

To: National Paralympic Committees
Presidents/Secretary Generals

Bonn, 1 July 2022

2022-2023 World Para Ice Hockey athlete registration and licensing programme

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 2022-2023 winter season. We are opening the system for NPCs to register and license their Para ice hockey teams from 1 July 2022 until 30 June 2023.

The athlete registration and licensing process for 2022-2023 winter season looks as follows:

1. The World Para Ice Hockey licensing fee for mixed teams playing in A-Pool and B-Pool is 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. The World Para Ice Hockey licensing fees for mixed teams playing in a C-Pool is 750€/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.



3. The World Para Ice Hockey licensing fee for women’s teams has been suspended for the 2022-2023 season. Teams can license a maximum of 18 athletes at no cost.

The deadline for licensing is 31 August 2022. 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 2022-2023 winter season

	By 31 August 2022		After 1 September 2022	
	€/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	NA	NA	NA	NA

* €/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 2022**. 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 2022-2023 winter season.

ATHLETE REGISTRATION PROCESS

The 2022-2023 Athlete Registration Process will follow similar steps to the one in 2021-2022. 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 User Name and Password previously assigned. For NPCs that had not activated their account previously or are changing any of the 2022-2023 users data, please complete the 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 2021-2022 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.**
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 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 phase:

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

Payment can be made via bank transfer or credit card. For credit card payments please contact accounts@paralympic.org

Note: 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.

Please note that all bank charges are to be borne by the NPC applying for the licence.

IPC will activate the athletes' licence for the 2022-2023 season when payment is confirmed.

The athlete licence is valid from the date of activation until 30 June 2023.

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 Ice Hockey.

Yours sincerely,

World Para Ice Hockey