows by the sorting order specified; as there is no restriction on horizontal space in a spreadsheet, all classification data is displayed in a single row.

This also allows space to include some extra columns with registration and uploaded form data; see 6.1.2 how to include specific information.

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

#### 6.1.5 Classification Master List Widget

For SCS, a freely accessible widget has been developed which can be opened on

<https://classificatie.paralympisch.nl:9443/web/cml>



Classification Master Lists  
NPC Netherlands

Please select the sport you would like to print the current classification master list for. You may decide between a basic HTML view, PDF report, an Excel version for further review and filtering, or XML for direct data exchange.

Sport

[HTML](#) [PDF](#) [Excel](#) [XML](#)

Data Source  
© 2015 NPC Netherlands  
NPC Netherlands Sport Classification System  
<https://classificatie.paralympisch.nl:9443>

Figure 6.1: The public Classification Master List Widget

The widget has a maximum width of 600px and is intended to be included via an HTML `<iframe>` into any webpage. The user selects the sport and decides on the format as they are a browser version in HTML, a PDF version, Excel, and the underlying XML possible outputs.

It is also possible to publish links to these reports on any webpage which might be useful to give the public a direct insight into the current classification master lists of the Dutch federations as all data are directly extracted from SCS. The format of the link is

[https://classificatie.paralympisch.nl:9443/web/cml/\[:sport\]/\[:format\]](https://classificatie.paralympisch.nl:9443/web/cml/[:sport]/[:format])

with

- `[:sport]` as sport code in lowercase, e.g. `at` for athletics or `sw` for swimming. The sport codes are defined in SCS under *Initialization > Sport Data > Sport* (see chapter 3.3.1).
- `[:format]` as desired output format of the report. Allowed values are:
  - *html* for the HTML version of the master list
  - *pdf* for the PDF version
  - *excel* for an Excel version (xlsx extension, Excel 2007+)
  - *xml* for a proper data exchange format following some standards of the Olympic Data Feed (ODF) but with several application specific adjustments and codes

In comparison to the PDF reports of the password-protected SCS environment (see 6.1.3), the reports generated by this widget are designed for public use. Date of birth is removed and replaced by the year of birth, some basic error indicators like duplicated classes for single-class sports are removed and some specific classification profile fields, like the extensions in swimming or the compensating aids in equestrian are included upon request of the responsible federation.

## 6.2 Classification Cards

This section offers another alternative to download classification cards. Based on similar search criteria like for the classification report (see chapter 6.1), a ZIP package with all athletes registered in the selected sport is dynamically generated. This package contains two PDF files for each athlete. The basic file which is also individually available for an athlete in his classification detail page (see 4.1.1) has the credit-card-sized classification cards with front and back side on credit-card-sized paper. The second file contains the same credit-card-sized cards on A4 papers for easy printing.



When printing the cards from Adobe Reader, the user is requested to use the option 'Actual Size' in the print menu under Page Sizing & Handling to maintain the correctly scaled card size.

### 6.3 Classification Files

In this section, you can download one or more ZIP archives of all uploaded classification forms of athletes in SCS. The ZIP archives will be maximum 25 MB in size; if larger downloads are required, they will be split automatically, and must be downloaded one-by-one.

Field	Format	Comments
<b>Sport</b>	drop-down box [sport]	Populated on season choice, as explained earlier
<b>Class Status</b>	radio boxes	One of six options to limit the considered athletes based on their classification status: <ul style="list-style-type: none"> <li>• All</li> <li>• Confirmed &amp; Review</li> <li>• Review</li> <li>• Review without year or &lt; current year + 1</li> <li>• Review &amp; New</li> <li>• New</li> </ul>
<b>Historical Files</b>	checkbox	Also download historical files
<b>Competition Module</b>	drop-down box	see 6.1.2
<b>Competition Code</b>	text (6)	see 6.1.2

When you click the button *Prepare Download*, a new page is opened with a list of archive(s) that have been prepared. The files are sorted in Athlete ID order, and the smallest and largest ID's in each archive are listed on the download page. Each archive should be downloaded separately by clicking its corresponding *Download* button.

## 7 User Management

The User Management section is where the database administrators create, modify and access data related to user access of SCS. SCS needs to provide access control to provide only relevant data for each user and to protect data privacy of all athletes, and this is implemented through Role-Based Access Control (RBAC). For a more thorough, accurate and academic description of this system, please refer to introductory textbooks such as *Role-Based Access Control, Second Edition* (Ferraiolo, Kuhn & Chandramouli, Artech Print, 2007).

The basic principle of RBAC is that a user has access permissions based on the job they perform in the organization. Each logically connected job is coded as a *user group*, with each user able to be assigned to one or more groups. As several groups may share a similar role – e.g. both NPC and NF officers should have access to the personal data about athletes in their sports – the user groups function as an intermediate step linking to the *roles*. The system checks whether the user are a member of a role which has a certain access right before allowing their access.

Continuing our example, consider the operation of viewing registered participants, which is accessible through several registration roles (administrative or read-only, or associated with a specific NF), and full-access classification roles. Each user group can have several roles, with permission being allocated on an OR basis, that is, it is only necessary for the user to be member of one group with a particular functionality to access the pages enabled by that functionality.

SCS also allows for a further layer of restriction permissions relating to sport and national federation. Such permissions can be awarded directly to a user, for example if that user is an officer of a specific NF, or to a user group. The sport and federation restrictions are implemented on an AND basis with the roles as described above, so that the data must be both relevant to one of the user's roles and the user must have access to the sport and the country of the data to be able to access it.

The sport and country restrictions are set to none by default on user creation. For the user to have an effective account, at least one sport and country must be set. NPC officers should in most cases have access to information for all sports and federations.



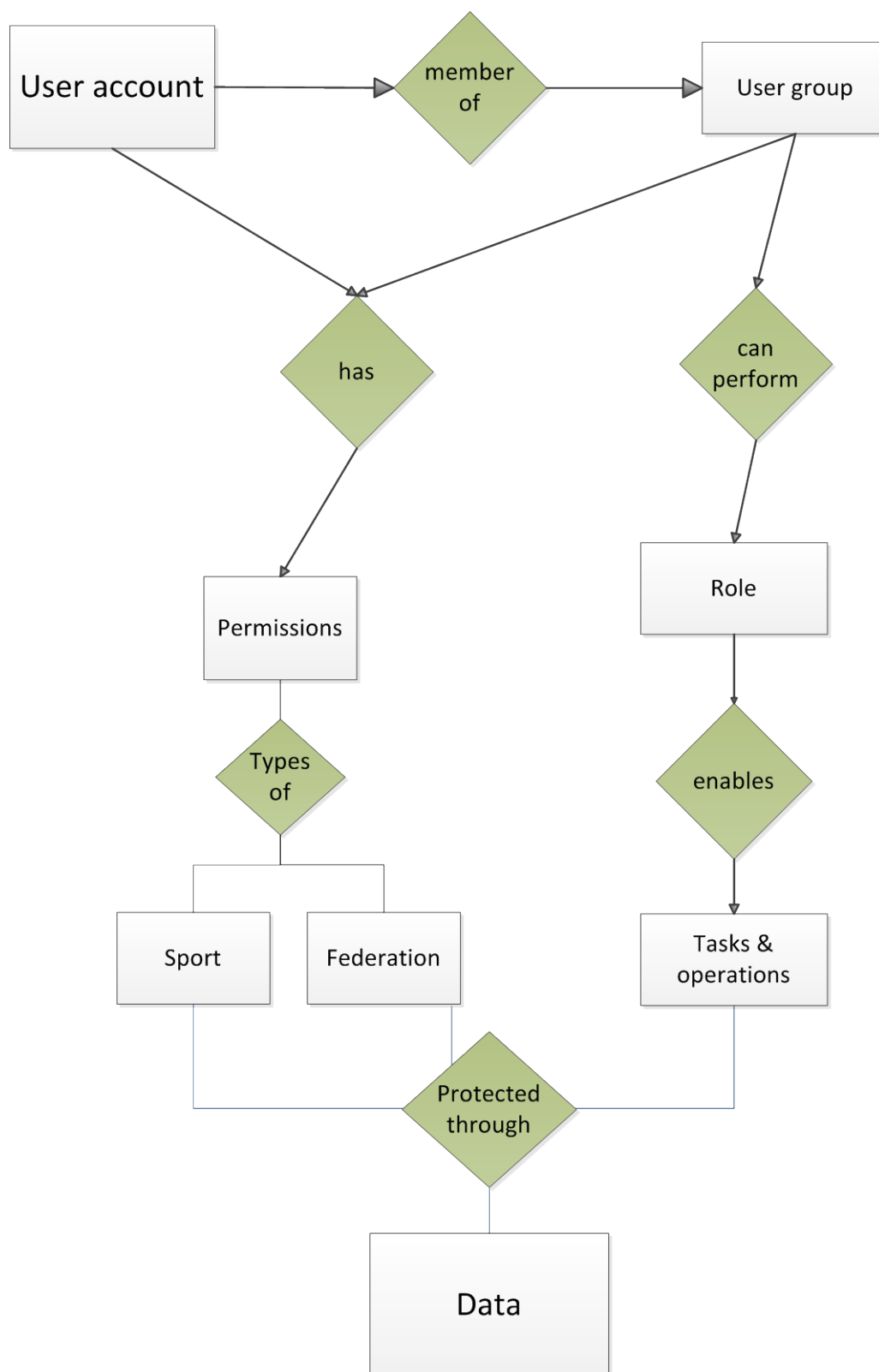


Figure 8.1: SCS data security

## 7.1 User Accounts

User accounts are created, deleted and modified in this section. The modification of user accounts also includes adding and deleting the user's groups and permissions. This can, however, also be modified from the group screen or the permission screen.

Currently, user accounts are available for the following broad of categories of users, described in more details in section 2.1.3:

1. NPC Staff Members
2. NF Staff Members
3. NF Classifiers

The following fields are available from the User Account Details page.

Field	Format	Comments
<b>Username</b>	text (50 characters; case-sensitive letters, numbers, or underscore)	must be unique searchable from the User Accounts screen
<b>User's Level</b>	drop-down [NPC, NF, classifier]	see below
<b>Given Name</b>	text (50)	searchable
<b>Family Name</b>	text (50)	searchable
<b>Email Address</b>	text (50)	searchable; this email is used for password resets
<b>Logout Time</b>	integer in seconds	how much time before inactivity logout, defaults to 600 seconds (10 min), maximum 3600 s.
<b>Failed Login Attempts</b>	integer, should be 0 on creation	counter of failed login attempts (when reaching 5 account is locked and must be manually reset)
<b>Account Expiration</b>	date (year-month-day)	an account can be set to automatically expire on this date. Displayed on the search grid
<b>Password Expiration</b>	date (year-month-day)	after this date, the user is forced to change his password. When changed, set to the current date + 90 days
<b>Account Disabled</b>	checkbox	a disabled account cannot perform any actions
<b>Password Change</b>	checkbox	if checked, the user must change their password – usually used upon account creation, when SCS administrators send a password by email
<b>2-Step Authentication</b>	checkbox	if checked, user needs a mobile to retrieve a special 30-seconds-valid token to login as additional security aspect to SCS
<b>Authenticator Secret</b>		reflects if user has generated the secret for the 2-step authentication; see below.
<b>New Password</b>	text	must conform to the password specifications
<b>Repeat Password</b>	text	must be the same as new password

### 7.1.1 Username and Password

The user must know his username and the associated password. When a new account is generated, the username must be unique and the password obeys the password requirements as described in section 2.1.4. The user details page also includes a *Password Requirements & Generator* tab, which generates a random password conforming to SCS standards by clicking the *Generate* button. Clicking the *Focus* button then selects the generated password, which can then be copied and pasted to the user account page.

### 7.1.2 User's Level

This value only affects the accessibility to users, groups, roles, and operations in the *User Management* section is not related to the access rights in any part of SCS. It defines to which users, group, and roles the current user might have access to if (!) he has access to the *User Management* at all. The level names only correspond to the user groups for clarification of the meaning – internally, they are only represented by a number.

Technically, it means: when a user is assigned to a level X, he can read, add, delete and manipulate users, user groups, user roles and related operations of levels X and below. In an explicit case, level *NPC* can edit all *NPC*, *NF* and *Classifier* flagged items; level *NF* can only edit *NF* and *Classifier* so that superior organisations are protected. An *NPC* user can therefore create accounts for colleagues and their members; an *NF* can handle accounts for colleagues as well, and for classifiers – but it prevents *NFs* to change *NPC* accounts.

### 7.1.3 Logout Time and Failed Login Attempts

After the user has logged in, each page has a counter shown at the upper left corner next to username and last login that ticks down (shown in minutes). When this counter equals zero, a dialogue informs about the session's expiration and requests to login again. The maximum value is 3600 s (= 60 minutes) but it is recommended to keep a value of 600 s (= 10 minutes) or lower. Users who do not properly log out might risk unauthorized access in an open network environment.

Each time the user failed to login with the correct username but with the wrong password, the *Failed Login Attempts* counter increases by one. As soon as this counter has a value of five (5) or higher, the user cannot login anymore unless the counter is reset manually or the user requests a new password.

### 7.1.4 Account and Password Expiration

In order to grant a temporary access to SCS, the *Account Expiration* has to be set to the last day SCS shall be accessible for this user. After that date the account is disabled. The user

receives a respective message on login attempt with correct credentials. An account can also be immediately disabled by ticking *Account Disabled*.

Similar behaviour is applicable to the password. *Password Expiration* indicates when the user is requested to change the recent password. On the first login attempt from that day onwards, the *Edit Password* screen automatically opens and the user must enter follow the procedure; alternatively, he can only logout and do that step at a later point. Once the password is changed, the value here is automatically set to the date 90 days from today onwards. An account can also be requested to apply this behaviour immediately on next login of the user.

### 7.1.5 2-Step Authentication

If this feature is enabled, the designated user not only needs his username and password, but also a “token”, in this case a six-digit number generated by an application the user has to install (for free) on his mobile.

#### First Set-Up

If the user has never logged in, yet – indicated by the fact that the *Authenticator Secret* is not generated – he will receive an instruction page and the secret for this account to set up his mobile phone. Detailed instructions Android devices, iPhone and similar, Windows Phone and BlackBerry devices are available on this page. Basically, the user needs to download one of the free available Authenticator apps, enter account and secret and save this information. Alternatively, to avoid typing errors, he can use the QR-code for direct import. Now the mobile app produces a six-digit number every 30 seconds. It is important that the mobile’s internal time settings are accurate (more than one minute difference to atomic time might cause login problems).

Once the mobile has been correctly configured and the user finds the code generating and changing each 30 seconds, he confirms his settings and clicks *Continue*.

This setting has to be done only once.

#### Login

Each time the user tries now to login with username and password, he is asked for the number the mobile application currently shows. The user enters the number and click *Validate*. If accurate, the user is redirected to his personal welcome page.

Potential issues and first aid is listed in a small FAQ section underneath. In case, the user needs further support, direct contact to the responsible NF or NPC is recommended.

### 7.1.6 User Groups & Permissions

To display the user's access rights, use the *User Groups* and *User Permissions* tabs. This shows all possible groups and permissions, and the user can be added to or removed from a group to change the account's permissions. This is done by assigning from a list – the groups and/or permissions suitable to the user's role are selected from the *available* result matrix and then moved to the *assigned* result matrix by clicking the assigning arrow. You can also drag and drop between the two lists to assign or remove objects, and use the header fields to restrict your search if you want to access certain permission.



berry\_kooiman   User Groups   User Permissions   Password Requirements & Generator

**Available**

	<input type="checkbox"/>	Group Code ↕	Description
		<input type="text"/> x	<input type="text"/> x
1	<input type="checkbox"/>	Classifier	Classifiers
2	<input type="checkbox"/>	NPC	NPC Netherlands

Page 1 of 1   100 ▼

Assign →

**Assigned**

	<input type="checkbox"/>	Group Code ↕	Description
		<input type="text"/> x	<input type="text"/> x
1	<input type="checkbox"/>	NF	National Federations

Page 1 of 1   100 ▼

← Remove

Figure 6.2: Assignment page of user groups for a user

Please refer to the following sections for more information about the possible groups and permissions.

## 7.2 Groups, Roles and Permissions

As explained in previous sections, user groups function as an intermediary link between users, roles and permissions. The name and code of the group are connected to the lists of users in the group and the roles and permissions enabled by the group membership.

The search form lists all currently existing groups with links to each group's list of users, roles and permissions. As assigning groups are important for creating an account with correct permissions, this section will outline the currently existing groups and list the permissions enabled by the account. All groups enable the password role, as this is obligatory for every account to function.

### 7.2.1 Full access and limited access roles

Broadly, the roles can be divided into two main groups – those that give full access to adding, modifying and removing data, and those that only give access to reports and reading of data. The list of full access roles is virtually identical to those assigned to the administrator group labelled “NPC”; all other roles are limited in operations.

### 7.2.2 Permission types

The permissions in SCS are divided into two types:

- **Organization:** Determines which federations the user has access to. All codes for the NPC members are possible selections. When a new federation is added, it must be registered as potential data permission under *User Management > Permissions*.
- **Sport:** If the user will only work with one particular sport. Same sport codes as in initialization section. On initialization of SCS, all Paralympic, IPC and IBSA sports plus the remaining sports governed by NPC Netherlands were already included.

A user can have multiple permissions of one type, or the % permission which means the user has no restrictions that particular data permission.

Even if the section about federations (see chapter 3.2.3) links federation and sports, each user must have a permission granted either directly to the user or through his user group for both, federation and sport. For example, a user of the Atletiekunie (Dutch athletics federation) should have *NF* as user group, *Atletiekunie* as federation data permission and *Athletics* as sport.

## 7.3 Management of Groups, Roles and Permissions

Setting up an SCS user account requires that administrators grant the exact permissions that allow the user to carry out their tasks within SCS, but no more. As mentioned, users get functionality access through their groups and data permissions either through groups or individually. In this section, you will find explanations of how to adapt individual user accounts, user groups, roles and permissions in order to design SCS accounts reflecting requirements from all users.

### 7.3.1 Roles

Each naturally connected role in SCS should be defined as a role, where you can define the functions (tasks and operations) the user is allowed to carry out. To define a new role, click *Add Role* from the Roles search form and complete the following details:

Field	Format	Comments
<b>Role Code</b>	text (30)	Cannot be changed after creation; should not contain spaces
<b>Level</b>	drop-down	see 7.1.2
<b>Description</b>	text (200)	Description of what users with this role can do
<b>Item Group</b>	text (8)	Each operation and task is grouped. You can define which group(s) should be displayed only for this role by inserting the beginning of the group names.

Once a role is defined, it can be assigned to a user group from the *Role Groups* tab, and tasks and operations can be added to the role from the *Role Functions* tab.

### 7.3.2 Item Groups

The item groups for a role define which functions appear on the *Role Functions* tab. As there are more than 200 different tasks and operations defined, it is recommended to restrict each role to one item group. The following item groups are defined:

- 0 – Initialization; customization of the entire system, definition of new seasons.
- 1 – Athletes: registration and classification of athletes.
- 3 – Classification Management: calendar, classifiers and availabilities
- 8 – Reports: classification master lists and cards.
- 9 – User Management: adding and removing users.

### 7.3.3 Role Functions

Each role the user has enables to complete certain tasks within ISAS. The most common tasks are the so-called CRUD tasks:

- Create: make a new item
- Read: read data on an item
- Update: edit an item
- Delete: remove an item from the system

These tasks are defined for nearly every section: e.g. athlete registration, athlete classification, license, competition, and so forth.

In addition, there are certain special tasks that enable only some parts of each section. For example, the *download sensitive class files* means the user is granted to download files uploaded under categories indicated as sensitive – it is designed for classifier to download these files while NPC/NFs can only upload but not open the documents in SCS. This is already set up in the *CLS – Classification Files Management* role.

### 7.3.4 User Groups

The roles are gathered together into specific *User Groups*, which correspond broadly to the categories of user accounts described in chapter 7.1. When creating a new user account, you assign one or more groups with the specific roles and permissions.

User groups can be added and removed from two screens: the user account details screen has a list of the user's group, and the group details screen has a list of all users assigned to the group. This principle works generally for all types that are directly connected, as described in Figure 8.1; hence you can, for example, not associate a user with a role or functionality directly, but you can assign a user group to a permission from the permission screen.

Some permissions, such as the country permission, are badly suited for assigning to a specific group; this would require a separate group for each country (NfAtletiekunie for Atletiekunie, NfZwembond for KNZB, etc.). Therefore, this permission is better set from the user page.

As elsewhere in SDMS, clicking on the code or name will bring up the details page for that item, and the details page also offers links to all users assigned to that item.



Any of these methods will bring up a list of all available and assigned items of that particular type, as described in section 2.5. Below is described how to add and remove user groups from a user whose account has already been created. The process for adding and removing roles and permissions works nearly analogously. Screenshots are supplied on the following pages for ease of understanding.

#### *How To: Add User Groups of an Account*

1. Go to the User Management section and open the User Accounts search form.
2. Find the relevant user by entering required search criteria or scrolling through the result pages.
3. Click the user's row to open the user's details page; then click the *User Groups* tab to access the groups.
4. Find the desired group to add, either by scrolling through the result matrix for the available groups or by using the search form in the *User Groups* tab (Figure 2.1).
5. Move the group between the available and assigned lists by dragging and dropping or selecting with the tickboxes and clicking *Assign*.

To remove groups, you can select groups in the assigned groups list, and click the arrow pointing left. The group will be moved to the available section and all relevant access is removed from the account.

## 8 Glossary

### CNC (class)

Classification Not Complete

### ID

Identification (as unique identifier)

Intellectual Disability (as disability category)

### IF

International Federation

### IM (class)

Intentional Misrepresentation

### IOC

International Olympic Committee

### IPC

International Paralympic Committee

### NE (class)

Not Eligible

### NF

National Sport Federation

### NOC

National Olympic Committee

### NPC

National Paralympic Committee

### SDMS

IPC Sport Data Management System

### VI

Visual Impairment