



National Paralympic Committee
Presidents / Secretaries General
Via Email

13 October 2022

2023 IPC Athlete Registration and Licensing Programme

Dear NPC Presidents/Secretaries General,

We open the system for NPCs to register and license athletes for the 2023 season (1 January 2023 to 31 December 2023) on 14 October 2022.

The purpose of this letter is to formally commence the athlete registration and licensing process for the 2023 season for the World Para Summer Sports currently governed by the IPC, and to remind you of certain changes to the licensing programme in place since the 2022 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). The unlimited licence packages allow immediate licensing after confirmed registration.

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.

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Example

Sport	No. of athletes licensed by the NPC per season				Average	Rounded Flat Fee € (euro) for Unlimited 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 2022 their licences are valid from 1 January 2023 onwards. After 1 January 2023, 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 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) before 16 January 2023 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 changes to the licensing process for 2023. We would like to remind you of the following:

- Please see the applicable Rules and Regulations of the individual World Para Sports together with the Licensing Regulations of those sports for the detailed licensing and eligibility requirements of those sports.
- On 1 July 2021, version three of the **IPC Athlete Eligibility Agreement** (the “**Agreement**”) was published. To be eligible to be licensed (or relicensed) it is a mandatory requirement for each athlete to enter into the newest version of the Agreement. Consequently, all athletes who wish to obtain a licence for summer season 2023 will need to acknowledge and agree to version three of the Agreement if not already done. Any athlete who does not agree to the terms of version three will not be relicensed.
- In order to facilitate the process of registering each athlete’s acknowledgement to the Agreement, the **SDMS Athlete Portal** (the “**Portal**”) has been launched.
- Athlete Identification Cards and seasonal Licence Cards can be printed out for the new summer season 2023. SDMS offers a section under ‘Licence Management’ to select licensed athletes and download their cards as PDF files for printing and distribution.
- An athlete needs to be licensed in order to proceed to Athlete Evaluation (classification).
- An athlete also needs to be licensed prior to a competition for their results to be recognised for rankings and records purposes (see the Rules and Regulations and Licensing Regulations of the individual World Para Sports for details).

3 ATHLETE REGISTRATION PROCESS

The 2023 athlete registration process will follow the same steps as in 2022. 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 2022 season and who have already provided their agreement to the new IPC Athlete Eligibility Agreement (version three)** 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.
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. agreement to the IPC Athlete Eligibility Agreement (**version three**). The strongly recommended option is for the athlete to provide their agreement electronically in the SDMS Athlete Portal. Alternatively, the paper form can be signed and uploaded as per previous practice;
 - 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 informed of this by the NPC separately in order to ensure compliance with the IPC Athlete Nationality Policy (see IPC Handbook, Section 2, Chapter 3.1); and
 - 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 any 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:

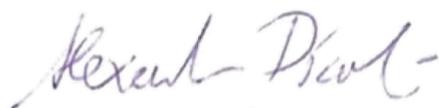
1. NPCs download and pay the invoice for an unlimited licence package as outlined above. Invoice recipient addresses might be subject to validation to ensure the accuracy and quality of addresses. Validation is required to ensure further processing of invoices in line with current accounting standards.
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 2023. It is important to refer to the Rules and Regulations of the World Para Sports together with any separate Licensing Regulations 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 2023 athlete registration and licensing process, please find attached the user guide for the SDMS Athlete Portal and the IPC Athlete Eligibility Agreement (version three) 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, please contact the IPC.

Yours sincerely,



Alexander Picolin
Head of Sports Information Technology
International Paralympic Committee

CC

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Massimo Dighe	Deputy Director of World Para Sports
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