Application for World Para Athletics Competition Approval and Classification Application

World Para Athletics have implemented a process for NPCs/NFs to apply for World Para Athletics Approved International or National Competitions and IAAF/NF Endorsed Competitions via the IPC Sport Data Management System (SDMS). This system will also be used for NPCs to submit an Expression of Interest to host International Classification.

NPCs/NFs will be required to pay a competition approval fee for World Para Athletics Approved International or National Competitions or buy a competition package depending on the number of IAAF/NF Endorsed competitions an NPC/NF wishes to have recognised during that season. This will be done by a process of purchasing ‘credits’ prior to applying for Competition Approval.

1.1 Purchasing Credits

In SDMS, NPCs/NFs can purchase credits under the Modules --> Calendar Management tab --> Approvals --> Credits (World Para Athletics). Alternatively, you can choose the Competition Approvals button on the home screen and then choose --> Credits (World Para Athletics).
By selecting ‘Add / Purchase Credits’, NPCs may purchase credits to an amount of their choice. The minimum available amount is ten credits; whereby the current price per credit is 10€. For example:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Credits</td>
<td>100€</td>
</tr>
<tr>
<td>20 Credits</td>
<td>200€</td>
</tr>
<tr>
<td>30 Credits</td>
<td>300€</td>
</tr>
<tr>
<td>40 Credits</td>
<td>400€</td>
</tr>
<tr>
<td>50 Credits</td>
<td>500€</td>
</tr>
</tbody>
</table>

A VAT identification number may be required by some European countries\(^1\).

Once entering the number of credits, you wish to purchase, please select your correct NPCs/NFs and the invoice recipient as well as the right address. Upon clicking ‘save’, an invoice will be generated automatically. NPCs/NFs will be required to complete this payment before the credits appear in their account.

\(^1\) If your organization is considered as a taxable person under Title III, articles 9-10 of the Council Directive 2006/112/EC, a VAT identification number is required. If your organization is not considered as a taxable person, 7% German Value Added tax will be added to the invoice.
Before uploading a competition, the amount of credits a NPC/NF has in their account must be equal to (or exceed) the amount of credits required to pay for the following fees:

<table>
<thead>
<tr>
<th>Application Fee (Competition Approval)</th>
<th>Cost</th>
<th>Number of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Para Athletics Approved International or National Competitions</td>
<td>200€</td>
<td>20 Credits</td>
</tr>
</tbody>
</table>
Competition Package (IAAF/NF Competitions) | Cost | Number of Credits
---|---|---
Development (up to 5 Competitions) | Free | 0 Credits
Bronze (6-15 Competitions) | 300€ | 30 Credits
Silver (16-30 Competitions) | 600€ | 60 Credits
Gold (31-45 Competitions) | 900€ | 90 Credits
Platinum (Unlimited Competitions) | 1200€ | 120 Credits

For example, if a NPC/NF wishes to apply for two World Para Athletics Approved International or National Competitions, the NPC/NF must ensure they have at least 40 credits (400€) in their account prior to application. If a NPC/NF wishes to apply for seven IAAF/NF Endorsed Competitions, the NPC/NF must ensure they have at least 30 Credits (300€) in their account.

World Para Athletics encourages NPCs/NFs to purchase credits in advance to ensure a competition application is complete within the application deadline (**90 days for World Para Athletics Approved Competitions, 15 days for IAAF/NF Competitions**). Purchasing credits in bulk rather than paying for each competition separately during the season will also significantly reduce the rate of bank transfer fees. If a NPC/NF purchases too many credits for one season, those credits will be carried over to the next season. In the future, IPC aims to extend the use of credits to a number of areas within SDMS to reduce payment transactions.
1.2  Competition Approval

Once a NPC/NF has purchased credits and the invoice has been paid, they may apply for the approval of a competition.

Go to the Competition Approvals tab --> Approvals --> Athletics.

All applications made by a NPC/NF will appear on the ‘Competition Requests’ page. Select ‘Add Request for Approval’ to apply for the approval of a competition.
The next step is to select the type of competition you wish to apply for; either a World Para Athletics Approved International or National Competition, or an IAAF/NF Endorsed Competition.
1.2.1 World Para Athletics Approved International and National Competitions

By selecting World Para Athletics Approved International and National Competitions, NPCs/NFs will be required to fill in similar information that has been required in previous seasons. This includes information about the competition and venue, classes competing, number of athletes etc. NPCs/NFs will also be required to upload the track certificate here.

Upon completion of the required information, a representative of the respective NPC/NF must verify that, by final submission of the online competition approval form, the information is accurate and truthful. By verifying this information, the NPC/NF agrees that the requirements set out in the application form will be met.

Once submitting the application by clicking save, 20 Credits (200€) will be deducted from the users account.

Please note: The system will not allow you to save the competition until all information has been uploaded. The system will also not allow you to upload competitions outside of the competition application deadlines for the relevant competition.

World Para Athletics will review the application to ensure all required information and documentation have been uploaded.
NPCs/NFs can check the status of their application using the tab ‘Approval Status’. The competition will remain as ‘New’ until World Para Athletics have reviewed the application. If World Para Athletics deem the application to be incomplete (missing information, missing track certificate etc.), a message will be sent to the user stating the information that is required and the status of the competition will remain as incomplete until the user has updated the application.

Once the update has been made by the NPC/NF and World Para Athletics accept the application, the competition will appear as approved and will be uploaded to the World Para Athletics calendar on the website². Once a competition has been approved, World Para Athletics will appoint a Technical Delegate and the contact person will be informed.

² If a competition application is not approved or is cancelled, World Para Athletics will not return the application fee.
1.2.2 IAAF/NF Endorsed Competitions

By selecting IAAF/NF Endorsed Competitions, NPCs/NFs will be required to fill in similar information that has been required in previous seasons. This includes information about the competition, LOC, and the upload of supporting documents.

Upon completion of the required information, a representative of the NPC/NF (or someone on behalf of the NPC/NF with a letter or endorsement) must verify that the information is accurate and truthful. The application will be submitted by clicking save. World Para Athletics will review the application to ensure all required information and documentation have been uploaded. NPCs/NFs can check the approval status of the competition as explained in the above section (1.2.1).

All NPCs/NFs will be credited with five free IAAF/NF Endorsed Competitions at the beginning of the season as part of the Development Package. Once submitting an application, the package control will appear as ‘Development Package: one used, four available’, for example. Upon applying for the sixth competition, 30 credits will be deducted from your account (equivalent to the bronze package) meaning you do not need to apply for a package separately. Upon reaching the end of a package and entering a new one (for example applying for your 16th competition), the next package will be deducted from your account. If you do not have enough credits in your account, more credits must be purchased before being able to apply for the approval of a competition3.

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3 If a competition application is not approved or is cancelled, World Para Athletics will not return the application fee.
1.3 Expression of Interest to host International Classification

As classification may only take place at World Para Athletics Approved competitions, the NPC must firstly apply for the approval of the competition where International Classification will take place. Once an application has been made, NPCs may then apply to host International Classification. This can be done by selecting the Classification Request tab next to the application form. This tab will only appear once the competition has been uploaded.

NPCs must add the required additional information to request classification, e.g. which type of impairment the NPC is applying for classification, the estimated number of athletes to be classified, and the classification dates. Please ensure athlete numbers are as accurate as possible to allow World Para Athletics to appoint the correct number of panels to that competition.
For all competitions hosted between January and June, the application must be received no later than 31 July in the calendar year preceding the competition, unless WPA agrees otherwise.

For all competitions hosted between July and December, the application must be received no later than 15 January in the same calendar year as the competition, unless WPA agrees otherwise.

World Para Athletics receive a significant amount of interest from NPCs/NFs each year requesting to host International Classification. World Para Athletics will review each application received before the deadline and ensure a number of classification opportunities are provided throughout the year in each region. It is therefore not guaranteed that each application will be successful.

If you are interested in hosting WPA International Classification please contact WPA <info@worldparaathletics.org> with a request for the requirements.