



National Paralympic Committee
Presidents / Secretaries General
Via Email

1 July 2021

2021-2022 World Para Snow Sports athlete registration and licensing programme

Dear NPC President/Secretary General,

The purpose of this letter is to formally commence the World Para Snow Sports athlete registration and licensing process for the 2021-2022 winter season.

The system for NPCs to register and license athletes for the 2021-2022 winter season (1 July 2021 to 30 June 2022) is now open.

The 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 average number of licences activated per season in the seasons 2018-2019 and 2019-2020. At the end of the 2021-2022 season the rate will be reviewed and updated.

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 €100 per licence.

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.

WORLD PARA SNOW SPORTS

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Example

Para Sport	No. of athletes licensed by the NPC per season		Average	Rounded Flat Fee € (euro) for Unlimited Licences
	2018/19	2019/20		
Alpine Skiing	25	22	23.5	€ 2350
Nordic Skiing	17	29	23	€ 2300
Snowboard	7	5	6	€ 600

Notice about pending invoices from past season/s

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 competition season/s will lead to unavailability of SDMS function for the particular National Paralympic Committee to license any athletes in Para Alpine skiing, Para Nordic skiing and Para Snowboard. Any outstanding invoice pending after 31 August from past competition season/s will lead to unavailability of SDMS function for continued licensing of athletes and the likely removal of any planned competition by the particular National Paralympic Committee.

ATHLETE REGISTRATION PROCESS

The 2021 athlete registration process will follow the same steps as in 2020. The detailed SDMS manual is available on <https://db.ipc-services.org/sdms>. In the following instructions guides are also considered as athletes.

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 2020-2021 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 replace expired athlete passports with a new version as continued 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.

- a. 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 Eligibility Agreement (**version three**) (unless the athlete is providing their agreement directly through the SDMS Athlete Portal). Please see the SDMS Athlete Portal User Guide for further details.
 - 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.

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.

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 from the date of licensing until 30 June 2022.

For more information on SDMS, please refer to the “user guide” located in the SDMS home page 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 World Para Snow Sports.

Yours sincerely,

World Para Snow Sports