

National Federation IT Platform Information and application

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1. Introduction and purpose

The purpose of the NF IT Platform is to establish a **solid and modern framework for professionally managing and administering** a National Equestrian Sports Federation.

Built by **experienced professionals** in the field of national and international sports management, the NF IT Platform was designed to include essential functionalities.

By becoming the core of the National Federation's day-to-day operations, the NF IT Platform **facilitates information flow** between the National Federation and its stakeholders and provides the building blocks for **clear and structured processes**.

With the NF IT Platform, the National Federation benefits from **powerful tools to deliver key services** to its partners and stakeholders such as athletes, riding schools, organisers, officials and coaches:

- Registration of athletes, coaches, officials, horses, riding schools and organisers
- Yearly event calendar
- Entries
- Results
- Rankings

The NF IT Platform also **provides information to the public**: riding school directory, calendar of competitions, results, rankings, lists of officials and coaches.

National Federations are empowered by the obtaining **full ownership** of the NF IT Platform and are free to customise it to better suit their business processes, including adding new modules.

2. Main features

Settings module

- Global parameters
- National Federation parameters
- Financial parameters
- Yearly registration costs
- Person and horse settings
- Discipline settings

Clubs module

- Create and manage clubs
- Set club administrators
- Add people and horses
- Manage events and entries

Person module

- Create and manage persons
- Set user rights
- Manage qualifications
- Create officials
- Create coaches

Horse module

- Create and manage horses
- Manage horse registrations
- Manage ownership
- Manage qualifications

Calendar module

- Create, manage and approve events
- Publish events to the official calendar
- Manage competitions in an event
- Add officials to an event

Entries module

- Manage entry fees and dates
- Entry validity check
- Collect entries
- Collect entry fees
- Make and edit entries
- Manage late entries
- Manage the start list

Results module

- Enter results
- Validate results
- Distribute prize money
- Search for results
- Consult results
- Manage late entries

Rankings module

- Set up rankings
- Set up coefficients
- Calculate rankings
- Publish rankings

Web site (CMS) module

- Add web pages to promote your activities and communicate
- Possible integration with your current website

Translation module

- Add and customise any language
- Set text direction (LTR or RTL)

3. Prerequisites and requirements

a) Project Manager

One of the key factors of the successful implementation and widespread use of the NF IT Platform is the appointment by the National Federation of a Project Manager.

The Project Manager will be leading the delivery and installation of the NF IT Platform and be in charge of transferring knowledge to the National Federation staff members as well as other users. It is important that enough time is allocated to the Project Manager and the staff members and that the knowledge transfer to other users is facilitated. The Project Manager can be an NF employee or brought in specifically for the project; in both cases, the following criteria are required:

- Dedicated to the project and available
- Excellent knowledge of the National Federation's processes
- General knowledge of IT systems
- Understands and speaks English

b) Technical requirements

The NF IT Platform is built on a client-server architecture. The main application needs to be installed on a hosted server that fulfils a set of **hardware**, **software** and **hosting infrastructure** requirements before the NF IT Platform can be installed. Although there are hardware and hosting costs, the required software is entirely free of charge.

The widespread and cost-efficient LAMP architecture (Linux, Apache, MySQL, PHP) are the foundations of the software architecture. Symfony will be used as the PHP framework. This framework is mature, known, proven and open source. The modularity (plugins, bundles) of this framework will also allow the integration of third-party contributions.

The **hardware requirements** define the equipment necessary to run the NF IT Platform:

- CPU: 2 cores / 4 threads
- RAM: 8 Gb
- Storage space: 40 Gb

The **software** that needs to be installed on the server is the following:

- Debian or Ubuntu 64bits Linux distribution
- PHP version 5.6
- HTTP Server (Apache2, NGINX)
- MySQL Server version 5
- SSH Server

This **hosting infrastructure** will enable the NF IT Platform to be up and running 24/7 and accessible by all your users throughout the country.

If you already have your own hosting company or wish to source one yourself, please make sure the following requirements are respected:

- Dedicated server is preferable, with dedicated resources. It can be a virtual machine, but with dedicated resources and dedicated backup.
- Internet bandwidth of 20 Mbit (to be adjusted depending on usage)
- Monthly data transfer of 1 Gb (to be adjusted depending on usage)
- High availability of technical staff in case of issues
- Daily backup of the entire server for quick recovery
- Internet access enabling access to the server from all over the country

A comprehensive hosting solution including the installation of the platform and all requirements can be provided to you at a very competitive price. For more information please contact us.

4. Financial conditions

During this project FEI Solidarity will cover:

- The development and delivery of the NF IT Platform installation package
- The travel and accommodation costs of the FEI training staff for one workshop given to Project Managers

To ensure the success of the NF IT Platform, the National Federation must be prepared to cover the following costs:

- The sourcing and costs of the Project Manager
- The NF IT Platform installation costs charged by the hosting company
- The NF IT Platform hosting costs charged by the hosting company
- The Project Manager's travel and accommodation costs for one workshop given by the FEI training staff
- Communication to stakeholders (workshops, media, etc.)
- Additional developments made to the NF IT Platform
- Any other costs

5. Project milestones

Milestone 1

Action	<p>The National Federation returns the completed and signed Application Form to FEI Solidarity. All applications will be subject to an evaluation.</p> <p>The National Federation selects a hosting company and appoints the Project Manager.</p>
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Milestone 2

Action	The Project Manager leads the installation of the NF IT Platform.
Method	FEI Solidarity delivers the NF IT Platform installation package to the Project Manager. The Project Manager allocates time to supervise the installation of the NF IT Platform, and starts evaluating how to integrate the National Federation's processes to the NF IT Platform.
Measure of success	The NF IT Platform is in operation.

Milestone 3

Action	A workshop is held by the FEI training staff for the National Federation's Project Manager at a place and date to be confirmed.
Method	The Project Manager takes part in the workshop and is invited to ask questions and acquire knowledge about the NF IT Platform.
Measure of success	The Project Manager has acquired the necessary knowledge for transferring the National Federation's processes into the NF IT Platform.

Milestone 4

Action	The Project Manager completes the full implementation of the NF IT Platform for the National Federation.
Method	The Project Manager uses his acquired knowledge to train the National Federation's staff members and external users (clubs, athletes, etc.) and makes sure the National Federation's processes are carried out using the NF IT Platform.
Measure of success	The Project Manager is able to demonstrate to the FEI how the NF IT Platform is used, by who, and how the National Federation's processes have evolved.

6. Application form

FEI SOLIDARITY SUPPORT				
National Federation country :				
Project Name	NF IT PLATFORM			
Timeline	From	N/A	To	N/A
GENERAL INFORMATION				
Project Manager <i>(The NF IT Platform implementation requires a dedicated and available Project Manager to lead the project for the National Federation. See requirements.)</i>				
Function of the person <i>(please attach his/her CV)</i>				
E-mail address and telephone			Tel.	
Hosting company <i>(The NF IT Platform installation requires a hosted server. Please also include quoted set-up and recurrent costs. See requirements.)</i>				
SCOPE OF THE PROJECT				
Vision and main objective(s) <i>(What is the main purpose of the project? Please explain why this project was chosen and the needs this project meets?)</i>				
Target audience <i>(Please define the group(s) that will benefit from this project)</i>				
Other stakeholders <i>(Other stakeholders involved in the implementation or usage of the project such as sport organisations, NOCs, financial partners...)</i>				
Activities planned/involved <i>(Activities the National Federation will carry out to facilitate the implementation of the project and to communicate it to its stakeholders)</i>				
How many people would benefit from the project? <i>(Specify number of riders, officials, etc.)</i>				

7. Signature and approval

I, the undersigned, have read and understood the information provided in this information and application document and certify that the information provided in point 6, "Application form", is correct.

I understand that this application will be subject to evaluation before approval by FEI Solidarity.

Place and date

Signature of NF Secretary General
and NF stamp

Please return by e-mail to FEI Solidarity: celine.starbanov@fei.org