

To: National Paralympic Committees
Presidents/Secretary Generals

Bonn, 1 July 2020

2020-2021 World Para Ice Hockey athlete registration and licensing process

Dear NPC President/Secretary General,

The purpose of this letter is to formally commence the World Para Ice Hockey athlete registration and licensing process for the 2020-2021 season.

Licensing Fees

The Licensing fees for the 2020-2021 will remain the same as the 2019-2020 season.

1. The World Para Ice Hockey licensing fee for mixed teams playing in A-Pool and B-Pool remains at 1250€/team per season for the first fifteen (15) players or sixteen (16) if at least one female athlete is included. For each additional player an extra fee of 20€ will be charged. The licensing fee also includes the provision of the World Para Ice Hockey statistics software as well as the event sanctioning fee for each WPIH approved competition.
2. At this moment of time C-Pool teams will not be part of the licensing package and the World Para Ice Hockey licensing fee for C-Pool teams therefore remains at 750€/team per season. For each additional player an extra fee of 20€ will be charged. However, in case any C-Pool team is still interested in organizing any event during the season and/or acquiring the WPIH statistics software, please contact World Para Ice Hockey at info@WorldParaIceHockey.org.
3. The World Para Ice Hockey licensing fee for women's teams is 750€/team per season for the first fifteen (15) players. For each additional player an extra fee of 20€ will be charged.



The deadline for licensing is 31 August 2020. In case of team/athletes licensing after the set deadline, the fees will be increased. For summary of the fees please see the table below:

Table 1: WPIH Licensing fees for 2020-2021 winter season

	By 31 August 2020		After 1 September 2020	
	€/team per season	Extra fee for additional player (€)	€/team per season	Extra fee for additional player (€)
A- & B-Pool Mixed Team	1,250*	20	1,500	30
C-Pool Team	750*	20	1,000	30
Women's Team	750**	20	1,000	30

* €/team per season for the first fifteen (15) players or sixteen (16) if at least one female athlete is included

** €/team per season for the first fifteen (15) players

Please note that the **final deadline** for NPCs to register and license their Para ice hockey teams is **30 September 2020**. Although individual athletes can still be added to the team roster at any time, team registrations after the set deadline will not be accepted. Only teams licensed by then will be eligible to compete in any IPC Recognized Competitions in the 2020-2021 winter season.

Athlete Registration Process

The 2020 Athlete Registration Process will follow the same steps to the one in 2019. The SDMS manual is available on www.paralympic.org/sdms. In the following instructions guides are considered as athletes.

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

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 2019/2020 Season will find all required Athletes' Registration data fields and documentation available for review and ready to action. Expired passports are kindly requested to be replaced with a new version to continue the proof of nationality.

Important: All athletes, irrespective of their current sport class status, **MUST** 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.

3. For NPCs adding new athletes and those without any athletes registered or licensed for any previous seasons, please complete the mandatory Athlete's Registration data fields and upload the following documentation for each athlete:

- a. The signed IPC Eligibility Agreement (**version two**). This 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.

--> membership@paralympic.org

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 licence as outlined above.
 - a) There are two different team licensing regulations implemented into SDMS depending on type of the team being licensed: (i) mixed A- or B-Pool team (ii) women's team. An invoice will be generated automatically by the SDMS or for any additional athletes' licence application.

- b) For licensing a C-Pool team please contact World Para Ice Hockey (info@WorldParaIceHockey.org)
 - c) Payment can be made via bank transfer or credit card.
 - i) Please note that credit card payments incur a surcharge (currently 3.5%). Credit card payments for European countries are not recommended, as bank transfers in the SEPA system are free of charge.
 - ii) Please note that all bank charges are to be borne by the NPC applying for the licence.
2. Once the package payment is confirmed NPCs select individual athletes for licensing, as done in previous seasons.

Notice about pending invoices from past seasons

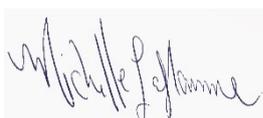
Payments for any issued invoices will be controlled on an annual basis, and all issued invoices must be paid in due time. Any outstanding invoice pending after 30 June from past seasons will lead to unavailability of SDMS function for the National Paralympic Committee to license any athletes in Para Ice Hockey.

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

The athlete licence is valid from the date of licensing until 30 June 2021.

For more information on SDMS please refer to the “SDMS Manual” located in the SDMS homepage.

Yours sincerely,



Michelle Laflamme

World Para Ice Hockey Manager

International Paralympic Committee