Dear NPC Presidents/Secretaries General,

The purpose of this letter is to formally commence the IPC Athlete Registration and Licensing Process for the 2016 Season.

We will be opening the system for NPCs to register and license athletes for the 2016 Season (1 January 2016 to 31 December 2016) on Monday, 2 November 2015.

The system allows National Paralympic Committees (NPCs) to purchase different packages of athletes’ licences at a discounted rate and the amount can be paid in one single payment. Once the payment has been credited to the IPC, the maximum number of licences purchased will be credited to the NPC. As many licences as purchased can be activated then. The packages can be combined as needed and are only valid for one season (e.g., unused licences bought in 2016 cannot be transferred to 2017).

Between 2 November 2015 and 29 February 2016, each purchased licence package contains bonus licences in the amount of 20% of the basic package size. These additional licences are available when all basic licences of the package are in use. Unused bonus licences expire after 29 February 2016.

The following rates apply:

<table>
<thead>
<tr>
<th>Package Size</th>
<th>Package Price</th>
<th>Bonus Licences</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>75.00 €</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>130.00 €</td>
<td>2</td>
</tr>
<tr>
<td>20</td>
<td>220.00 €</td>
<td>4</td>
</tr>
<tr>
<td>40</td>
<td>410.00 €</td>
<td>8</td>
</tr>
</tbody>
</table>

National Paralympic Committee
Presidents / Secretaries General

Bonn, 28 October 2015
XG/IPC
The licences bought with a package are valid for all IPC governed summer sports (Athletics, Powerlifting, Shooting, Swimming, and Wheelchair Dance Sport). If needed, it is also possible to buy packages for one single sport. In this case, just indicate the sport during the application process. The package then will be allocated to that sport.

To make the handling as easy as possible and to avoid high bank transfer costs we recommend that you closely estimate the number of athletes and buy the licence packages needed at one time.

When purchasing packages, an invoice will be created automatically by the IPC Sport Data Management System (SDMS). 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 2015 their licences are valid from 01 January 2016 onwards. After 01 January 2016, the licence will be active from the date of activation.

Please indicate the invoice number on the payment form. The IPC has 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 with difficulties in transferring money due to policy limitations on the international transfer of funds, please also contact Mariele Schumacher (mariele.schumacher@paralympic.org) before 15 January 2016 to identify a suitable payment option. Please don’t hesitate to contact her for any further question regarding payments.

We continue to be satisfied with the IPC Sport Data Management System (SDMS) and the Athlete Licensing Programme. A record breaking number of more than 8,800 athletes from 147 NPCs have been licensed for the 2015 season so far. Closer collaboration with our results providers of major competitions continuously increases the effectiveness of data transfer in both directions, in terms of entries with help of the IPC Online Entry System and in terms of results delivery. In combination with the online competition approval system, initially implemented for IPC Athletics and launched in October 2013, we have seen further improvements in the processes of competition preparation and post-processing throughout the past season.
Regulations in place for 2015 generally remain for 2016:

- An athlete needs to be licensed prior to a competition for his/her results to be recognized for rankings and records. Licence packages allow immediate licensing after confirmed registration.

- Since 2012 guide runners for athletes with a visual impairment must obtain an IPC Athletics licence in order to compete in track events at the Paralympic Games, World Championships and Regional Championships and some specific IPC Recognized Competitions. The licensing process for athletes and guides remains the same.

- An athlete with a New “N” or Review “R” sport class status needs to undergo an international classification assessment within six (6) weeks in Athletics, Powerlifting, Shooting and Swimming after a record breaking performance for official record recognition.

- We encourage you to complete the biography information requested through the SDMS. The IPC has engaged Infostrada Sport to develop a compressive biography database that we have made available to the respective NPCs and IPC major Championships. The biographical information captured through the SDMS is an important part to continue and support this process.

- Athlete Identification Cards and seasonal Licence Cards are continued to be printed out for the new summer season 2016. SDMS offers a section under ‘Licence Management’ to select licensed athletes and download their cards as PDF files for printing and distribution. The ID card represents the athlete with personal data and picture, valid for four years after the date of issue. The licence card confirms the licensing of the athlete and is only valid in combination with the ID card and for the indicated sport and season.

Please find attached the “IPC Athlete Registration and Licensing Policies Fact Sheet” for more information. We are confident that these regulations will keep high stability and efficiency of the system in delivering accurate, reliable and timely athlete data, as well as results, rankings and records management.
The 2016 Athlete Registration Process will follow the same steps to the one in 2015. The SDMS manual is available on www.paralympic.org/sdms. In the following instructions guides are considered as athletes.

a) **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 have not activated their account previously or are changing any of the users data, please complete the NPC Account Activation Form which can be found on the SDMS login page, underneath the login panel.

2. **NPCs with active athletes registered or licensed for the 2015 Season** will find all required Athletes’ Registration data fields and documentation available for review and ready to action. Expired passports are kindly requested to be replaced with a new version to continue the 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 Athletes Registration data fields and upload the following documentation for each athlete:
   
   a. The signed IPC Eligibility Code Form. This document remains valid across the athlete’s career unless the athlete changes the NPC. In this case, the document must be signed again by an authorized person of the new NPC.
   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. Medical documents as required for the next classification assessment.

For guide runners in IPC Athletics, please assign the guided athletes according to SDMS manual instructions in chapter 5.1.6.

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 Athletes
Licensing opportunity. Athletes registered or licensed for the 2015 Season can be licensed for the 2016 Season without the IPC’s confirmation.

b) **Athlete Licensing Phase**
The following steps are to be followed in the athlete licensing process:

1. NPCs apply for a licensing package as outlined above.

2. Once the package payment is confirmed and the number of licences covered by the respective package is credited, NPCs select individual athletes for licensing as done in previous seasons.

3. In the end, NPCs select the package they bought in order to immediately license the selected athletes.

The Athlete Licence is valid until 31 December 2016. Please note that there will be no refund of a licence once it is allocated to an athlete.

It is important to refer to the “IPC Athletes Registration and Licensing Policies Fact Sheet” 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 2016 Athlete Registration and Licensing Process for the IPC, please find attached the IPC Eligibility Code Form for new athletes. General provisions for capturing and preparing photos and documentation for upload onto SDMS can be found in the SDMS manual on [www.paralympic.org/sdms](http://www.paralympic.org/sdms).

If you have any problems in understanding the above document, please contact the IPC.

Yours sincerely,

Xavier Gonzalez
Chief Executive Officer
International Paralympic Committee
2015 IPC ATHLETES REGISTRATION AND LICENSING POLICIES

FACT SHEET
October 2015

1) Athlete Registration and Licence
Athletes must be registered in the Sport Data Management System (SDMS) to be eligible to be licensed and internationally classified.

There is no cost to register an athlete in the SDMS. All registered athletes will be assigned a unique identification code, the SDMS ID, which will remain with the athlete for the duration of his/her career and that will be included on all athlete documentation.

Athletes must be licensed in the SDMS to have their results eligible for recognition for Official Rankings and as record breaking performances.

An athlete will be considered licensed once their NPC/NSF has applied for a season licence in one sport and the licence package fee payment has been confirmed by the IPC. All licensed athletes will be assigned a season licence number for the respective sport.

Should an athlete retire from competition, it is the responsibility of his/her NPC/NSF to officially declare their retirement by cancelling the athlete registration in the SDMS and notifying the IPC in writing.

2) Athlete Participation
At the Paralympic Games, World Championships and Regional Championships and some specific IPC Recognized Competitions all athletes and guide runners must be licensed to compete. This requirement will be included in the qualification guides of these competitions. Further requirements for eligibility to compete like an additional licensing deadline will be outlined in these guides if applicable.

At other IPC Recognized Competitions only athletes that are licensed may have their results recognized.
3) Rankings

The following matrix outlines by ranking type the licensing and sport class status requirements:

<table>
<thead>
<tr>
<th>List Name</th>
<th>Licence Required</th>
<th>Sport Class Status Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official World Rankings List (Jan – Dec)</td>
<td>Yes</td>
<td>R, C</td>
</tr>
<tr>
<td>Official Regional Rankings List (Jan – Dec)</td>
<td>Yes</td>
<td>R, C</td>
</tr>
<tr>
<td>Annual Recorded Best Performances (Jan – Dec)</td>
<td>Yes</td>
<td>N, R, C</td>
</tr>
<tr>
<td>Minimum Qualification Standard (MQS) Lists by relevant competition</td>
<td>Yes</td>
<td>(N), R, C</td>
</tr>
</tbody>
</table>

If a licensed athlete with a New “N” sport class status is internationally classified and receives a Review “R” or Confirmed “C” sport class status prior to the end of the season, the athlete’s performances during that season will be included in the Official Rankings.

If a licensed athlete with a New “N” sport class status is internationally classified and receives a Review “R” or Confirmed “C” sport class status prior to the end of the qualification period, the athlete’s performances during that qualification period will be included in the Minimum Qualification Standard (MQS) List for the relevant competition.

Other rules and regulations in accordance with the IPC Sport rule books might have additional impact on the recognition of results, e.g. re-classification of an athlete into a new class. It is recommended to consult the specific rules of each sport for these additional conditions.

4) Records

Athletes must have a licence and have a Confirmed “C” or Review “R” fixed date sport class status to be eligible for recognition of a record breaking performance.
List Name | Licence Required | Sport Class Status Required
---|---|---
Official World Record | Yes | C (R)
Official Regional Record | Yes | C (R)
Official Paralympic Record | Yes | C (R)
Official World Championships Record | Yes | C (R)
Official Regional Championships Record | Yes | C (R)
Official Regional Games Record | Yes | C (R)

(R): Review “R” fixed date sport class status

*If a record breaking performance is set by an athlete with a New “N” or Review “R” sport class status at an IPC Recognized competition, the NPC has six (6) weeks in Athletics, Powerlifting, Shooting, or Swimming, respectively, after the end of the competition to present the athlete for an international classification assessment. The record breaking performance will be recognized if the outcome of the athlete’s classification assessment validates the original sport class and he/she is allocated a Confirmed “C” or Review “R” fixed date sport class status.*

5) **Classification**

In any IPC Recognized Competition where international classification is available, licensed athletes will have scheduling priority over registered athletes.

6) **Qualification**

For each IPC Recognized Competition with a qualification criteria, the IPC will outline the specific eligibility conditions that athletes are required to meet to participate in that competition, including nationality, Minimum Qualification Standards, International Classification Sport Status, Athletes Licensing requirements, etc.