

To: National Paralympic Committees
Presidents/Secretary Generals

Bonn, 15 July 2019

2019-2020 World Para Snow Sports athlete registration and licensing process

Dear NPC President/Secretary General,

The purpose of this letter is to formally commence the World Para Snow Sports athlete registration and licensing process for the 2019-2020 winter season.

The system for NPCs to register and license athletes for the 2019-2020 winter season (1 July 2019 to 30 June 2020) is now open.

The World Para Snow Sports Licencing Programme 2018/2019 published on the respective sports' websites will also be applied for season 2019/2019. The 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 (2014-2018). At the end of the 2019/2020 season the rate will be reviewed and updated every two years.

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 €60 per licence, plus a €20 fixed fee to cover any administration costs (bank charges etc.) that World Para Snow Sports may incur. **We would like to inform all nations that from season 2020/2021 onwards the single licence fee will be increased from €60 to €100. The licence increase will be used to cover the complete costs attributed to the organisation of classification opportunities.**



Example

Para Sport	No. of athletes and guides licensed by the NPC per season				Average	Rounded Flat Fee € (euro) for Unlimited Licences, inc. Bank Charges etc
	2014/15	2015/16	2016/17	2017/18		
Alpine Skiing	24	25	25	22	24	€ 1460
Nordic Skiing	15	17	17	29	19.5	€ 1190
Snowboard	14	10	7	5	9	€ 560

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.

The 2019-2020 athlete registration process will follow similar steps to the one in 2018-2019.

Notice about pending invoices from past season/s

From the coming season, payments for any issued invoices will be controlled on an annual basis, and all issued invoices must be paid in due time. Any outstanding invoice pending after 30 June from past competition season/s will lead to unavailability of SDMS function for the particular National Paralympic Committee to license any athletes in Para Alpine skiing, Para Nordic skiing and Para Snowboard. Any outstanding invoice pending after 31 August from past competition season/s will lead to unavailability of SDMS function for continued licensing of athletes and the likely removal of any planned competition by the particular National Paralympic Committee.

Athlete Registration Process

The 2019 Athlete Registration Process will follow the same steps to the one in 2018 (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 2018/2019 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.

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 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 guides in Para Alpine and Para Nordic skiing, 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:

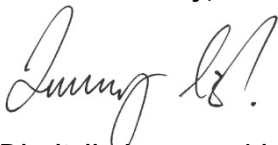
1. NPCs download and pay the invoice for an unlimited licence package as outlined above.
2. Once the package payment is confirmed NPCs select individual athletes for licensing, as done in previous seasons.

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 Snow Sports.

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

For more information on SDMS please refer to the “SDMS Manual” located in the SDMS homepage.

Yours sincerely,



Dimitrije Lazarovski
Head of World Para Snow Sports
International Paralympic Committee