IPC Online Entry System

Bipartite Commission Invitations for Tokyo 2020 Paralympic Games

November 2019
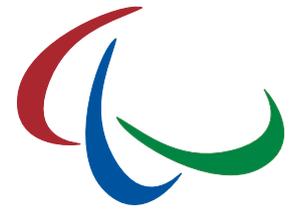
Document History

Version	Date	Comments
1	Nov 2019	First version

1   Objective

As in previous Paralympic Games, the International Paralympic Committee (IPC) has worked with the International Sport Federation (IFs) to develop qualification methods which allow the top athletes in each sport to compete in the Tokyo 2020 Paralympic Games, but which also respect the Paralympic Games Guiding Principles. The principles of excellence, diversity, universality, integrity and sustainability are fundamental and leading aspects in the objective of the IPC and each IF to deliver great competition at the Tokyo 2020 Paralympic Games.

While the primary method in which the Paralympic Games Guiding Principles are respected is through the standard qualification methods, the IPC and certain IFs have also sought to provide targeted qualification slot allocations through Bipartite Commission Invitations. Bipartite Commission Invitations are included in the overall athlete quotas of the relevant sports, are granted by the IPC in its sole discretion following engagement with the respective IF, and are typically allocated based on the following principles:

- to ensure participation of top athletes who may have not had the opportunity to formally qualify through other methods due to extraordinary circumstances;
- to ensure the representation of athletes with high support needs;
- to ensure medal events will have sufficient representation for viability; and/or
- to enable greater representation by gender. [1]

The following 15 sports offer Bipartite Commission Invitation slots:

Archery, Athletics, Badminton, Cycling, Equestrian, Judo, Powerlifting, Rowing, Shooting, Swimming, Table Tennis, Taekwondo, Triathlon, Wheelchair Fencing, Wheelchair Tennis.

14 out of these 15 sports agreed to use the IPC Online Entry System, a module of the IPC Sport Data Management System (SDMS), to handle the application process. This guide provides useful instructions to the National Paralympic Committees (NPCs) and to the involved IFs to apply for these slots, review the application and download relevant reports.

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[1] Extracted from "Tokyo 2020 Paralympic Games Qualification Regulations", IPC, October 2019, page 9

2 As NPC: Applying for a Bipartite Commission Invitation Slot

The general process to submit an application for a Bipartite Commission Invitation Slot is the same across all sports, differences are highlighted below.

Step 1

Go to

<p style="text-align:center">https://www.paralympic.org/sdms</p>

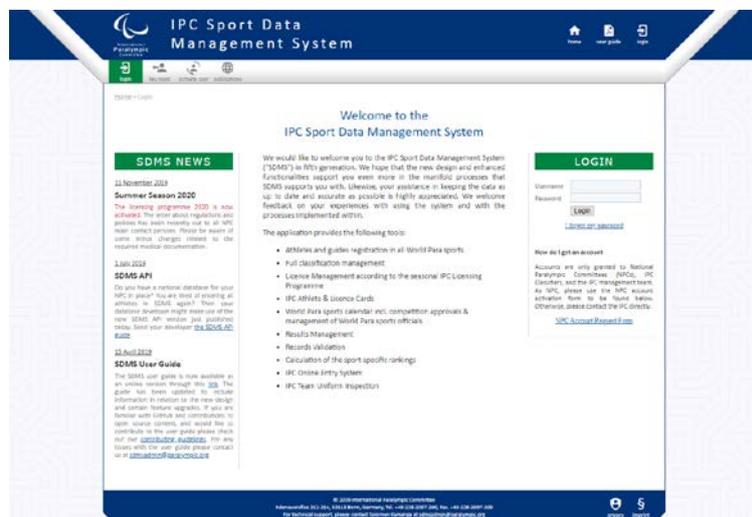and login with your username and password.[2]

Figure 1: SDMS login screen

Important note: NPC primary users can submit a bipartite application in any sport. National sport federations with access to SDMS are limited to their governed sport. That means that only NPC primary users can register athletes for sports that are not governed by the IPC.
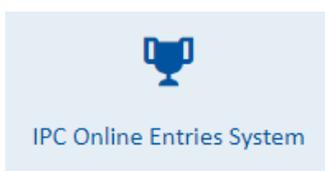
If you forgot your password, use the 'I forgot my password' link on the SDMS landing page and follow the instructions.

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[2] Alternatively, if the link above does not work, use https://db.ipc-services.org/sdms

Step 2

After successful login, go to the IPC Online Entry System, available from the welcome page and from the main menu bar (modules).

The dashboard of the IPC Online Entry & Bipartite System opens and provides an overview of entry phases of all competitions that are handled by the IPC. If you are permitted to access all sports in SDMS, use the sport filter to limit the view to that sport you are interested in. Alternatively, you may use 'sports' in the main menu bar and select the sport of your interest. Sports that are not governed by the IPC are summarised as 'others'.

Figure 2: Entry System Dashboard (with sport filter applied)

You will find each of the 14 sports that agreed to use the IPC Online Entry & Bipartite System on the main dashboard. As each sport has another start date and deadline for their bipartite application process, they might appear either under "Entries Opening Soon", "Entry Phases Opened", or "Entries Closed".

Step 3

On the various dashboard pages, you will find different icons:

Click to open the NPC dashboard. This page provides an overview of all bipartite processes for Tokyo 2020 handled by the IPC Online Entry System, including access to the application forms (when the process has been officially launched) and PDF reports of submitted information.

Click to open the actual registration page with an overview of already submitted applications and the option to register more.

Click to generate and download a PDF report with all submitted applications. The NPC dashboard page also includes a summary document across all sports.

Click to open the NPC reporting section. Usually, that page gathers various reports for entries by number and entries by name, but for Tokyo 2020, only the bipartite summary report as PDF is available.

To register and review your applications, follow the [icon] icon. This icon is available only when the application process for the sport has been opened. Please refer to this document's appendix for deadlines and other sport-specific information.

Step 4

When opening the application page for the first time, the table is empty. Click

+ Add Application

The registration consists of two steps: (1) Athlete Identification, (2) Event(s) Selection. The first step is different between IPC and non-IPC sports:

Athletics, Powerlifting, Shooting, Swimming	All others
Athletes data are directly loaded from SDMS. Select your NPC and enter the SDMS ID of the athlete you would like to register. If the SDMS ID is valid, the name of the athlete is loaded for validation. Click 'Save'.	Select your NPC and fill out the athlete registration form. All yellow fields are required. You need to select the athlete's current sport class that is used to identify the eligible events. Some sports request additional information (IF-related licence numbers, reason for bipartite requests etc). Click 'Save' to complete the athlete registration.

In the second step, select at least one event from the event list. The list of available events depends on the athlete's gender and sport class.

You may add more events by clicking 'Add another Event'. Technically, it is possible to register up to nine (9) events, but you shall consider the regulations of the sport and any other limitations around the Bipartite Commission Invitation process for Tokyo 2020. Invalid events will be ignored when reviewing and deciding on the bipartite slot allocation.

Most IFs additionally request for one or more information **for each medal event**. The exact list of required fields can be found in this document's appendix.

Click 'Save' to complete the registration of events and the submission of the application.

Click 'back to grid' to open the overview table. You will find your athlete. Click the athlete to review the application or click 'Add Application' and repeat the instructions of step 4.

Options after Submission

During the application process and if the bipartite status is still 'New', you still can

- edit nationality, comments, and other sport-specific information,
- add or remove events,
- delete the registration.

Personal information cannot be edited after registration. Instead, you need to delete the existing application and repeat step 4.

You may review your registered applications anytime, even after the deadline has passed.

You may register new athletes anytime until the deadline has passed.

When the IF has changed the bipartite status, you cannot further edit or delete a registration. In this case, you need to contact the responsible federation.

Report

As NPC, you can download summary reports of your submitted bipartite applications by sport as well as for all sports from the NPC dashboard page.
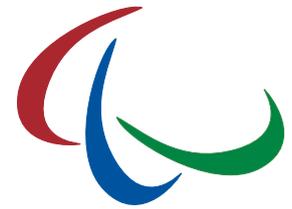
3 As IF and IPC: Reports

As representative of the International Sport Federation or staff member of the International Paralympic Committee, you may review and download all submitted applications from all NPCs anytime during and after the Bipartite Commission Invitation process for Tokyo 2020 Paralympic Games.

You will find more icons and one icon with a different behaviour:

Click to open the **competition** dashboard for administrators and IFs. From here, you may review the competition programme set up for this competition, open the bipartite applications, download NPC and IPC reports and open the NPC dashboard page. As IF, you will only see your own sport and related data, though.

Click to open the actual registration page with an overview of already submitted applications. IFs will see a warning message and can't further proceed if the bipartite process has not been opened, yet.

The events programme is used to populate the list of eligible events on the bipartite application page, see chapter 2, step 4. This list is maintained by the IPC based on the most recent competition programme for the Games. Changes are possible until the entry phase has opened.[3]

Click to open the IPC reporting section. Usually, that page gathers various reports for entries by number and entries by name, but for Tokyo 2020, only the bipartite summary report as Excel is available.

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[3] Contact sdmsadmin@paralympic.org if recent changes are not reflected, yet.

4 Appendix

The following tables identify the opening dates and deadlines for the bipartite process for Tokyo 2020. Additionally, for each sport the fields requested in the bipartite application form are indicated.

Sport	AR	AT	CY	EQ	JU	PO	RO	SH	SW	TT	TK	TR	WF	WT
Start	1 May 2020	May 2020	8 Jun 2020	17 Feb 2020	18 Jun 2020	4 May 2020	11 May 2020	20 Jun 2020	15 Feb 2020	15 Apr 2020	4 May 2020	1 May 2020	31 May 2020	6 Feb 2020
Deadline	31 May 2020	June 2020	29 Jun 2020	16 Mar 2020	1 Jul 2020	11 May 2020	25 May 2020	1 Jul 2020	1 Apr 2020	30 Apr 2020	18 May 2020	5 Jul 2020	20 Jun 2020	19 Jun 2020
Per Athlete:														
NPC	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Name	✓	✓ *	✓	✓	✓	✓ *	✓	✓ *	✓ *	✓	✓	✓	✓	✓
Date of Birth	✓	✓ *	✓	✓	✓	✓ *	✓	✓ *	✓ *	✓	✓	✓	✓	✓
Gender	✓	✓ *	✓	✓	✓	✓ *	✓	✓ *	✓ *	✓	✓	✓	✓	✓
Nationality	✓	-	✓	✓	✓	-	✓	-	-	✓	✓	✓	✓	✓
Sport Class	✓	✓ *	✓	✓	✓	✓ *	✓	✓ *	✓ *	✓	✓	✓	✓	✓
Class Status	✓	✓ *	✓	✓	✓	✓ *	✓	✓ *	✓ *	✓	✓	✓	✓	✓
Athlete IF Licence/ID	Archery ID	✓ *	UCI ID	FEI ID	✓	✓ *	✓	✓ *	✓ *	PTT ID	WT Licence Number	✓	✓	IPIN
Comments	✓	✓	Reason for Submitting Request	Reason for Submitting Request	✓	✓	List of Continental/ International Competitions participated in	✓	✓	Reason for Submitting Request	✓	Reason for Submitting Request	Why do you think your athlete should get a bipartite application slot?	✓
Extra 1	-	-	-	Horse Name	-	-	-	-	-	-	-	-	-	-
Extra 2	-	-	-	Horse FEI	-	-	-	-	-	-	-	-	-	-

✓: Field is requested; if instead a specific label is included, the generic field is labelled accordingly.

✓ *: Field content is automatically loaded from the SDMS athlete registry.

Sport	AR	AT	CY	EQ	JU	PO	RO	SH	SW	TT	TK	TR	WF	WT
Per Event:														
Medal Event	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Best Performance	Highest Score on 72 arrows since 1 June 2019	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓	-
Competition#	-	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓	-
Location#	-	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓	-
Date#	-	✓	✓	✓	✓	✓	✓	✓	✓	-	-	-	✓	-
World Rankings Position	-	-	✓	-	✓	-	-	-	-	✓	✓	✓	✓	-
Paralympic Rankings Position	-	-	-	-	-	-	-	-	-	-	-	✓	-	-

✓: Field is requested; if instead a specific label is included, the generic field is labelled accordingly.

#: Competition, location, and date of where and when the athlete has achieved the best performance.

All fields are obligatory (= require a value) with the following exceptions:

- The comment field is only required if a specific label was provided, e.g. to provide reasons for the bipartite application.
- The location of when the best performance was achieved is optional across all sports.