



National Paralympic Committee  
Presidents / Secretaries General  
Via Email

18 December 2020

## 2021 IPC Athlete Registration and Licensing Programme

Dear NPC Presidents/Secretaries General,

We have opened the system for NPCs to register and license athletes for the 2021 season (1 January 2021 to 31 December 2021).

The purpose of this letter is to formally commence the IPC athlete registration and licensing process for the 2021 season, and to remind you of certain changes to the licensing programme in place since the 2020 season.

### **1 LICENCE FEES**

The World Para 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 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 (2016-2019), and the annual fee will remain at the same fixed rate until 2024. At the end of the 2024 season the rate may be reviewed and updated for the next Games cycle.

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.

#### **INTERNATIONAL PARALYMPIC COMMITTEE**

Adenauerallee 212-214, 53113 Bonn, Germany / [paralympic.org](http://paralympic.org)  
[info@paralympic.org](mailto:info@paralympic.org) / Tel: +49 228 2097-200 / Fax: +49 228 2097-209

**Example**

Sport	No. of athletes licensed by the NPC per season				Average	Rounded Flat Fee € (euro) for <b>Unlimited</b> Licences, incl. Bank Charges etc
	2016	2017	2018	2019		
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 2020 their licences are valid from 1 January 2021 onwards. After 1 January 2021, 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 that face difficulties in transferring money due to policy limitations on the international transfer of funds should please contact the IPC Finance Department ([accounts@paralympic.org](mailto:accounts@paralympic.org)) before 16 January 2021 to identify a suitable payment option. Please also do not hesitate to contact the IPC Finance Department for any further questions regarding payments.

## 2 LICENSING PROCESS

There are no additional major changes to the licensing process for 2021. 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 by **1 February 2021** 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 Virtus (formally INAS) Eligibility Criteria, checked through the Virtus 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 2021 (including any Fixed Review Date before 2021) 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 vision impairment must obtain a World Para Athletics licence in order to compete in track events at the Paralympic Games, World Championships or Regional Championships and some specific World Para Athletics Recognised Competitions. The licensing process for athletes and guides remains the same.
- An athlete needs to be licensed in order to proceed to Athlete Evaluation (classification).
- Athlete Identification Cards and seasonal Licence Cards can be printed out for the new summer season 2021. SDMS offers a section under ‘Licence

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

Please see the applicable Rules and Regulations, together with any separate Licensing Regulations of the individual World Para Sports, for the detailed licensing and eligibility requirements of those sports.

### **3 ATHLETE REGISTRATION PROCESS**

The 2021 athlete registration process will follow the same steps as in 2020. A specific licensing guide is available online [here](#). The detailed SDMS manual is available on <https://db.ipc-services.org/sdms>. In the following instructions guides are also considered as athletes.

#### **3.1 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 Username 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 2020 season** will find all required athlete 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. NPCs are kindly requested to be replace expired athlete passports with a new version as continued 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 athlete 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 the instructions in chapter 5.1.6 of the SDMS manual.

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 athlete's licensing opportunity.

The IPC has introduced a new module on SDMS for submission of an Athlete's **Medical Review Request**. It is mandatory for NPCs to submit a Medical Review Request via SDMS. For more information and instructions please refer to the Guide available [here](#).

## **3.2 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 accounting 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 2021. It is important to refer to the Rules and Regulations of the World Para Sports, and any separate Licensing Regulations produced by those sports in order 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 2021 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 <https://db.ipc-services.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,



Christian Holtz  
**Managing Director of World Para Sports**  
**International Paralympic Committee**

CC

Haozhe Gao

Jorge Moreno

Tyler Anderson

Camila Rodrigues

Georgios Antoniou

Head of World Para Athletics

Head of World Para Powerlifting

World Shooting Para Sport Senior Manager

World Para Dance Sport Manager

World Para Swimming Manager