

To: National Paralympic Committees
Presidents/Secretary Generals

Bonn, 1 July 2019

2019-2020 World Para Ice Hockey athlete registration and licensing process

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 2019-2020 winter season. We are opening the system for NPCs to register and license their Para ice hockey teams from 1 July 2019 until 30 June 2020.

The athlete registration and licensing process for 2019-2020 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. At this moment of time C-Pool teams will not be part of the licensing package and the World Para Ice Hockey licensing fee for C-Pool teams therefore remains at 750€/team per season. For each additional player an extra fee of 20€ will be charged. However, in case any C-Pool team is still interested in organizing any event during the season and/or acquiring the WPIH statistics software, please contact World Para Ice Hockey at info@WorldParalceHockey.org.
3. The World Para Ice Hockey licensing fee for women's teams is 750€/team per season for the first fifteen (15) players. For each additional player an extra fee of 20€ will be charged.



The deadline for licensing is **31 August 2019**. 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 2019-2020 winter season

	By 31 August 2019		After 1 September 2019	
	€/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	750**	20	1,000	30

* €/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 2019**. 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 2019-2020 winter season.

We continue to be satisfied with the IPC Sport Data Management System (SDMS) and the athlete licensing programme. More than 1,000 athletes from 53 NPCs have been licensed for the 2018-2019 winter season. Please find attached to this letter the *“IPC Athlete Registration and Licensing Policies Fact Sheet”* for more information.

The 2019-2020 Athlete Registration Process will follow similar steps to the one in 2018-2019.

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 had not activated their account previously or are changing any of the 2018-2019 users data, please complete the Account Activation Form.

2. NPCs with athletes registered or licensed that have signed the IPC Eligibility Agreement (version two) will find all required athletes' registration data fields and documentation available for review and ready for action.

Athletes registered or licensed that have not signed the new IPC Eligibility Agreement (version two) must sign the new form that replaces the previous IPC Eligibility Agreement Form entirely, in order to complete Athlete Registration and be eligible for licensing.

Important: All players 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.

For NPCs adding new athletes and without any athletes registered or licensed for any previous seasons, please complete the mandatory athlete's registration data fields and upload the following documentation for each athlete:

- a. The signed IPC Eligibility Agreement (version two) – Athlete
- b. All athletes with a New "N" 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.
- c. A recent passport size photo (as outlined in the Athletes Registration Application Form Instructions)
- d. In the case that an athlete's nationality does not match with the NPC country/territory, a copy of the athlete's passport or driver's licence must be submitted. Additionally, IPC shall be contacted for review of the nationality issue for compliance with IPC Athlete Nationality Policy (see IPC Handbook, Section 2, Chapter 3.1).

--> membership@paralympic.org

3. 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 licensing opportunity. Athletes registered or licensed with the new IPC Eligibility Agreement (version two) for the 2018-2019 season can be licensed for the 2019-2020 season without IPC's confirmation.

b) Athlete licensing phase

The 2019-2020 Athlete Licensing Process will follow the same steps to the one in 2018-2019 winter season. The following steps are to be followed in the athlete licensing phase:

a) NPCs apply for a licence as outlined above.

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

For licensing a C-Pool team please contact World Para Ice Hockey (info@WorldParaIceHockey.org)

c) Payment can be made via bank transfer or credit card. For credit card payments please contact mariele.schumacher@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 2019-2020 season when payment is confirmed.

The athlete licence is valid from the date of activation until 30 June 2020.

If you have any problems in understanding the above document please contact World Para Ice Hockey.

Yours sincerely,



Barbora Kohoutova

World Para Ice Hockey Manager

International Paralympic Committee

Cc: Alexander Picolin, Head of Sports Information Technology