



International
Paralympic
Committee

National Paralympic Committee
Presidents / Secretary General
Via Email

Bonn, 8 November 2019
CH/IPC

2020 IPC Athlete Registration and Licensing Programme

Dear NPC Presidents/Secretaries General,

We will be opening the system for NPCs to register and license athletes for the 2020 season (1 January 2020 to 31 December 2020) on Monday, 11 November 2019.

The purpose of this letter is to formally commence the IPC athlete registration and licensing process for the 2020 season, and to remind you of certain changes to the licensing programme in place since the 2019 season.

1 Licence Fees

IPC summer sports have seen significant growth in licensing since 2012. As a consequence, we restructured the licensing programme format in 2017 and introduced a licence fee per IPC summer sport (Athletics, Powerlifting, Shooting, Swimming, and Dance Sport) per NPC, replacing the previous package-based, all-sport system.

The current licence fee (on a per-sport basis) is invoiced annually and allows access to an **UNLIMITED** number of licences for your NPC in the relevant sport for the season. The licence fee charged per sport per NPC has been calculated based on the number of licences activated per season in the previous Games cycle (2012-2015), and the annual fee will remain at the same fixed rate until 2020. At the end of the 2020 season the rate may be reviewed and updated for the next Games cycle.

International Paralympic Committee

Adenauerallee 212-214 Tel. +49 228 2097-200
53113 Bonn, Germany Fax +49 228 2097-209

www.paralympic.org
info@paralympic.org



The fee that is charged per NPC, per sport is calculated as the average number of licences (rounded) activated in the sport per season, multiplied by €15 Euro per licence, plus a €20 Euro fixed fee to cover any administration costs (bank charges etc.) that the IPC may incur.

Example

Sport	No. of athletes licensed by the NPC per season				Average	Rounded Flat Fee € (euro) for Unlimited Licences, incl. Bank Charges etc
	2012	2013	2014	2015		
Athletics	25	30	50	55	40	€ 620
Dance Sport	10	20	50	5	21	€ 340
Powerlifting	22	28	28	30	27	€ 430
Shooting	15	18	22	35	23	€ 360
Swimming	20	25	33	39	29	€ 460

NPCs do not need to apply for any licence package or invoice. An invoice for licences per sport will be created automatically by the IPC Sport Data Management System (SDMS) at the start of each season and should be downloaded by the NPC via SDMS (*Licences & Invoices > packages*).

Please transfer the amount in question to the account indicated on the invoice. If the package is bought and athletes are licensed before 31 December 2019 their licences are valid from 1 January 2020 onwards. After 1 January 2020, the licences will be active from the date of activation.

Please indicate the invoice number on the payment form. The IPC has previously faced some problems in tracking payments, leading to a delay in activating licences. We kindly request you to send a proof of payment immediately to the IPC Finance Department at accounts@paralympic.org if your payment is not confirmed in SDMS within one week.

NPCs with difficulties in transferring money due to policy limitations on the international transfer of funds, please contact the IPC Finance Department (accounts@paralympic.org) before 16 January 2020 to identify a suitable payment option. Please also don't hesitate to contact her for any further questions regarding payments.



2 Licensing regulations

There are no major changes to the regulations for 2020. However, we remind you of the following requirements:

- All athletes in Shooting MUST have a completed Athlete Epilepsy Declaration Form uploaded to their SDMS profile in order to complete athlete registration and be eligible for licensing.
- All athletes in Athletics and Swimming with an intellectual impairment (T/F20 in Athletics, S/SB/SM14 in Swimming), who hold New “N” or Review “R” sport class status, MUST have a completed Training History and Sport Activity Limitation Questionnaire (TSAL-Q) not older than 12 months, uploaded to their SDMS profile, and must have met the INAS Eligibility Criteria (checked through the INAS Eligibility Masterlist) in order to complete athlete registration and be eligible for licensing.
- All athletes in all sports (Athletics, Swimming, Powerlifting, Shooting and Dance Sport) with a physical or vision impairment (PI and VI), who hold New “N”, Review “R” or Review 2020 (including any Fixed Review Date before 2020) sport class status, MUST have a completed Medical Diagnostic Form (MDF) and applicable supporting medical documents uploaded to their SDMS profile in order to complete athlete registration and be eligible for licensing.
- To be eligible to be licensed, or relicensed, to participate in IPC competitions all athletes are required to agree to the terms outlined in the **IPC Athlete Eligibility Agreement (version two)**. Those athletes who signed version one, however, are not required to sign version two (but certainly may do so if desired). Instead, these athletes’ respective NPCs will be required to supply such athletes with a copy of version two and ensure those athletes accept the terms of version two. NPCs will be required to confirm that these steps have been completed as provided in SDMS. Any athlete who does not agree to the terms of version two will not be relicensed.
- An athlete needs to be licensed prior to a competition for his/her results to be recognised for rankings and records. The unlimited licence packages allow immediate licensing after confirmed registration.
- Since 2012 guide runners for athletes with a visual impairment must obtain a World Para Athletics licence in order to compete in track events at the Paralympic Games, World Championships and Regional Championships and some specific World Para



Sport Recognised Competitions. The licensing process for athletes and guides remains the same.

- An athlete with a New “N” or Review “R with no fixed date” sport class status needs to undergo an international classification assessment within six (6) weeks in Athletics, Powerlifting, Shooting and Swimming after a record-breaking performance for official record recognition.
- Athlete Identification Cards and seasonal Licence Cards can be printed out for the new summer season 2020. SDMS offers a section under ‘Licence Management’ to select licensed athletes and download their cards as PDF files for printing and distribution.

Please find attached the “IPC Athletes Registration and Licensing Policies Fact Sheet” for more information.

3 Athlete Registration Process

The 2020 athlete registration process will follow the same steps to the one in 2019 (Fact Sheet enclosed below). The SDMS manual is available on www.paralympic.org/sdms. In the following instructions guides are considered as athletes.

a) Athlete Registration Phase

The following steps are to be followed in the athlete registration process:

1. **NPCs access** the SDMS online with the same NPC User Name and Password previously assigned.
For NPCs that have not activated their account previously or are changing any of the users’ data, please complete the NPC Account Request Form which can be found on the SDMS login page, underneath the login panel.
2. **NPCs with active athletes registered or licensed for the 2019 season** will find all required athletes’ registration data fields and documentation available for review and ready to action, unless new documents have been uploaded that require review by the responsible World Para Sport. Expired passports are kindly requested to be replaced with a new version to continue the proof of nationality.



3. **For NPCs adding new athletes** and those without any athletes registered or licensed for any previous season, please complete the mandatory athletes' registration data fields and upload the following documentation for each athlete:
 - a. The signed IPC Athlete Eligibility Agreement (**version two**).
 - b. A recent passport size photo.
 - c. In the case that an athlete's nationality does not match with the NPC country/territory, a copy of the athlete's passport or ID card must be submitted. Additionally, the IPC must be contacted for review of the nationality issue for compliance with the IPC Athlete Nationality Policy (see IPC Handbook, Section 2, Chapter 3.1).
 - d. The medical documentation as outlined in chapter 2 of this letter, uploaded to the Classification section of their SDMS profile.

For guide runners in Athletics, please assign the guided athletes according to SDMS manual instructions in chapter 5.1.6.

Once all athlete registration data fields and documentation have been completed, eligibility conditions have been fulfilled, and the IPC has reviewed the data and documentation, the IPC will confirm the registration status and open the athletes licensing opportunity.

b) Athlete Licensing Phase

The following steps are to be followed in the athlete licensing process:

1. NPCs download and pay the invoice for an unlimited licence package as outlined above. Invoice recipient addresses might be subject to validation to ensure the accuracy and quality of addresses. Validation is required to ensure further processing of invoices in line with current account standards.
2. Once the package payment is confirmed NPCs select individual athletes for licensing, as done in previous seasons.

The Athlete Licence is valid until 31 December 2020. It is important to refer to the "IPC Athletes Registration and Licensing Policies Fact Sheet" to understand the differences in an athlete's participation, results recognition for rankings and records and international classification between athletes not registered, registered or licensed.



In preparation for the 2020 athlete registration and licensing process, please find attached the IPC Athlete Eligibility Agreement (version two) for new athletes. General provisions for capturing and preparing photos and documentation for upload onto SDMS can be found in the SDMS manual on www.paralympic.org/sdms.

We hope that the above fully explains all processes and changes. If you have any problems in understanding the above document, please contact the IPC.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Holtz', is positioned below the text 'Yours sincerely,'.

Christian Holtz
Managing Director of World Para Sports
International Paralympic Committee

CC

Haozhe Gao	Head of World Para Athletics
Jorge Moreno	Head of World Para Powerlifting
Tracy Glassford	World Para Swimming Senior Manager
Tyler Anderson	World Shooting Para Sport Manager
Camila Rodrigues	World Para Dance Sport Manager



IPC ATHLETES REGISTRATION AND LICENSING POLICIES

FACT SHEET 2020

1) Athlete Registration and Licence

Athletes must be registered in the Sport Data Management System (SDMS) to be eligible to be licensed and internationally classified.

There is no cost to register an athlete in the SDMS. All registered athletes will be assigned a unique identification code, the SDMS ID, which will remain with the athlete for the duration of his/her career and will be included on all athlete documentation.

Athletes must be licensed in the SDMS to have their results eligible for recognition for official rankings and as record-breaking performances.

An athlete will be considered licensed once their NPC/NSF has applied for a season licence in one sport and the licence package fee payment has been confirmed by the IPC. All licensed athletes will be assigned a season licence number for the respective sport.

Should an athlete retire from competition, it is the responsibility of his/her NPC/NSF to officially declare their retirement by cancelling the athlete registration in the SDMS and notifying the IPC in writing.

2) Athlete Participation

At the Paralympic Games, World Championships and Regional Championships and some specific World Para Sport Recognised Competitions all athletes and guide runners must be licensed to compete. This requirement will be included in the qualification guides of these competitions. Further requirements for eligibility to compete like an additional licensing deadline will be outlined in these guides if applicable.

At other World Para Sport Recognised Competitions only athletes that are licensed may have their results recognised.

3) Rankings

The following matrix outlines by ranking type the licensing and sport class status requirements:



List Name	Licence Required	Sport Class Status Required
Official World Rankings List (Jan – Dec)	Yes	R, C
Official Regional Rankings List (Jan – Dec)	Yes	R, C
Annual Recorded Best Performances (Jan – Dec)	Yes	N, R, C
Minimum Qualification Standard (MQS) Lists by relevant competition Start Date – End Date of Qualification Period	Yes	(N), R, C

If a licensed athlete with a New “N” sport class status is internationally classified and receives a Review “R” or Confirmed “C” sport class status prior to the end of the season, the athlete’s performances during that season will be included in the official rankings.

If a licensed athlete with a New “N” sport class status is internationally classified and receives a Review “R” or Confirmed “C” sport class status prior to the end of the qualification period, the athlete’s performances during that qualification period will be included in the Minimum Qualification Standard (MQS) List for the relevant competition.

Other World Para Sport rules and regulations might have additional impact on the recognition of results, e.g. re-classification of an athlete into a new class. It is recommended to consult the specific rules of each sport for these additional conditions.

4) Records

Athletes must have a licence and have a Confirmed “C” or Review “R” fixed date sport class status to be eligible for recognition of a record-breaking performance.



List Name	Licence Required	Sport Class Status Required
Official World Record	Yes	C (R)
Official Regional Record	Yes	C (R)
Official Paralympic Record	Yes	C (R)
Official World Championships Record	Yes	C (R)
Official Regional Championships Record	Yes	C (R)
Official Regional Games Record	Yes	C (R)

(R): Review “R” fixed date sport class status

If a record-breaking performance is set by an athlete with a New “N” or Review “R” sport class status at a World Para Sport Recognised competition, the NPC has six (6) weeks in Athletics, Powerlifting, Shooting, or Swimming, respectively, after the end of the competition to present the athlete for an international classification assessment. The record-breaking performance will be recognised if the outcome of the athlete’s classification assessment validates the original sport class and he/she is allocated a Confirmed “C” or Review “R” fixed date sport class status.

5) Classification

In any World Para Sport Recognised Competition where international classification is available, licensed athletes will have scheduling priority over registered athletes.

6) Qualification

For each World Para Sport Recognised Competition with qualification criteria, the respective World Para Sport will outline the specific eligibility conditions that athletes are required to meet to participate in that competition, including nationality, Minimum Qualification Standards, international classification sport status, athletes licensing requirements, etc.