



TO: National Paralympic Committee
Presidents / Secretaries General

Bonn, 1 December 2009
XG/IPC

2010 IPC Swimming Athlete Registration and Licensing Process

Dear NPC Presidents/Secretaries General,

The purpose of this letter is to formally commence the IPC Swimming Athlete Registration and Licensing Process for the 2010 Swimming Season.

We will be opening the system for NPCs to Register and License athletes for the 2010 Swimming Season (1 January 2010 to 31 December 2010) on Wednesday, 2 December 2009.

The IPC Swimming Athlete Licensing Fee will remain at 15 Euros per athlete.

We are satisfied, in general, with the introduction of the IPC Sport Data Management System (SDMS) and the Athlete Licensing Programme with more than 1400 swimmers from 60 NPCs licensed for the 2009 Season. In addition, we have seen improvements in the processes of approval of competitions, uploading of results and timely publication of rankings. Today, IPC Swimming regularly publishes its Official Ranking List every quarter. However, no introduction of a new system goes totally exempt of challenges. We appreciated the feedback received from several NPCs on the policies and processes we implemented in this first year.

As a consequence of this feedback we have reviewed and clarified some of these policies and processes, including the payment of the athlete license, please find attached the "IPC Athlete Registration and Licensing Policies Athletics & Swimming Fact Sheet". We are confident that these adjustments will make the system more efficient in delivering accurate, reliable and timely athlete data, results, rankings and records management.

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As a reminder, the general functionality of the SDMS includes the following:

- Captures athlete basic registration information (name, gender, sport, etc.), eligibility data (nationality, classification, etc.), biographies, competition results;
- Provides NPCs with access to online reports and data for their respective athletes, and
- Calculates World and Regional Rankings, Minimum Qualification Standards Lists (MQS Lists), World and Regional Records and other reports (e.g. Classification Master Lists).

The 2010 Athlete Registration and Licensing Process will follow similar steps to the one in 2009.

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 2009 users data, please complete the attached Account Activation Form.
2. NPCs with athletes registered or licensed for the 2009 Season will find all required Athletes' Registration data fields and documentation available for review and ready to action.
For NPCs adding new athletes and without any athletes registered or licensed for the 2009 Season, please complete the mandatory Athletes Registration data fields and either upload or submit in hard copy 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 driver's license must be submitted.
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 2009 Season can be licensed for the 2010 Season without IPC's confirmation.

b) Athlete Licensing Phase

The following payment options are available to NPCs:

- a) To avoid high administrative and financial transfer costs, IPC will offer a credit line until 27 March 2010. All athletes' licenses applied for until that date can be paid in one single payment. All these athletes' licenses will be considered retrospectively activated if full payment is received by 10 April 2010.

NPCs interested in this option should contact Frederic Herrmann (frederic.herrmann@paralympic.org) before 18 December 2009.

- b) NPCs may pay on a single or multiple athletes' licenses basis. An invoice will be generated automatically by the SDMS for that single or multiple athletes' license application. Payment can be made via bank transfer or credit card. For credit card payments the cardholder's information has to be entered in the SDMS.
Note: Credit card payments incur a surcharge (currently 3.5%). Credit card payments are not available for European Countries, as bank transfers in the SEPA system are free of charge.

IPC will activate the Athletes' License for the 2010 Season when payment is confirmed.

NPCs with difficulties in using any of the above payment options due to policy limitations on the international transfer of funds, please also contact Frederic Herrmann to identify a suitable payment option.

The Athlete License is valid from the date of activation to 31 December 2010.

It is important to refer to the "IPC Athletes Registration and Licensing Policies Athletics and Swimming 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 athletes that have not been licensed by 27 March 2010 will not be included in the first quarter publication of the IPC Swimming World and Regional Ranking lists.

In preparation for the 2010 Athlete Registration and Licensing Process for IPC Swimming, please find attached the IPC Eligibility Code Form for new athletes and the general provisions for capturing and preparing photos and documentation for upload on SDMS.



Should you have any questions, please do not hesitate to contact Agnes Szilak, IPC Swimming Manager, at agnes.szilak@paralympic.org at your convenience.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Xavier Gonzalez", is positioned below the text "Yours sincerely,". The signature is written in a cursive style with a prominent vertical stroke.

Xavier Gonzalez
Chief Executive Officer
International Paralympic Committee

Cc: Alexander Picolin – IPC Database Development Manager
Agnes Szilak - IPC Swimming Sport Manager
Jane Blaine – IPC Swimming STC Chairperson