

TO: National Paralympic Committee
Presidents / Secretaries General

Bonn, 21 December 2009
AC/IPC

2010 IPC Shooting Athletes License Registration Process

Dear NPC Presidents/Secretaries General,

The purpose of this letter is to formally commence the IPC Shooting Athlete Registration and Licensing Process for the 2010 Shooting Season and the opening of the Sport Data Management System (SDMS).

We will be opening the system for NPCs to Register and License athletes for the 2010 Shooting Season (1 January 2010 to 31 December 2010) on Monday, 4 January 2010.

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

We are satisfied, in general, with the introduction of the Athlete Licensing Programme, which was manually implemented for 2009, with more than 400 athletes from 43 NPCs licensed for the 2009 Season. In addition, we have seen improvements in the processes of approval of competitions, uploading of results and publication of rankings. Today, IPC Shooting publishes the Official Ranking Lists once per year. However, with the implementation of the SDMS introduction the Official Ranking List will be published every quarter of the year. 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

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Powerlifting, Shooting and Wheelchair Dance Sport 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.

For your information, 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 be as follows:

Athlete Registration Phase

The following steps are to be followed in the athlete registration process:

1. NPCs access SDMS online (with an NPC User Name and Password)
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.

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 1 February 2010.

- 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 Powerlifting, Shooting and Wheelchair Dance Sport 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 Shooting World and Regional Ranking lists. In preparation for the 2010 Athlete Registration and Licensing Process for IPC Shooting, 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 Athena Charitaki, IPC Powerlifting, Shooting, Wheelchair Dance Sport Manager, at athena.charitaki@paralympic.org at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Xavier Gonzalez', with a vertical line extending upwards from the start of the signature.

Xavier Gonzalez
Chief Executive Officer
International Paralympic Committee

CC :

Alexander Picolin – IPC Database Development Manager
Athena Charitaki - IPC Powerlifting, Shooting, Wheelchair Dance Sport Manager
Walter Vlaminck – IPC Shooting STC Chairperson