

USER GUIDE
To the new FIE website
National Federation Administrative Panel

Contents

1. Home page	3
2. Licenses	4
2.1 Order licenses	4
2.2 Add person	5
2.3 Search person	7
2.4 Buy licenses	7
2.5 Purchase history	8
2.6 Ordered licenses	8
3. Entries	9
1.1.Entering Fencers	10
1.2.Entering referees	10
4. Payments	12
4.1. Status & payments	12
4.2. History	13
5. Competitions	14
6. GDPR Form	15

1. Home page

This page contains information about national federation such as contact details, name of President and GS. Also you can see current Euro balance of NF.

BRITISH FENCING ASSOCIATION



Country: GREAT BRITAIN
President: Hilary PHILBIN
E-mail: hilaryphilbin@aol.com
Secrétaire Général: Peter KING

Address: 1 Baron's Gate
33/35 Rothschild Road
Phone: +44 208 742 30 32
Fax: +44 208 7423033
E-mail: headoffice@britishfencing.com
URL: http://www.britishfencing.com

ON YOUR BALANCE

1500 EURO

[ADD FUNDS](#)

Want to change some info?

[SEND US AN E-MAIL](#)



There is a button "**send us an e-mail**" to contact with site administration if you want to change some info on page of NF.

2. Licenses

Licenses page allows you to make all actions related to FIE licenses. It also shows you your NF's current amount of available licenses.

The screenshot shows the top navigation bar with 'LICENSES' selected. Below it are links for 'ORDER LICENSES', 'ADD PERSON', 'SEARCH PERSON', 'BUY LICENSES', 'PURCHASE HISTORY', and 'ORDERED LICENCES'. The search form includes fields for 'Last Name', 'Gender' (dropdown), 'Season' (dropdown), 'Lic No', and 'License Type' (dropdown). A 'SEARCH' button is positioned below the form.

YOU HAVE 9 LICENSES AVAILABLE

2.1 Order licenses

This sub-menu allows you to order licenses for persons who previously had one. You can search licenses by **"Last name"**, **"Gender"**, **"Season"**, **"Lic No"** and **"License Type"**.

This is an identical screenshot to the one above, showing the navigation bar, search links, and the search form with the 'SEARCH' button.

YOU HAVE 9 LICENSES AVAILABLE

select	Last Name	First Name	Birth Date	Gender	Lic No	Profile Status	Licence status
<input type="checkbox"/>	ABDUL	Nicole	26.07.1987	Women	26071987001	Complete	order licence
<input type="checkbox"/>	ABERDEEN	Iain	06.06.1973	Men	06061973000	Complete	order licence

To see the list of all persons available for ordering licenses press **"search"** without entering any information to popup menus. If you need to specify search options or order the license for one concrete person enter corresponding information to popup menus.

After completing search you will see the list of persons who had a license before. From this list you can order either one license for certain person by pressing "**order license**" next to persons name (last column "**Action**") or order multiply licenses by marking persons in column "**select**" and pressing button "**order multiply**".

If you want to switch to next page you should save the entered data by pressing "**order multiply**" button.

Note: If license orders are made for a person who has several roles (referee, fencer and/or member), the cost of only one license will be debited from the federation's account for that person.

2.2 Add person

This sub-menu allows you to order licenses for new fencers, referees or members.

The screenshot shows a navigation bar with a home icon on the left and four menu items: 'LICENCES' (highlighted in blue), 'ENTRIES', 'PAYMENTS', and 'COMPETITIONS'. Below this bar is a secondary navigation bar with six links: 'ORDER LICENCES', 'ADD PERSON', 'SEARCH PERSON', 'BUY LICENCES', 'PURCHASE HISTORY', and 'ORDERED LICENCES'.

* You can't modify the marked fields. If you need to modify them please [send the request to the FIE](#)

* Please, use English alphabets only

The form contains several fields: 'Addr Type *' (dropdown menu with 'Person' selected), 'Lng *' (dropdown menu with 'Select' selected), 'Addr Status *' (dropdown menu with 'Complete' selected), 'Last Name *' (text input field), 'First Name *' (text input field), and 'Nationality *' (dropdown menu with 'GBR' selected). Fields marked with an asterisk (*) are obligatory.

There are two types of fields in this sub-menu: one in with information that you can't modify without sending request to the FIE (gray field) and other one that you can fill with necessary information.

Fields marked with * are obligatory to fill.

PERSONAL

ADDRESS

TELECOM

Photo

Выберите файл Файл не выбран

Gender *

Select

Birth Date *

Height

Weight

Handed *

Right handed Left handed

Marital Status

Select

Children (numbers only)

Formation

Job

SAVE

RESET



After completing entering the information in sub-menus (personal*, address* and telecom) you can save or reset entered information.

2.3 Search person

From this page you can find and edit information about persons that previously had FIE license.



LICENSE STATUS

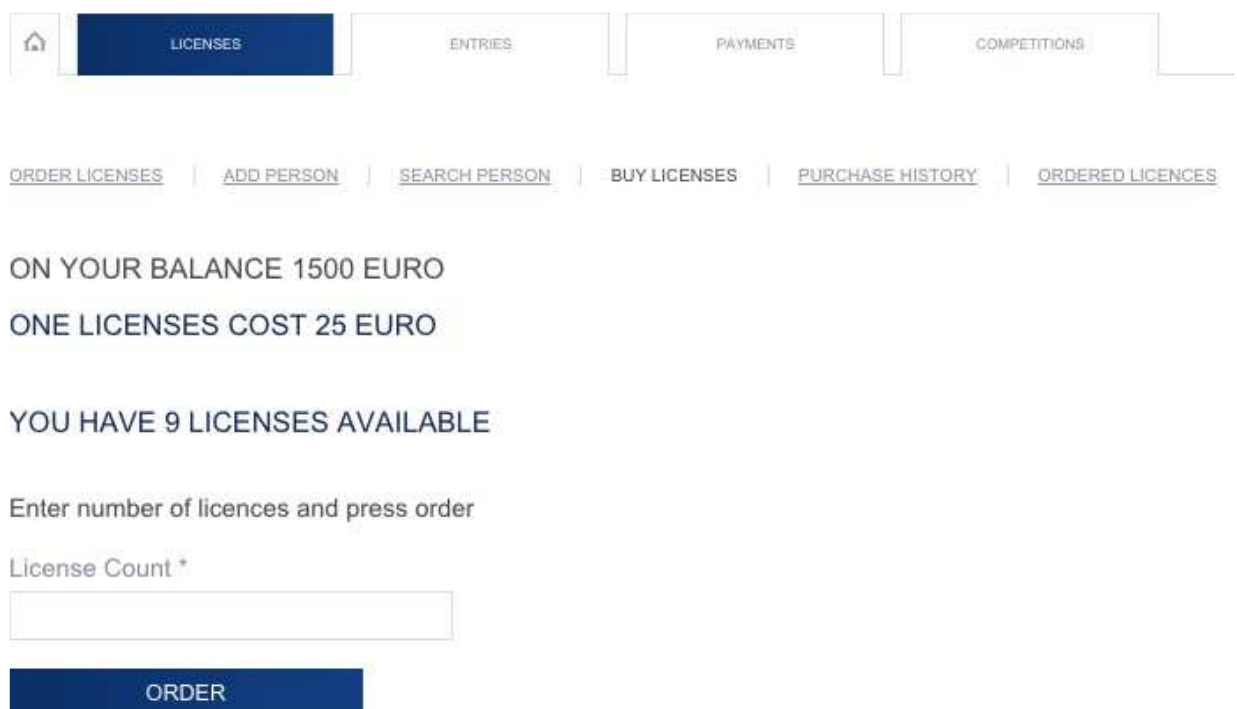
Address number	Last Name	First Name	Gender	Licence #	Nationality	Actions
3076	ABERDEEN	Iain	Men	06061973000	GBR	
3077	ABIDOGUN	Kola	Men	05061966000	GBR	

To find a person enter last name or license No and press **"search"** button.

To edit information press edit button on the right column (pen).

2.4 Buy licenses

This sub-menu allows you to buy licenses.



The maximum amount of licenses that you can buy is limited by your balance that you can see on this page.

Note: if you do not have enough credit, you will need to make a payment to our bank - stating the country and number of licenses for which you are paying - and we will immediately credit your account.

2.5 Purchase history

This sub-menu allows you to watch your purchase history. You can see the date of purchase, number of licenses purchased and remarks about each payment.



[ORDER LICENSES](#) | [ADD PERSON](#) | [SEARCH PERSON](#) | [BUY LICENSES](#) | [PURCHASE HISTORY](#) | [ORDERED LICENCES](#)

HISTORY OF PURCHASED LICENSES

Buy Date	Nb Lic	Remark
08.10.2014	150	selon e mail 8.10.2014 MB/

2.6 Ordered licenses

From this menu you can find licenses that you ordered in current or any other season.



[ORDER LICENSES](#) | [ADD PERSON](#) | [SEARCH PERSON](#) | [BUY LICENSES](#) | [PURCHASE HISTORY](#) | [ORDERED LICENCES](#)

Last Name
 Gender
 Season
 Lic No
 License Type

SEARCH

Last Name	First Name	Birth Date	Gender	Lic No	Addr Status	Licence
BRAINE	Gildas	22.12.1977	Men	22121977000	Complete	Referee

3. Entries

From this page you can enter athletes and referees for upcoming competitions. You can search competitions to enter by **"Category"**, **"Weapon"**, **"Gender"**, **"Event"**, **"Type"** and **"Zone/Country"**.



BEFORE DEADLINE YOU CAN CHANGE FOR FREE.

Before deadline you can make changes without fine
 After deadline 1 every change - 150 Euro.
 After deadline 2 every change - 250 Euro.
 To make the changes after deadline 1 please contact FIE office info@fie.ch.

 EXTRACT FROM FIE RULES CONCERNING ENTRIES TO THE FIE COMPETITIONS

Category Weapon Gender Event

Type Zone / Country

SEARCH

Last column shows the number of entered fencers and referees (after "+" for junior competitions).

Competition	Place	Start	Deadline 1	Deadline 2	Weapon	M/F	Cat.	Type	Event	Status	Entries
Trophée Maître Roger Nigon	Bâle	17.01.15	11.01.15	13.01.15	E	M	J	A	I	Initial	0+0
Challenge International de Paris	Paris	18.01.15	12.01.15	18.01.15	F	M	S	EQ	E	Modified	0
Coupe du Monde par équipes	Gdansk	18.01.15	12.01.15	18.01.15	F	F	S	EQ	E	Initial	0
Tournoi de la ville de Dijon	Dijon	18.01.15	12.01.15	13.01.15	E	F	J	A	I	Modified	0+0
Coupe du Monde par équipes	Bâle	18.01.15	12.01.15	18.01.15	E	M	J	EQ	E	Initial	0+0
Heidenheimer Pokal	Heidenheim	22.01.15	16.01.15	20.01.15	E	M	S	A	I	Initial	0
Ciudad de Barcelona	Barcelone	23.01.15	17.01.15	20.01.15	E	F	S	A	I	Initial	0

The deadline for entering fencers, teams and officials is indicated in each competition ("entries before dd.mm.yyyy"), and also in the column "Entry before" in the sub-menu "Entries". All entries must be done at the latest the day before the date specified, before midnight (Lausanne time).

3.1. Entering Fencers

Preamble:

- Only the fencers who have a valid license for the current season appear on the screen and may be entered in the competitions.
- If one of the fencers you wish to enter does not have a valid license, you first have to follow the standing procedure to order a license for the current season for that fencer. Once the license has been ordered, you can go back to the "**entries**" page and continue the entry procedure. This procedure is the same for individual and team competitions.

Step-by-Step Procedure

- a) Go to the "**entries**" menu. Use the search criteria proposed to search for the competitions and display the list of competitions in which you can enter your fencers. Select the competition you are interested in.
- b) The competition's page opens up and lists your federation's licensed fencers.
- c) Click on the fencers whom you wish to enter, then validate by clicking on "**enter**". A confirmation window opens up stating the number of fencers who have been correctly entered. You can see the list of fencers you entered by clicking on "**view fencers entered**". If you wish to alter your entries, click on the box of the fencer concerned, then on "**remove**". Check the list of fencers if necessary to make sure your entry and any changes have been processed by the system.
- d) Print the list of fencers entered by clicking on "**view fencers entered**" and then typing "Ctrl" + "p" on your keyboard.

3.2. Entering referees

For Junior World Cups only, delegations must enter their referees through the FIE website.

The entry procedure for the referees and the athletes is the same. The entry deadline is also the same.

Preamble:

- Only referees with valid licenses for the present season will appear on the screen. These are the only referees eligible for entry.
- If your delegation wishes to register an unlicensed referee, it must follow the regular license purchasing procedure for the season underway. Once ordered, you may return to the « competitions » rubric under « entry », and continue the entry process.

Step-by-Step Procedure

- a) Go to the "**entries**" menu. Enter the appropriate criteria in the search fields to display the list of competitions for which your referees are eligible. Select the desired competition.
- b) Clicking on the selected competition will open a window with "**enter fencers**", "**view fencers entered**", "**enter referees**" and "**view referees entered**" tabs. Select "**add referee**".
- c) To register, check the boxes of the referees you wish to enter and confirm by clicking on "**Enter**". A confirmation window displaying the number of properly entered referees will appear. To see the list of referees entered, click on "**view referees entered**". Your registration is now complete.
- d) To modify your entries, check the box of the chosen referee and click "**remove**". If necessary, verify the list of referees entered.
- e) Print the list of fencers entered by clicking on "**view referees entered**" and then typing "Ctrl" + "p" on your keyboard.

4. Payments

This menu allows you to manage your NF's payments and see financial history.

4.1. Status & payments

From this menu you can pay all fees and fines. Also this menu allows you to buy license credits.

HOME | LICENSES | ENTRIES | **PAYMENTS** | COMPETITIONS

STATUS & PAYMENTS | HISTORY

ON YOUR BALANCE 1500 EURO

YOU HAVE 9 LICENSES AVAILABLE [BUY LICENSES](#)

FEES TO BE PAID BY FEDERATIONS

- Annual fee - 375 euro
You need to pay Before March 15th of the current civil year
- Competitions fees - 550 euro
Eden Cup - Londres - GBR - 10.01.15
Weap - F. MIF - M. Cat. - J. Type - A
Before the 1st day of competition

Choose a fees and press "pay"

[PAY](#)

UNPAID FINES

Choose a fines and press "pay"

[PAY](#)

Button **"buy licenses"** will forward you to page where you can buy licenses (point 2.4).

To pay fees, such as annual or competitions fee, check it in the boxes and press **"pay"** button. Do the same for unpaid fines.

Note: if you do not have enough credit, you will need to make a payment to our bank - stating the country and number of licenses for which you are paying - and we will immediately credit your account.

4.2. History

This sub-menu allows you to see the history of income and outcome from NF's balance.



[STATUS & PAYMENTS](#) | [HISTORY](#)

HISTORY OF PAYMENTS

Payment Date	Change	Type	Status	Remark
06.12.2014 15:35:45	1500	income	approved	add money by admin

5. Competitions

This menu is available only for those NFs that organize FIE competitions. It allows you to upload and update information about competitions.



Competition	Place	Country	Start	End	Weapon	M/F	Cat.	Type	Event	Status	Links	Update
Eden Cup	Londres	GREAT BRITAIN	10.01.15	10.01.15	F	M	J	A	I	Initial		Update
Leon Paul satellite fleuret masculin	Londres	GREAT BRITAIN	11.01.15	11.01.15	F	M	S	SA	I	Initial	Invitation	Update
Cole Cup	Londres	GREAT BRITAIN	25.04.15	25.04.15	S	M	S	SA	I	Initial		Update
Tournoi satellite	Londres	GREAT BRITAIN	25.04.15	25.04.15	S	F	S	SA	I	Initial		Update
Cole Cup	Londres	GREAT BRITAIN	26.04.15	26.04.15	E	F	S	SA	I	Initial		Update

After pressing the **"update"** (last column) button next to competitions name you will be forwarded to competition's page where you can add following information: competitions description, upload cover image and invitation file, enter links* for website, live stream and live results.

After completing entering this information you should save it by pressing **"save"** button. All entered information will be shown in **"links"** column.

* - enter full address of the link, starting with **"[http://](#)"**. Otherwise the link will not work.

6- GDPR form

INFORMATION NOTICE, COLLECTION, STORAGE AND USE OF PERSONAL DATA

In order to ensure that all licensees are informed and aware of how their personal data may be or is being processed by the FIE, by their National Federation, by authorized event organizers and by anti-doping organizations, the FIE has drafted the following information notice (or GDPR form), which must be sent to all licensees. Federations and licensees must sign it to confirm that they have read it and agree with its content.

Procedure for uploading the form to the licensee's profile when ordering a license:

The list of all persons in the database is displayed.

Identify the persons for whom you want to order a license. Check that the GDPR form has been uploaded.

If the + sign is displayed, you can order the license.

If the - sign is displayed, you need to upload the GDPR form to the person's profile and wait for it to be validated before you can proceed with the order.

FEDERATION INTERNATIONALE D'ESCRIME (FIE)

INFORMATION NOTICE

COLLECTION, STORAGE AND USE OF PERSONAL DATA

Holders of a licence issued by the FIE (fencers, referees, members of the Executive Committee and of Commissions and Councils, Coaches Officials for the World Championship and Olympic Games, hereinafter referred to as the **Licensees**)

Family name and given name:		Nationality :
Date of Birth (DD, MM, YY) :	Male	Female
I have an FIE licence as (select one and provide licence number):		
Fencer :	Coach :	
Referee :	Elected/appointed Member :	

I understand and freely acknowledge, as per included detailed explanations, that

- ⇒ my national federation, the FIE, all approved Event Organisers, WADA and all other authorised Anti-doping Organisations
- ⇒ may process, collect, store, use and delete my personal data
- ⇒ For the purpose of
 - managing my affiliation as Licensee with the FIE;
 - participating in fencing events and keeping and publishing my sporting history and biography;
 - implementing and complying with all anti-doping requirements and rules

Place :	Date :
Licensee's name :	If the licensee is minor of age, signature of the legal guardian(s) :
Licensee's signature :	

I. GENERAL PERSONAL DATA

1. I HEREBY FULLY AND FREELY UNDERSTAND AND ACKNOWLEDGE that the Fédération Internationale d'Esgrime ("FIE"), the national fencing federation with which I am affiliated ("NF") and any third parties contracted by the FIE, may collect, store, process, use and disclose to third parties any personal information including, but not limited to my name, date of birth, contact details, image as well as historical and statistical data related to my affiliation as licensee with the FIE, as well as to my participation, in any capacity, in any national and international fencing event ("Events") organised by my NF, by the FIE, by any NF member of the FIE or by any FIE approved contractual partners ("Event Organisers") (hereinafter referred to as the "Personal Data"), to the extent that such Personal Data are necessary or helpful to the management of my affiliation as licensee to the FIE, as well as to the organisation of such Event and to my participation thereto, and to the promotion of the sport of fencing by the FIE. The FIE may create and update my Personal Data in any other way in which I have provided or will provide my express consent or as may be required by law.

II. PERSONAL DATA RELATED TO ANTI-DOPING

2. I confirm that I accept to be bound to all the provisions of the World Anti-Doping Code (WADC).

I **HEREBY UNDERSTAND AND ACKNOWLEDGE** that I am subject to the provisions of the WADC implemented by any Anti-Doping Organisation in charge of any Anti-Doping Activities, in that they may, where applicable, in particular, collect, store and use:

- urine and blood samples to establish possible anti-doping rule violations,
- whereabouts information,
- any information and material necessary for the implementation of the biological passport,
- any information and material to conduct testing and perform results management, in order to determine whether the use of a Prohibited Substance or Prohibited Method is strictly limited to legitimate and documented therapeutic purposes,
- any information and material for the purpose of educating Athletes and other Persons of their rights and responsibilities,
- any information and material to conduct investigations into anti-doping rule violations and to initiate legal proceedings against those who are alleged to have committed such violations.

3. I **UNDERSTAND** that the term "Anti-Doping Organisations" shall include, but not limited to, any signatory of the WADC that is responsible for adopting rules for initiating, implementing or enforcing any part of the Doping Control process. This includes, but is not limited to, the International Olympic Committee, the International Paralympic Committee, other major events organisations that conduct testing at their events, WADA, FIE and national fencing federations and National Anti-Doping Agencies.
4. I **FURTHER UNDERSTAND AND ACKNOWLEDGE** that I am submitted to WADA International Standard for Protection of Privacy and Personal Information (hereinafter referred to as "WADA ISPPPI") and I confirm that I am aware of the content of article 2.0 WADC ISPPPI relating to the confidentiality of Personal Information set forth in article 14.6 WADC which provides that:

Anti-Doping Organisations may collect, store, process or disclose personal information relating to Athletes and other Persons where necessary and appropriate to conduct their anti-doping activities under the Code and International Standards (including specifically the

International Standard for the Protection of Privacy and Personal Information), and in compliance with applicable law.

5. I **UNDERSTAND** that, under article 3.2 of the WADA ISPPPI, the notion of Personal Information includes “Sensitive Personal Information” and is defined as follows:
- **Personal Information** including, but not limited to, Athlete’s name, date of birth, contact details and sporting affiliations, whereabouts, designated therapeutic use exemptions (if any), anti-doping test results, results management (including disciplinary hearings, appeals and sanctions), personal details and contact information relating to other Persons, such as medical professionals and other Persons working with, treating or assisting an Athlete in the context of Anti-Doping Activities.
 - **Sensitive Personal Information** relating to Athlete’s or other Person’s racial or ethnic origin, commission of offences (criminal or otherwise), health (including information derived from analysing an Athlete’s Samples or Specimens) and genetic information.
6. I **FURTHER UNDERSTAND AND CONSENT** that, pursuant to article 8.2 of the WADC ISPPPI, Anti-Doping Organisations may disclose my Personal Information to other Anti-Doping Organisations **where such disclosures are necessary to allow the Anti-Doping Organisations receiving the Personal Information to fulfil obligations under the Code and in accordance with applicable privacy and data protection laws.**
7. I am finally aware of the content of Annex A to the WADC ISPPPI regarding the **retention time** of my general Personal Information, but also including whereabouts, Therapeutic Use Exemption, testing, A and B samples, test results and results management (forms/documentation), disciplinary ruling (ADRV) and athlete biological passport (ABP).
- III. ACCESS / RECTIFICATION / DISCLOSURE / WITHDRAWAL OF CONSENT / ERASURE (RIGHT TO BE FORGOTTEN)**
8. I am aware that I can ask to have **ACCESS** to any of my Personal Data and that I am entitled to request their **RECTIFICATION** to correspond to the truth.
9. Besides, I have been duly informed and I understand that the FIE, National Federations, the Event Organisers and the Anti-Doping Organisations may **DISCLOSE** Personal Information to third parties where such disclosures (i) are required by law, sports regulations or compulsory legal process or by the implementation of a contract; or (b) is published on the FIE website as general and public sporting information (name, date of birth, nationality, sporting profile and biography; statistical data); or (c) are made to recipients located in countries ensuring a adequate level of protection; or (d) are necessary to assist law enforcement or governmental or other authorities in the detection, investigation or prosecution of a criminal offence or breach of the WADC, provided that the Personal Information is reasonably relevant to the offence in question and cannot be otherwise reasonably be obtained by the authorities.
10. I am aware that I am entitled to **OBJECT AND REFUSE** at any time the processing of my Personal Data as described above, by written and signed communication sent to my NF and to the FIE. I further understand that my participation in any fencing activity may, from time to time, depend on my consent that the above-mentioned Personal Data be processed for legitimate and regulatory purposes and, in particular, that my participation is contingent upon my voluntary compliance with anti-doping procedures set forth in the WADC. Accordingly, I am fully aware that in case of objection, refusal or opposition to the processing of my personal data, I **COULD**

NO LONGER BE ALLOWED TO PARTICIPATE in a specific event or in any sporting international fencing activity.

11. I am also informed of my right to request that all my Personal Data collected by the NF, FIE, any Event Organiser or by any Anti-Doping Organisation, **BE ERASED**, notably if and when such **Personal Information is no longer relevant to my NF, the FIE, Event Organisers, or any other Anti-Doping Organisations**, respectively, for the purpose of the organisation of any other competitions organised under the auspices of my NF, the FIE or any Event Organiser, or for the promotion of the sport, including for public or scientific interests, for historical research and statistical purposes, or the compliance of anti-doping regulations.

IV. LITIGATION

I agree that any dispute, controversy or claim arising out of, or in connection with the above-referenced matters, and not resolved after the exhaustion of the legal remedies set forth by the FIE, my National Federation, and/or the Event Organiser, shall be exclusively submitted to the **COURT OF ARBITRATION FOR SPORT** (CAS), Lausanne, Switzerland, pursuant to the Code of Sports-related Arbitration.

The NF **HEREBY CERTIFIES** and **GUARANTEES** that all the rules referred to in the present Use and Storage of Personal Data – information notice, have been brought to the attention of the participant and made available to him upon signature of the present agreement.

Name of the Member Federation	Date
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