



# **IPC HANDBOOK**

## **SECTION 1 CHAPTER 2.7**

### **BYLAW SPORT GOVERNANCE AND MANAGEMENT**

**2021**

# 1 PREAMBLE

## 1.1 IPC vision and mission

- The IPC vision is:  
 “To Enable Paralympic Athletes to Achieve Sporting Excellence and Inspire and Excite the World.”
- The IPC Constitution states that the IPC will:  
 “with respect to the IPC sports, act as governing body of these sports, including the awarding and sanctioning of world and regional multi-disability Games and championships...”

Therefore, the IPC Governing Board is obliged to ensure that the IPC sports are strategically governed and efficiently managed to maximise the organisation’s resource effectiveness and efficiency while developing systems and programmes that ultimately lead to self-sustainability and eventually self-governance.

- The IPC mission confirms that the IPC, in furtherance of the vision, will:  
 “Guarantee and support the organisation of successful Paralympic Games” and;  
 “Promote and contribute to the development of sport opportunities and competitions, from initiation to elite level, for Paralympic athletes as the foundation of elite Paralympic sport” and;  
 “Promote the self-governance of each Paralympic sport either as an integral part of the international sport movement for able-bodied athletes, or as an independent sport organisation, whilst at all times safeguarding and preserving its own identity”.

## 1.2 Sport delivery through International Federations.

The IPC delivers its vision and mission through the recognition of, and co-operation with, International Federations (‘IFs’).

Save in respect of IPC sports and IOSD sports, IFs are independent sports federations recognised by IPC as the sole worldwide representative of a sport for athletes with a disability that has been granted the status as a Paralympic sport by the IPC. The IFs that control the Paralympic sports must become members of the IPC.

The IPC is the IF for the sports listed in Part 1 of the Schedule to this bylaw. The governance of the IPC sports shall be in accordance with Articles 4, 5 and 6 of this bylaw.

The IPC recognises the IOSD members as the IF for their respective Paralympic sports as listed at Part 2 of the Schedule to this bylaw.

Part 3 of the Schedule to this bylaw lists the Paralympic sports that are governed by International Federations.

### 1.3 Bylaw definitions

Reference to 'Paralympic sport(s)' in this Bylaw is a reference to each sport in the Paralympic Games Programme (including Paralympic Winter Games) unless the context specifies otherwise. Reference to 'IPC sport(s)' is a reference to a sport where the IPC is the governing IF.

Paralympic sports are those sports that meet the requirements of the Paralympic Games chapter of this Handbook ('Criteria for Admission of Sports and Disciplines') and have been granted the status of a Paralympic sport by the IPC Governing Board.

## 2 COMPETITION STRUCTURE

### 2.1 Paralympic Games and Paralympic Winter Games (see Paralympic Games chapter, chapter 3.1)

The Paralympic Games and the Paralympic Winter Games represent the peak moment of each quadrennial sports cycle for Paralympic athletes, Paralympic Family members and supporters of the Paralympic Movement.

All the rights to the Paralympic Games and the Paralympic Winter Games are the exclusive property of the IPC (see also Intellectual Property Bylaw and Rights and Obligations of Members bylaw). The IPC ensures that each edition of the Paralympic Games and the Paralympic Winter Games is organised by an appropriate Organising Committee, who under the arrangements currently agreed with the IOC will be the same organising committee as for the corresponding Olympic Games or Olympic Winter Games as appropriate.

### 2.2 World and regional championships

World and the regional championships for each sport shall be organised by (or on behalf of) the IF governing that sport.

### 2.3 Regional Games

Regional organisations may award, supervise and control their respective Regional Games in accordance with the terms and conditions established by the IPC.

### 2.4 Meaning of 'championships' and 'Games'.

Within the Paralympic Movement reference to 'Games' will be a reference to a competitions organised on a multi-sport basis. References to 'championships' shall be to competitions organised for a single sport.

### **3 IPC ANTI-DOPING CODE AND IPC CLASSIFICATION CODE**

The IPC Anti-Doping Code and IPC Classification Code are essential codes for the regulation of the Paralympic Sports and IPC Sports. They are set out at Section 2 of this Handbook and every IF must adopt, implement and fully comply with all the provisions of these Codes.

## **4 OVERALL STRUCTURE FOR GOVERNANCE AND MANAGEMENT OF IPC SPORTS**

- 4.1 The IPC Governing Board has the delegated authority of, and is accountable to, the IPC General Assembly for the governance and strategic direction of those IPC sports listed at Part 1 of the Schedule to this bylaw.
- 4.2 The IPC Governing Board will take advice from the IPC sport forums established under this Bylaw and will receive all relevant recommendations proposed by the IPC Sport Forums.
- 4.3 The IPC Governing Board has established a Sport Technical Committee for each IPC sport, which is accountable to the IPC management team on all matters related to the technical delivery of their respective IPC sport.
- 4.4 The Sport Technical Committees shall have no authority that does not come from the IPC Governing Board.
- 4.5 The IPC management team is accountable to the IPC Governing Board on all matters related to the day-to-day management of the IPC sports and the implementation of each IPC sport's strategic plan.

## **5 IPC SPORT FORUMS**

- 5.1 The IPC sport forum is the formal gathering of IPC members participating in the respective IPC sport as defined in 5.2 below and serves as an advisory and consultative body to assist the IPC, and in particular the

respective IPC Sport Technical Committee, in furthering the development of that IPC sport. (being one of the sports listed at Part 1 of the Schedule)

- 5.1.1** The IPC sport forums comprise formally mandated delegates from IPC members that meet the requirements of paragraph 5.2 below.
- 5.1.2** The IPC sport forum shall normally be held on a quadrennial basis in connection to the respective IPC sport world championships. Any additional formal IPC sport forum may be organised on the request of the IPC Governing Board, or on the request of one-third (1/3) of the members in that respective IPC sport included on the annual published list as defined in 5.3 below. Notwithstanding the above, other informal gatherings may still be organised by the respective IPC Sport Technical Committee in connection to other IPC sport competitions in order to collect feedback on relevant on-going sport matters.
- 5.2** IPC members that can exercise full rights at an IPC sport forum are;
- 5.2.1** those NPCs in good standing that had one or more athletes licensed to participate in at least one of the respective IPC sport's recognised competitions in the past two years; i.e., in the past two competition seasons of that IPC sport, and
- 5.2.2** each IOSD involved in the respective IPC sport.
- 5.3** The IPC management team shall, on an annual basis, maintain and publish a list of IPC members satisfying the conditions of 5.2 who are entitled to attend, speak and vote at each IPC sport forum. This list shall be published two weeks prior to the start of the season for the relevant IPC sport; i.e. 15 July for winter IPC sports and 15 December for summer IPC sports.
- 5.4** The Chairperson of the respective IPC Sport Technical Committee will be entitled to permit NPCs that do not satisfy the criteria set out at 5.2 to attend meetings of the IPC sport forum as observers only. This means that members who only start to compete (or to compete again after a period on non-participation) in the IPC sport in the season in which the IPC sport forum is held but have not qualified to be on the list maintained under 5.3 will only be able to attend the relevant IPC sport forum as an observer.
- 5.5** The IPC sport forum shall undertake the following roles and responsibilities for each respective IPC sport:
- Consider recommendations that are formally submitted by the respective IPC sports members and/or the IPC Sport Technical Committee on any sports specific matters, and in particular on the sports technical rules and aspects. These recommendations will be discussed and may be voted on by the IPC sport forum following which

they will be considered within the appropriate IPC governance and management structure.

- Reporting on and discussing general issues of concern and the overall development of the respective IPC sport
- Provide a forum for the IPC Sport Technical Committee to carry out its consultation and consensus building roles

**5.6** The procedure at meetings of the IPC sport forum shall be under the control of the IPC Sport Technical Committee Chairperson who shall act as Chairperson of the IPC sport forum and will be guided by the procedural requirements set out in the standing order - 'Procedures to be followed at General Assemblies' and the specific requirements set out at 5.7 below.

**5.7** The following shall be specific procedural requirements applicable to IPC sport forums;

- The IPC sport forum shall seek to pass 'formal recommendations' which shall be transmitted to the IPC Governing Board by the IPC management team,
- Formal recommendations shall be passed by a simple majority of those present and voting on any recommendation.
- Six months prior to the date of the IPC sport forum the IPC management team will send to all eligible IPC members' notice of the date, time and place of the forthcoming IPC sport forum.
- Proposed recommendations and other business for the agenda of an IPC sport forum must be submitted to the IPC management team at least three months prior to the meeting.
- The agenda and all relevant supporting documents will be sent out to IPC members eligible to attend an IPC sport forum at least six weeks prior to the meeting.
- Only delegates who have been mandated in writing to represent a IPC member eligible to participate in the business of the IPC sport forum shall be entitled to speak and vote, the written mandate will be submitted to the IPC management team in accordance with the timelines established.
- A roll call will be taken at each IPC sport forum by the IPC management team representative to establish whether an appropriate quorum is reached.
- The quorum shall be one third (33.3%) of IPC members eligible to attend and vote, if a quorum is not present the IPC sport forum may continue with its business but the minutes will clearly record the lack

of quorum, the IPC sport forum shall not be adjourned to another day as a consequence of a lack of quorum.

- Recommendations passed at an inquorate meeting of an IPC sport forum may be submitted by the IPC management team to all the members entitled to vote at that IPC sport forum for a postal vote and if passed as a recommendation the results of this postal vote will be further taken into consideration within the appropriate IPC governance and management structure.
- There shall be no procedural motions.
- There shall be no power to adjourn a meeting of an IPC sport forum, other than for the purpose of facilitating a short break (such as for lunch) in proceedings with the intention of reconvening the meeting that same day.
- The business of any IPC sport forum shall be concluded within a day. If by the time set by the Chairperson for the close of business there are still items on the agenda to discuss the Chairperson may offer to extend the meeting by a period of no more than two (2) hours which would then be put to a vote for approval.

## **6 SPORT TECHNICAL COMMITTEE GOVERNANCE**

### **6.1 Role and responsibilities**

The Sport Technical Committees shall undertake the following roles and responsibilities for their respective IPC sport.

#### **6.1.1 Delivery**

To deliver specified sport technical activities and services, including:

- Development of the technical requirements for the respective IPC sport at competitions in conformity with the IPC's regulations;
- Assuming the responsibility for the technical control and direction of the respective IPC sport competitions;
- Proposing technical delegates to oversee the set-up and conduct of events for the respective IPC sport competitions;
- Establishing the final results and rankings for the respective IPC sport and competitions;

- Development and maintenance of their sport-specific regulations and to ensure their application in accordance with the established IPC structure;
- Development and maintenance of their sport-specific classification systems, the classification sport profiles, and to ensure they are drafted and applied fully in accordance with the IPC Classification Code;
- Overseeing and approving the publication of Paralympic Games, Paralympic Winter Games, world and regional record lists, as applicable for each IPC sport;
- Developing and conducting training courses for technical and classification officials;
- Appointing the necessary technical and classification officials for their IPC competitions; and
- Imparting technical advice and assistance in the development of the respective IPC sport.

#### 6.1.2 Advisory

To provide advice to the IPC management team and/or the IPC Governing Board on all sports specific matters of a technical nature affecting their sport. This may be based on the knowledge and experience of the various members of the Sport Technical Committee or derived from a consensus or recommendation put forward by their respective IPC sport forum, including:

- Contributing to the development of the technical rules of the sport as directed by the respective IPC sport forum for ratification by the IPC Governing Board;
- Proposing the programme of the respective IPC sport competitions including the discipline(s), medal event(s), athlete quota, and competition format in accordance with the IPC's rules, criteria and conditions for ratification by the IPC Governing Board and any conditions or requirements agreed between the IPC and a competition Organising Committee (including any Paralympic Games or Paralympic Winter Games);
- Establishing and enforcing the criteria of eligibility and qualification for designated IPC competitions in conformity with the IPC regulations;
- Contributing to the development of the annual competition calendar for the respective IPC sport; and
- Proposing for each IPC competition the competition and training schedules, facility requirements, sports equipment requirements and



technical installations for establishing the results for the respective IPC sport.

### 6.1.3 Consultation and consensus

To build consensus within their IPC sport on the various issues affecting the governance, management, promotion and development of that IPC sport. To consult the IPC sport members on issues affecting the IPC sport on the occasion of the IPC sport forum, and also at other times as appropriate.

## 6.2 Sport Technical Committee structure

### 6.2.1 Membership and designation

6.2.1.1 The composition of the Sport Technical Committee will be determined by the IPC CEO and the Sport Technical Committee chairperson, once appointed by the IPC CEO. There shall normally be between five and nine voting members (exclusive therefore of the ex-officio members and any co-opted members).

6.2.1.2 Each Sport Technical Committee shall include as a minimum a Chairperson, Vice Chairperson and a Head of Classification.

6.2.1.3 The members of the Sport Technical Committees will have designated titles with corresponding job descriptions.

6.2.1.4 The IPC CEO and Sport Technical Committee Chairperson will initially develop the job descriptions for each Sport Technical Committee position. Appointments of Sport Technical Committee members must take full account of each person's skills, experience and qualifications measured against the requirements of the relevant job description.

6.2.1.5 All reasonable efforts will be made to appoint to the Sport Technical Committee at least one athlete who has competed in the Paralympic Games or Paralympic Winter Games in the respective sport in the eight years preceding his or her appointment.

6.2.1.6 The Sport Technical Committees may co-opt non-voting members as necessary, and incorporate and/or consult athlete representatives for the completion of specific tasks. Membership of any non-voting member will be subject to the approval of the IPC CEO.

6.2.1.7 Vacancies in the Sport Technical Committees occurring through resignation, death or any other reason will be filled by appointment by the IPC CEO and the Sport Technical Committee Chairperson (unless the vacancy is the Chairperson, in which case the IPC CEO alone shall fill the vacancy).

**6.2.1.8** The IPC President, IPC CEO and the IPC sports responsible person in the IPC management team shall be ex-officio members of each Sport Technical Committee and will be entitled to attend meetings with speaking rights only.

**6.2.2** Terms of office

**6.2.2.1** Subject to 6.3 and 6.8, members of the Sport Technical Committees shall normally serve for four (4) years.

**6.2.2.2** There are no limitations on the number of terms of office members can serve on STCs.

**6.3** Annual review of Sport Technical Committees

There shall be an annual review of the activities of each Sport Technical Committee, which shall take place between the Chairperson of each Sport Technical Committee and the IPC CEO, or another IPC management team if assigned to carry out this task by the IPC CEO. During these meetings the performance and contribution during the year of any member who it is felt has not contributed satisfactorily shall be considered. In the case of any under-performance the IPC CEO and the Sport Technical Committee Chairperson shall be entitled to bring this to the attention of the member verbally. In serious cases of misconduct or lack of attention by a member to his or her duties a review can take place at any time and the member can be removed by the IPC CEO (again at any time).

**6.4** Staffing

A member of the IPC management team will be assigned to assist in the work of the Sport Technical Committees including producing reports and minutes of Sport Technical Committee meetings and Sport Technical Committee recommendations.

**6.5** Reporting

**6.5.1** Written reports/minutes of the Sport Technical Committee decisions and meetings shall be produced by the IPC management team for distribution and archiving. All reports/minutes shall be approved and signed by the Sport Technical Committee Chairperson.

**6.5.2** The IPC CEO shall ensure that recommendations to the IPC Governing Board resulting from the Sport Technical Committees decisions and meetings are included on the agenda of the IPC Governing Board and that the subsequent decisions from the IPC Governing Board are communicated to the members of the Sport Technical Committees.

**6.5.3** The Chairpersons of the Sport Technical Committees may be invited to attend the meetings of the IPC Governing Board and/or may be invited

to give a verbal report at the meeting of the IPC Governing Board on a specific topic. Alternatively the IPC Governing Board may require Sport Technical Committee Chairpersons to submit to any meeting of the IPC Governing Board a written report on any specific issue or issues.

**6.5.4** A general report on the activities of the Sport Technical Committees will be developed by the respective Sport Technical Committee Chairpersons for inclusion in the IPC Sports Department section of the annual and biennial reports to the IPC General Assembly.

## **6.6 Meetings**

**6.6.1** The Sport Technical Committees will normally hold two meetings per year. Additional meetings must be approved in advance by the IPC CEO.

**6.6.2** All meetings of the Sport Technical Committee shall be under the control of the Sport Technical Committee Chairperson and must be conducted in compliance with the rules outlined in the IPC standing order -'The Conduct of IPC Committee Meetings'.

## **6.7 Motions to the IPC General Assembly**

The Sport Technical Committees have the right to submit motions to the IPC General Assembly, through the IPC Governing Board, and subject to compliance with the IPC standing order 'The Administrative Procedures to be followed prior to IPC General Assemblies'.

## **6.8 Termination of membership**

**6.8.1** Membership to the Sport Technical Committees may be terminated by the IPC CEO in accordance with the provisions of 6.3 above.

**6.8.2** Any individual member of the Sport Technical Committees may resign at any time for personal reasons subject only to the requirement that he/she informs the IPC President in writing of such decision.

## **6.9 Finances**

### **6.9.1 Annual budget:**

The Chairperson of an Sport Technical Committee will, in co-operation with the IPC CEO, produce a budget for the respective STC. The budgets for the Sport Technical Committees will be part of the respective IPC sport's annual operating budget and will be included in the overall IPC budget and submitted for approval to the IPC Governing Board and the IPC General Assembly in accordance with the IPC financial policies.

### **6.9.2 Other financial regulations**

Any financial regulation for the Sport Technical Committees shall be in compliance with the financial procedures issued by IPC management team from time to time.

#### 6.10 Dissolution of the Sport Technical Committee

The Sport Technical Committees can only be dissolved by a decision of the IPC Governing Board and will be dissolved following any transfer of governance approved under the provisions of paragraph 7 of this bylaw.

## **7 TRANSFER OF GOVERNANCE**

7.1 The IPC has the aim of facilitating the transfer of governance of all IPC sports to independent International Federations by 2016.

7.2 The IPC Governing Board has the authority to approve the transfer of governance of sports currently governed by the IPC to either an International Federation recognised by the IOC or to an independent International Federation established for the purpose of governing the relevant IPC sport on an exclusive and worldwide basis.

## **8 IPC RECOGNISED INTERNATIONAL FEDERATIONS FOR SPORTS NOT ON THE PARALYMPIC GAMES PROGRAMME**

The IPC has recognised the importance of creating a network of recognised International Federations that are not eligible at this stage to be IPC members because the sports that they govern are not admitted to the programme of the Paralympic Games (or Paralympic Winter Games). These IFs are acknowledged to contribute to the development of sport opportunities for athletes within the Paralympic Movement. These International Federations must have organisational standards and goals that are compatible with the Constitution, vision and mission of the IPC (see policy on 'IPC Recognised International Federations' at Section 2 of the IPC Handbook).

Part 4 of the Schedule to this bylaw lists the recognised IFs.

## **9 AMENDMENT TO BYLAWS**

The Governing Board shall be authorised to make any amendments to these bylaws.