



National Paralympic Committees
National Federations

By email

Bonn, 31 March 2021

Bydgoszcz 2021 World Para Athletics European Championships NPC Accreditation Process

Dear NPCs/NFs,

World Para Athletics wishes to inform you that the Bydgoszcz 2021 World Para Athletics European Championships NPC Accreditation system is now online. This letter and attached accreditation guide is intended to assist NPCs with registering members of their delegation within the accreditation system.

Key Dates

| Date | Activity |
|---------------|--|
| 29 March 2021 | Accreditation System Opens to NPCs |
| 30 April 2021 | Accreditation system closes to NPCs, all delegation members must be registered at this point |

All delegation members must have a completed and approved accreditation to be permitted as part of your European Championships delegation. If any member of your delegation is not registered within the accreditation system by **30 April 2021**, they may not be permitted to attend the Championships.

World Para Athletics

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info@worldparaathletics.org



Access

Below you will find the link to the IPC Accreditation System.

<https://db.ipc-services.org/accreditation/>

Your NPC's username and password are the same as your SDMS username and password. The 'User Guide' has been included as a separate attachment to this letter.

NPC Accreditation Categories

| Category | Note |
|---|---|
| NPC President/Secretary General | To be approved by World Para Athletics |
| NPC Representative | To be approved by World Para Athletics |
| NPC Guest | To be approved by World Para Athletics |
| Athlete and Competition Partner | Competition Partner = Guide-runners (field assistants to be accredited as Team Official) |
| Team Leader | Maximum 1 per NPC |
| Team Official and Medical Team Official | Including but not limited to administrators, doctors, physiotherapists, coaches, accompanying personnel and assistants for field events |
| Press Attaché | NPC media representative |

NPC Presidents/Secretary Generals

NPC Presidents and Secretary Generals are entitled to an accreditation card and must be registered in the accreditation system along with other Team Delegation members. If your NPC President/Secretary General is part of your team delegation and wish to enjoy the Championships services in terms of transport, meals, etc., they must be included in your overall delegation size. If they wish to attend the Championships independent of the team, they may be submitted in addition to the confirmed delegation size however, they will not have access to the Championships services.



Only the NPC President and the Secretary General can be accredited under the respective function. All submissions will be cross checked with the IPC Membership Department for approval.

NPC Representative

If a NPC President and/or Secretary General are not able to attend, he/she can only be substituted by the Vice President, Director General or CEO. An official request shall be submitted in writing to World Para Athletics for approval. Upon approval, that person can then be accredited as “NPC Representative”.

NPC Guest

If a NPC would like to bring any high ranked Government Officials and Dignitaries of its country, these guests can be accredited as “NPC Guest”. These requests must also be submitted in writing to World Para Athletics for approval. NPC Guest will not be entitled to receive any Championship services privileges.

Athlete and Competition Partners

Athletes and competition partners (guide-runners) must be registered and licensed in SDMS before they are entered into the accreditation systems.

Some data for athletes will be pre-populated from SDMS. NPCs/NFs are required not only to check the accuracy of the above data and make edits if required, but also to complete the remaining data fields.

Team Leader

The team leader serves as the main point of contact for a delegation. Only one (1) team leader is permitted for each NPC. The team leader must arrive with the first members of the delegation and take part in the Delegation Registration Meeting. The accreditation system will collect the team leaders name, email and phone number. This information must be kept up to date so that the LOC or World Para Athletics may contact them with any questions.

Team Official and Medical Team Official

A team official is any member of a delegation who provides support to athletes throughout the duration of the Championships. This may be as an administrator, coach, technical support, assistants for field events, or similar. Medical team officials are categorised as any member of the delegation that provides medical services.

Press Attaché

A press attaché is a designated team official from a delegation who serves as a point of contact for the media. A maximum of one (1) press attaché is allowed. A press attaché is not mandatory. The team leader will be the default point of contact for any media requests if a press attaché is not appointed. More than one press attaché may be approved upon request to World Para Athletics.

Questions or problems

If you have any questions about the IPC Accreditation System or request any additional approvals, please contact info@worldparaathletics.org.

We look forward to your participation at the Bydgoszcz 2021 World Para Athletics European Championships.

Kind regards

A handwritten signature in black ink, appearing to be the name "Haozhe Gao" in Chinese characters.

Haozhe Gao
Head World Para Athletics
International Paralympic Committee

Cc. Laura Danning - World Para Athletics Competition Senior Manager

Cc. Kelly Berndt – World Para Athletics Event Co-ordinator