

To: National Paralympic Committees  
Presidents/Secretary Generals

Bonn, 1 July 2023

## **2023-2024 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 2023-2024 winter season. We are opening the system for NPCs to register and license their Para ice hockey teams from 1 July 2023 until 30 June 2024.

The athlete registration and licensing process for 2023-2024 winter season is as follows:

1. The World Para Ice Hockey licensing fee for mixed teams playing in A-Pool and B-Pool is 1,250€/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 sanction fee for each WPIH Sanctioned Competition and the approval fee for each WPIH Approved Competition. Please note however that the registration fees for WPIH Sanctioned Competitions and WPIH Championships are separate, and are not included in the cost of the licensing fee.
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 sanction fee for each WPIH Sanctioned Competition and the approval fee



for each WPIH Approved Competition. Please note however that the registration fees for WPIH Sanctioned Competitions and WPIH Championships are separate, and are not included in the cost of the licensing fee.

3. The World Para Ice Hockey licensing fee for women's teams has been suspended for the 2023-2024 season. Teams can license a maximum of 18 athletes at no cost.

**The deadline for licensing is 30 September 2023.** 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 2023-2024 winter season*

	By 30 September 2023		After 1 October 2023	
	€/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 **31 October 2023**. 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 WPIH Recognised Competitions in the 2023-2024 winter season.

## ATHLETE REGISTRATION PROCESS

The 2023-2024 Athlete Registration Process will follow similar steps to the one in 2022-2023. 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 2023-2024 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 2022-2023 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 World Para Ice Hockey. 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 Athlete 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, WPIH shall be contacted for review of the nationality issue for compliance with WPIH's nationality regulations - currently 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 WPIH has reviewed the data and documentation, WPIH 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](mailto: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.

WPIH will activate the athletes' licence for the 2023-2024 season when payment is confirmed.

The athlete licence is valid from the date of activation until 30 June 2024.

For more information on SDMS, please refer to the “user guide” located in the SDMS home page on <https://db.ipc-services.org/sdms>.

## CHANGE OF DATA PROTECTION OFFICER (DPO)

Please note that as of 1 March 2023, the IPC (and WPIH) has a new data protection officer (DPO), replacing the previous DPO listed on the Athlete Eligibility Agreement. The new DPO's details are as follows:

*Boris Reibach*

*Scheja und Partner Rechtsanwälte mbB*

*Adenauerallee 136*

*53113 Bonn*

*Germany*

*Phone: +49 (0)228 2272260*

*Contact form: <https://www.scheja-partner.de/en/contact/contact.html>*

Please ensure you inform all your athletes of the new DPO's details. The rights of WPIH athletes in relation to their personal data, as set out in the Athlete Eligibility Agreement, remain unaffected. Athletes should contact the new DPO if they have any questions about WPIH's use of their personal data.

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