



International  
**Paralympic**  
Committee

National Paralympic Committee  
Presidents / Secretary General  
Via Email

Bonn, 01 December 2016

RM/IPC

## 2017 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 2017 Season (1 January 2017 to 31 December 2017) on Saturday, 3 December 2016.

The purpose of this letter is to formally commence the IPC Athlete Registration and Licensing Process for the 2017 Season, and to advise you of the changes to the licencing programme.

### 1 License Fees

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

We believe this change will: allow NPCs further opportunity to add more athletes to the licencing system; allow easier internal budgeting, and; reduce future costs to the NPC, given the continued rise in the number of licenced athletes.

The new license fee (on a per-sport basis) will be invoiced annually and will allow access to an **UNLIMITED** number of licences for your NPC in the relevant sport for the season. The license fee charged per sport per NPC has been calculated based on the number of licenses activated per season in the previous Games cycle, 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

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

### Example

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

NPCs do not need to apply for any license package or invoice. An invoice for licences per Sport will be created automatically by SDMS at the start of each season and should be downloaded by the NPC via SDMS.

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 2016 their licences are valid from 01 January 2017 onwards. After 01 January 2017, 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](mailto: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 Mariele Schumacher ([mariele.schumacher@paralympic.org](mailto:mariele.schumacher@paralympic.org)) before 16 January 2017 to identify a suitable payment option. Please also don't hesitate to contact her for any further question regarding payments.



## 2 Licensing regulations

Regulations in place for 2016 generally remain for 2017, with two major changes:

- All athletes with a New “N” sport class status **MUST** now have a completed **Medical Diagnostic Form (MDF)**, and supporting medical documents (if applicable), uploaded to their SDMS profile in order to complete Athlete Registration and be eligible for licensing.
- All athletes must sign the new IPC Eligibility Agreement that replaces the previous IPC Eligibility Code Form entirely, in order to complete Athlete Registration and be eligible for licensing. Any previous version uploaded to SDMS expires by end of 2016.
- An athlete needs to be licensed prior to a competition for his/her results to be recognized for rankings and records. Licence packages allow immediate licensing after confirmed registration.
- Since 2012 guide runners for athletes with a visual impairment must obtain an IPC Athletics licence in order to compete in track events at the Paralympic Games, World Championships and Regional Championships and some specific IPC Recognized 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.
- We encourage you to complete the biography information requested through the SDMS. The IPC has engaged Infostrada Sport to develop a compressive biography database that we have made available to the respective NPCs and IPC major Championships. The biographical information captured through the SDMS is an important part to continue and support this process.
- Athlete Identification Cards and seasonal Licence Cards are continued to be printed out for the new summer season 2017. SDMS offers a section under ‘Licence



Management' to select licensed athletes and download their cards as PDF files for printing and distribution.

- The **ID card** represents the athlete with personal data and picture, valid for four years after the date of issue.
- The **licence card** confirms the licensing of the athlete and is only valid in combination with the ID card and only for the indicated sport and season.

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

We are confident that these regulations will keep high stability and efficiency of the system in delivering accurate, reliable and timely athlete data, as well as results, rankings and records management.

### 3 Athlete Registration Process

The 2017 Athlete Registration Process will follow the same steps to the one in 2016 (Fact Sheet enclosed below). The SDMS manual is available on [www.paralympic.org/sdms](http://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 Activation Form which can be found on the SDMS login page, underneath the login panel.
2. **NPCs with active athletes registered or licensed for the 2016 Season** will find all required Athletes' Registration data fields and documentation available for review and ready to action Any previously uploaded IPC Eligibility Code Form is removed and requires the new and correctly signed IPC Eligibility Agreement in order to re-complete Athletes' Registration. 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 Eligibility Agreement. This document replaces any previous version of the IPC Eligibility Code Form. This new agreement remains valid across the athlete's career unless the athlete changes the NPC. In this case, the document must be signed again by an authorized person of the new NPC.
- 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 shall 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. Completed Medical Diagnostic Form (MDF), and supporting medical documents (if applicable), uploaded to the Classification section of their SDMS profile.

For guide runners in IPC 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 apply for a licensing package as outlined above.
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 2017. 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 2017 Athlete Registration and Licensing Process for the IPC, please find attached the IPC Eligibility Code Form 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](http://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 'Ryan Montgomery', is positioned below the text 'Yours sincerely,'.

Ryan Montgomery  
Director of IPC Summer Sports  
International Paralympic Committee

CC

Haozhe Gao	IPC Athletics Senior Manager
Jorge Moreno	IPC Powerlifting Senior Manager
Tyler Anderson	IPC Shooting Manager
Tracy Glassford	IPC Swimming Manager
Camila Rodrigues	IPC Wheelchair Dance Sport Manager



## 2015 IPC ATHLETES REGISTRATION AND LICENSING POLICIES

### FACT SHEET October 2016

#### 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 that 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 IPC Recognized 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 IPC Recognized Competitions only athletes that are licensed may have their results recognized.

#### 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 rules and regulations in accordance with the IPC Sport rule books 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 an IPC Recognized 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 recognized 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 IPC Recognised Competition where international classification is available, licensed athletes will have scheduling priority over registered athletes.

## 6) Qualification

For each IPC Recognized Competition with a qualification criteria, the IPC 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.