

TO: National Paralympic Committee
Presidents / Secretaries General

Bonn, 21 October 2011
XG/IPC

2012 IPC Athlete Registration and Licensing Process

Dear NPC Presidents/Secretaries General,

The purpose of this letter is to formally commence the IPC Athlete Registration and Licensing Process for the 2012 Season.

We will be opening the system for NPCs to register and license athletes for the 2012 Season (1 January 2012 to 31 December 2012) on Thursday, 27 October 2011.

The IPC Athlete Licensing system hasn't change in comparison to 2011 Licensing system.

The system allows NPCs to purchase different packages of athletes' licenses 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 licenses purchased will be credited to the NPC. As many licenses as purchased can be activated then. The packages can be combined as needed and are only valid for one season (e.g., unused licenses bought in 2012 cannot be transferred to 2013).

The following rates apply:

Package Size	Package Price
5	75.-- €
10	130.-- €
20	220.-- €
40	410.-- €

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The licenses 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 please inform the IPC Finance department (accounts@paralympic.org) and indicate clearly the sport on the bank transfer documents. 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 license packages needed at one time.

When purchasing packages, an invoice will be created automatically by the SDMS. Please transfer the amount in question to the account indicated on the invoice. If the package is bought and athletes are licensed before 29 February 2012 their licenses are valid from 01 January onwards. For payments received later the license will be active from the date of activation.

Please indicate the invoice number on the payment form. The IPC has faced many problems in tracking payments, leading to a delay in activating licenses. We kindly request that you send a proof of payment immediately to the IPC Finance Department (accounts@paralympic.org).

Upon request, the IPC also allows payments in US Dollars. If you wish to do so please contact Frederic Herrmann (frederic.herrmann@paralympic.org).

NPCs with difficulties in transferring money due to policy limitations on the international transfer of funds, please also contact Frederic Herrmann before 15 January 2012 to identify a suitable payment option.

We continue to be satisfied with the IPC Sport Data Management System (SDMS) and the Athlete Licensing Programme. More than 6,500 athletes from 124 NPCs have been licensed for the 2011 season. In addition, we have seen improvements in the processes of approval of competitions, uploading of results and timely publication of rankings. Today, the IPC regularly publishes its Official Ranking List.



Regulations in place in 2011 will remain for 2012:

- An athlete needs to be licensed prior to a competition for his/her results to be recognized for rankings and records. The two-week grace period to license the athlete has been eliminated. License packages allow immediate licensing after confirmed registration.
- An athlete with a New “N” or Review “R” sport class status needs to undergo an international classification assessment within twelve (12) weeks in Athletics and six (6) weeks in Powerlifting, Shooting and Swimming after a record breaking performance for official record recognition. The previous six-month deadline has been eliminated.
- 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 will make available to the respective NPCs and IPC major Championships. The biographical information captured through the SDMS is an important start to the process.
- Athlete Identification Cards and seasonal License Cards can be printed out for the new summer season 2012. SDMS offers a section under ‘License 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 license 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 adjustments will make the system more efficient in delivering accurate, reliable and timely athlete data, as well as results, rankings and records management.



The 2012 Athlete Registration Process will follow the same steps to the one in 2011.

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 2010/2011 users data, please complete the NPC Account Activation Form.
2. NPCs with athletes registered or licensed for the 2010/2011 Season will find all required Athletes' Registration data fields and documentation available for review and ready to action.
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 by either uploading or submitting in hard copy with the following documentation for each athlete:
 - a. The signed IPC Eligibility Code Form
 - b. A recent passport size photo (as outlined in the Athletes Registration Application Form Instructions)
 - 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).
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 Athletes Licensing opportunity. Athletes registered or licensed for the 2010/2011 Season can be licensed for the 2012 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 licenses 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 License is valid until 31 December 2012.

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 particular, please note that results of athletes that have not been licensed by 29 February 2012 will not be included in the first publication of the IPC World and Regional Ranking lists.

In preparation for the 2012 Athlete Registration and Licensing Process for the IPC, please find attached the IPC Eligibility Code Form for new athletes and the general provisions for capturing and preparing photos and documentation for upload onto SDMS.

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 'Xavier Gonzalez', is positioned above the typed name.

Xavier Gonzalez
Chief Executive Officer
International Paralympic Committee



2012 IPC ATHLETES REGISTRATION AND LICENCING POLICIES

FACT SHEET

October 2011

1) Athlete Registration and License

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, 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 license in one sport and the license package fee payment has been confirmed by the IPC. All licensed athletes will be assigned a season license 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 must be licensed to compete. This requirement will be included in the Entry instructions of these competitions.

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	License Required	Sport Class Status Required
Official World Ranking List (Jan - Dec)	Yes	R, C
Official Regional Ranking List (Jan - Dec)	Yes	R, C
Annual Recorded Best Performances List (Jan - Dec)	Yes	N, R, C
Minimum Qualification Standard Lists (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 next Official Ranking published for that season.

4) Records

Athletes must have a license and have a Confirmed "C" sport class status (or be specially designated with a Review "R" sport class status with a date for review due to maturity or the progressive nature of their impairment) to be eligible for recognition of a record breaking performance.



List Name	License 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 Records	Yes	C (R)

(R): Review “R” sport class status with a date for review due to maturity or the progressive nature of their impairment

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 twelve (12) weeks in Athletics and six (6) weeks in 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” sport class status (or be specially designated with a Review “R” status with a date for review due to maturity or the progressive nature of their impairment).

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.