Session 2 - CSI INVITATION SYSTEM

I – Introduction to the FEI Invitation System

Definitions and Concepts

The FEI Invitation System was presented during the FEI General Assembly 2016 in Tokyo (JPN) and this presentation demonstrates how the system works from an IT perspective but also who are the main actors and what their responsibilities are.

The primary goal of the new FEI Invitation System is to invite Athletes in descending order based on their performance and position in the Longines Ranking.

An invitation is an opportunity and a right to participate at an event.

The CSI Invitation System rules may be applied to 2* - 5* CSI events (no invitation process for events such as CSIYH, CSI1*…). The maximum number of Athletes can be *limited* (in terms of maximum number of Athletes/Horses) or *unlimited* (the entries are entirely open: Athletes are automatically accepted).

When the FEI Invitation System rules apply, there are 3 ways for an Athlete to participate:
1. According to their position in the Longines Ranking => invitation is automatically sent by the FEI Invitation System
2. Entered as Home Athlete = > NF makes the entry, same as the process today
3. Invited by OC => OC uses the FEI Invitation System to send invitations

And 2 extra:
1. Olympic or World Championship gold medalist
2. Receive a wildcard from the FEI

The possible quotas, that have to be chosen by the OC together with the NF, are:
> Option 1: 20% OC – 20% Home Athletes – 60% Invitation quota
> Option 2: 20% OC – 30% Home Athletes – 50% Invitation quota
> Option 3: 20% OC – 40% Home Athletes – 40% Invitation quota
> Option 4: 20% OC – 50% Home Athletes – 30% Invitation quota

In case the Athlete is part of several quotas, the decision to assign the slot to the right quota is based on this priority: 1st is for Longines Ranking (Invitation quota), then NF (Home Athlete quota) and finally the OC quota.

Roles and Responsibilities

NF role

The NF has to set the % of Home Athletes together with the OC. As Athletes accept invitations, NFs have to accept or decline these. To facilitate this task, the system can be set up to allow automatic acceptation per event/week/Athlete. For instance, for highly ranked Athletes, the NF can set an automatic acceptation and when these Athletes accept an invitation the system will automatically accept their request.
Finally NFs have to enter Home Athletes, taking the responsibility to enter only Athletes who are capable to compete at that event.

OC role

The OC must indicate the maximum number of Athletes/Horses for an event, as well as the % of Athletes from the Longines Ranking together with the NF.
During the invitation period, OCs can invite 20% of Athletes through the FEI Invitation System.

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Athlete role
During the invitation period, it is the responsibility of the Athlete to accept/decline invitations. The system can facilitate this thanks to the "wish list" feature. Invitations can be accepted automatically based on this list.

Timeline

The FEI Invitation System starts 8 weeks prior to an event. During this period invitations will go out to Athletes.

The FEI Invitation System invitations end 2 weeks prior to the event, Home Athletes entries 3 weeks before and OC invitations continue until the event. This allows the OC to invite the maximum of Athletes. If the Home Athlete Quota is not filled, the slots will first go to the FEI Invitation System quota. If the FEI Invitation System quota is not entirely used, available slots are transferred to the OC quota.

Workflows

Athlete wants to participate (and NF accepts): Athlete accepts => NF confirms => Athlete is entered in the system => new invitations are available for the other events for the next Athletes in the Longines Ranking in descending order.
The Athlete will not go to other events during the same period, he is automatically not accepted for these.

Athlete will not compete for a week: Athlete states that he is not participating => new invitations are available for the next Athletes in the Longines Rankings.

Athlete declines: Athlete declines an invitation => for that event only, the invitation will go to the next Athlete ranked in Longines Ranking in descending order.

Athlete wants to participate (but NF declines): Athlete accepts => NF declines => remaining invitations are available for other events at the same period.

The process must remain dynamic and therefore deadlines are very important.
There is a **maximum** of **7** days for an invitation to be accepted. The Athlete has **5** days maximum to answer an invitation => NF the remaining number of days to accept. If there is no answer from the NF, the invitation is lost and goes to the next athlete. The NF can accept the invitation on behalf of the Athlete.
Depending on when the Athletes and NF take action, more or less invitations can be sent out.

Interaction

All users (Athletes, Managers, Grooms, NF, OC) have access to the mobile application (available on iPhone and Android) as well as to the Web interface to manage invitations and consult overview dashboards.

First group (Athletes) can set wish lists, manage their invitations and consult their invitations. Second group (NF) can accept/decline invitations and consult current status. OC can consult the status of their event and invite Athletes in OC quota.

When getting closer to the event and Athletes are entered in the system, NF will be able to associate horses to Athletes previously entered in the system.

II – Examples / Scenarios

Five different scenarios were demonstrated based on real life parameters: current date and existing Athletes. Here is an example of a scenario where an Athlete wants to participate to an event and the NF accepts his request:

The Athlete (Marcus Ehning) is ranked 7 in the Longines Ranking, he will receive an invitation by email with a link to a dashboard to manage his invitations. After he logs in he will accept the invitation to a specific event. A countdown is visible to know the remaining time to accept/decline the invitation.
The system allows double verification to let the Athlete to confirm his choice: pop-up window when accepting and 1 hour timeslot to cancel his action.

If the Athlete takes no action during the hour, an email is automatically sent to the NF (in this case GER) for approval. Following the same logic, the NF logs in and accesses the dashboard with an overview of Athletes who are invited. The NF can then accept or decline Athlete invitations. The NF has one hour to modify their initial choice. If they don't, the Athlete is definitely confirmed for the event and receives a confirmation email.

III – Next steps

Launch
The full launch of the new system will be in January 2018, the current phase being the development. Tests will take place in July, validations in September 2017.
Launch: 1st of Jan 2018

The new version of the FEI Entry System will be launched together with the FEI Invitation System on the 1st of January 2018.

Workshops and trainings
Two workshops are available for NFs and OCs: Switzerland and North America.

For National Federations and Organising Committees online trainings will be organised for all time zones, end 2017 and beginning/throughout 2018
Athletes/ grooms: short online interactive training sessions, end of 2017 and beginning of 2018

Wrap up

For further information and/or queries please contact: usersupport@fei.org

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