

Teams

Via Email

Bonn, 07 February 2024

Kobe 2024 Para Athletics World Championships NPC Accreditation Process

Dear Teams,

World Para Athletics is pleased to announce that the Kobe 2024 Para Athletics World Championships accreditation process is now open. This letter and the attached accreditation user guide aim to assist NPCs with registering members of their delegation within the IPC Accreditation System. Please find the key accreditation timelines below:

Date	Activity
06 February 2024	IPC Accreditation System opens for NPCs
12 April 2024	IPC Accreditation System closes for NPCs, all delegation members must be registered at this point

All delegation members must have a completed and approved accreditation to be part of the Kobe 2024 Para Athletics World Championships. If any member of your delegation is not registered within the IPC Accreditation System by the required deadline **12 April 2024**, they will not be eligible to attend the Championships.

Access

Below you will find the link to the IPC Accreditation System.

<https://db.ipc-services.org/sdms/accreditation/dashboard>

The accreditation system username and password are the same as your current SDMS account.



NPC Accreditation Categories

Category	Note
NPC President / Secretary General	Subject to approval by World Para Athletics
NPC Representative	Subject to approval by World Para Athletics
NPC Guest	Subject to approval by World Para Athletics
Living Assistant	Subject to approval by World Para Athletics
Athlete	As per delegation registration process
Athlete Competition Partner (guide runner)	As per delegation registration process
Team Leader	Maximum one (1) per NPC
Team Official	Including but not limited to coaches, assistants for field events, technicians, doctors, physiotherapists, administrators, etc.
Press Attaché	Maximum one (1) media representative per NPC
Personal Coach and Training Partner	According to the quota per NPC

*Field Events assistants shall be registered as Team Officials

NPC President / Secretary General

NPC Presidents and Secretaries General are entitled to an Accreditation Card and must be registered in the accreditation system along with other team delegation members. If the NPC President and / or the Secretary General are part of your team delegation and wish to access the Championships services (e.g., transport, etc.), they must be included in the overall delegation size by **12 April 2024**. If they wish to attend the Championships outside of the delegation, their names can be submitted in addition to the confirmed delegation size via Team Question Box. However, they will then not have access to the Championships services.

Only the NPC President and Secretary General can be accredited under the respective function. All submissions are subject to approval by World Para Athletics.

NPC Representative

If an NPC President and / or Secretary General are not able to attend the Championships, they can only be substituted by the Vice President, Director General or CEO. An official request shall be submitted in writing to World Para Athletics for approval. Once approved, that person can be accredited as an “NPC Representative”.

NPC Guest

If an NPC would like to bring any high-ranking government officials of its country, these guests can be accredited as an “NPC Guest”. These requests shall also be submitted in writing to World Para Athletics for approval. An NPC Guest will not be entitled to receive the privilege of the Championships services.

Living Assistant

A living assistant is an accompanying person who provides care or assistance to individuals that require support for mobility, daily living, safeguarding or other accessibility considerations. Zones and venues privileges of living assistants will be assigned “according to need” determined by the operational role of the individual being given care or assistance.

Athlete and Athlete Competition Partners

Athletes and Athlete Competition Partners (guide-runners for VI track events) must be registered and licensed in the IPC Sport Data Management System (SDMS) before they are entered into the accreditation system. All personal data from athletes and athlete competition partners will be replicated from SDMS. NPCs / NFs are regularly required to check the accuracy of the data and update it if needed.

Team Leader

The team leader serves as the main point of contact for a delegation. Only one (1) team leader per NPC shall be allowed. Prior to registering the delegation in the accreditation system, the team leaders will be requested to fill in their name, email, and phone number in the accreditation system. This information must be kept up to date so that the LOC or World Para Athletics can contact the team leader in case of any questions. The team leader must arrive with the first members of the delegation and attend the Delegation Registration Meeting (DRM).

Team Official

According to the delegation registration process, technical and coaching, medical and administrative personnel shall be accredited as Team Officials. The Accreditation Card will be allocated to each team official in the “Ao” category.

Press Attaché

A press attaché is a designated team official from a delegation who serves as a point of contact for media throughout the period leading up to and during the Championships. A maximum of one (1) press attaché per NPC is allowed. The press attaché is not mandatory. The team leader can act as a point of contact for any media requests by default if the press attaché is not appointed.

Personal Coach and Training Partner

“P” accreditations can be granted to personal coaches and training partners who are outside of the NPC’s official delegation and have a personal employment contract or service agreement with a specific athlete or the NPC. Each NPC can apply for “P” accreditations according to the quotas outlined in the following table at a cost of **85 EUR per pass per day**.

Number of Athletes	Maximum Number of “P” Accreditation Passes per NPC
1-20	1
21-30	2
31-40	3
41-50	4
51+	5

“P” accreditations shall only be used by personal coaches and training partners and are not transferrable. A “P” accreditation is limited, with no access to transport or meals, and no access to the stadium. It will only give the holder access to the trainings and warm-up areas during the Championships. “P” accreditation applications are subject to review and approval by World Para Athletics.

Accreditation Approval Process

World Para Athletics will review all submitted accreditation requests on a daily basis. If registration is incomplete, it will be marked as invalid, and the team leader will be requested to edit the submitted data for the accreditation card to be reconsidered for approval. Please regularly check the accreditation system to ensure all data is correct and acceptable.

Questions or Problems

If you have any questions or issues regarding the submission of accreditation requests for the Kobe 2024 Para Athletics World Championships in the IPC Accreditation System, please do not hesitate to contact World Para Athletics at info@worldparaathletics.org.

We look forward to your participation in the Kobe 2024 Para Athletics World Championships.

Kind regards,

Paul Fitzgerald

Head of World Para Athletics

A handwritten signature in black ink, appearing to be a stylized 'L' or similar character.

Cc

Michael Okubo – World Para Athletics Competition Coordinator

Irina Khapugina – World Para Athletics Competition Coordinator