



International
Paralympic
Committee

National Paralympic Committee
Presidents / Secretary General
Via Email

Bonn, 30 October 2017
RM/IPC

2018 IPC Athlete Registration and Licensing Programme

Dear NPC Presidents/Secretaries General,

We will be opening the system for NPCs to register and license athletes for the 2018 Season (1 January 2018 to 31 December 2018) on Wednesday, 1 November 2017.

The purpose of this letter is to formally commence the IPC Athlete Registration and Licensing Process for the 2018 Season, and to advise you of the changes to the licensing programme in place since the 2017 Season.

1 Licence Fees

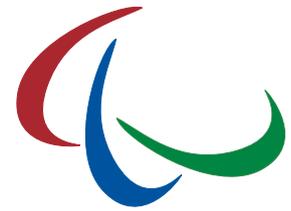
IPC Summer Sports have seen significant growth in licensing since 2012. As a consequence, we have restructured the licensing programme format in 2017 and commence a licence fee per IPC Summer Sport (Athletics, Powerlifting, Shooting, Swimming, and Wheelchair Dance) per NPC, replacing the previous package-based, all-sport system.

The new 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 (2012-2015), and the annual fee will remain at the same fixed rate until 2020. At the end of the 2020 season the rate may be reviewed and updated for the next Games cycle.

International Paralympic Committee

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The fee that is charged per NPC, per sport and 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 cost (bank charges etc.) that IPC may incur.

Example

IPC Sport	No. of athletes licensed by the NPC per season				Average	Rounded Flat Fee € (euro) for Unlimited Licences, inc. Bank Charges etc
	2012	2013	2014	2015		
Athletics	25	30	50	55	40	€ 620
Powerlifting	22	28	28	30	27	€ 430
Shooting	15	18	22	35	23	€ 360
Swimming	20	25	33	39	29	€ 460
Wheelchair Dance	10	20	50	5	21	€ 340

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.

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 2017 their licences are valid from 01 January 2018 onwards. After 01 January 2018, 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.

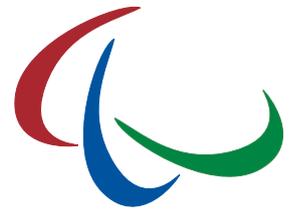
NPCs with difficulties in transferring money due to policy limitations on the international transfer of funds, please contact Mariele Schumacher (mariele.schumacher@paralympic.org) before 16 January 2018 to identify a suitable payment option. Please also don't hesitate to contact her for any further question regarding payments.



2 Licensing regulations

Regulations in place for 2017 generally remain for 2018, with few amendments:

- All athletes in Para Athletics and Para swimming with an intellectual impairment (T/F20 in athletics, S14 in swimming), irrespective of the current sport class status **MUST** have a completed Training History and Sport Activity Limitation Questionnaire (TSAL-Q), uploaded to their SDMS profile in order to complete Athlete Registration and be eligible for licensing.
- All athletes in Para Athletics with hypertonia, ataxia and/or athetosis - coordination impairments (T32-38/F31-38) irrespective of the 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.
- All athletes in Para Swimming with a physical impairment (PI, S1-10), irrespective of the 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.
- Apart from the specific regulation for Para Athletics and Para Swimming, all athletes in all sports (Para Athletics, Para Swimming, Para Powerlifting, Shooting Para Sport and Para Dance Sport) with a New “N” sport class status continue to require 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.



- **The IPC has made amendments to the IPC Athlete Eligibility Agreement (version one) which is now referred to as the IPC Athlete Eligibility Agreement (version two).**

The amendments have been made to provide greater clarity for athletes and include the following:

- We have excluded the Paralympic Games and Paralympic Winter Games from the definition of “IPC Competitions” because a separate agreement governs participation in the Games.
- We have clarified the language indicating that no compensation is payable to any athlete whose image is used by the IPC in relation to the celebration and promotion of the Paralympic Movement.
- We have identified the applicable codes, rules and policies of the IPC Handbook that bind athletes rather than making a generic reference to the IPC Handbook. This is to ensure athletes are aware of the specific documents to which they must adhere.
- We have clarified the language of the provision that indicates athletes’ entries to IPC Competitions can only be entered by their respective NPC (or NF), provided that their NPC is not suspended as an IPC member.
- We have clarified the provision that enables the IPC to share athlete personal data with third parties for anti-doping related purposes.
- We have clarified the language of the provision that ensures those athletes who require consent of a parent or legal guardian include those who lack legal capacity.
- We have deleted the opt-in clause about assisting the IPC in IPC approved research projects, instead requiring consent as a condition of participation in classification. This decision was made because of the paramount importance of classification research to the continuing development and integrity of the athlete classification code.
- We have clarified the language about the relevant dispute resolution mechanisms.
- We have included a disciplinary provision.
- We have defined the governing law.

To be eligible to be licensed, or relicensed, to participate in IPC Competitions all athletes will be required to agree to the terms outlined in version two. **Those athletes who signed version one, however, will not be required to sign version**

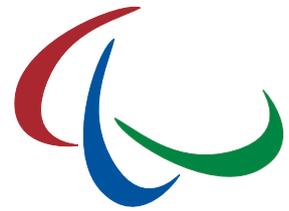


two (but certainly may do so if desired). Instead, these athletes' respective NPCs will be required to supply such athletes with a copy of version two and ensure those athletes accept the terms of version two. NPCs will be required to confirm that these steps have been completed as provided in SDMS. Any athlete who does not agree to the terms of version two will not be relicensed.

Those athletes who did not sign version one will be required to sign version two. NPCs will be required to upload the signed copies as per the usual process.

- An athlete needs to be licensed prior to a competition for his/her results to be recognized for rankings and records. The unlimited licence packages allow immediate licensing after confirmed registration.
- Since 2012 guide runners for athletes with a visual impairment must obtain an World Para 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 with no fixed date” 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.
- Athlete Identification Cards and seasonal Licence Cards are continued to be printed out for the new summer season 2018. 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 only 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.

3 Athlete Registration Process

The 2018 Athlete Registration Process will follow the same steps to the one in 2017 (Fact Sheet enclosed below). 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 2017 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 Agreement (**version two**). This agreement 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. Completed Medical Diagnostic Form (MDF), and supporting medical documents (if applicable), uploaded to the Classification section of their SDMS profile.



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.

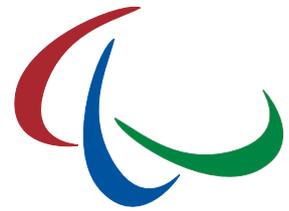
b) Athlete Licensing Phase

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.
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 2018. 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 2018 Athlete Registration and Licensing Process for the IPC, please find attached the IPC Eligibility Agreement (version two) 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.



We hope that the above fully explains all processes and changes. If you have any problems in understanding the above document, please contact the IPC.

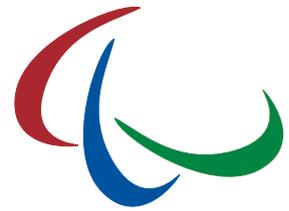
Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Montgomery'.

Ryan Montgomery
Director of IPC Summer Sports
International Paralympic Committee

CC

Haozhe Gao	World Para Athletics Senior Manager
Jorge Moreno	World Para Powerlifting Senior Manager
Tyler Anderson	World Shooting Para Sport Manager
Tracy Glassford	World Para Swimming Manager
Camila Rodrigues	World Para Dance Sport Manager



2018 IPC ATHLETES REGISTRATION AND LICENSING POLICIES

FACT SHEET October 2017

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.

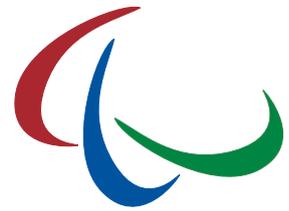
2) Athlete Participation

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:



List Name	Licence Required	Sport Class Status Required
Official World Rankings List (Jan – Dec)	Yes	R, C
Official Regional Rankings List (Jan – Dec)	Yes	R, C
Annual Recorded Best Performances (Jan – Dec)	Yes	N, R, C
Minimum Qualification Standard (MQS) Lists by relevant competition Start Date – End Date of Qualification Period	Yes	(N), R, C

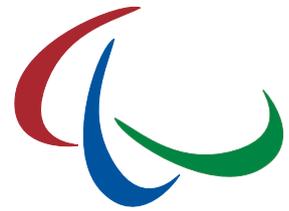
If a licensed athlete with a New “N” sport class status is internationally classified and receives a Review “R” or Confirmed “C” sport class status prior to the end of the season, the athlete’s performances during that season will be included in the Official Rankings.

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 Recognised 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.