

FIFA Regulation

This is a reminder about some of the key rules regarding the requirement for International Transfer Certificates (ITC). These requirements are based on FIFA's rules and are strictly enforced by the CSA and OSA. If a player registers for an Ontario Club and if it is later learned that she/he was ineligible to register in Canada because she/he was required to have an ITC, that player's registration will be voided for the season and her/his team will forfeit all games in which this ineligible player played.

OSA Registration Policy 16.1 *An amateur or professional/semi-professional player who has become eligible to play for a Club affiliated to a National Association may not qualify for a Club affiliated to another National Association unless the latter National Association has received an international transfer certificate issued by the National Association which the player wishes to leave. For the complete policies regarding international transfer certificates, you are referred to The OSA's Operational Policies.*

OSA Registration Policy 16.2 *An international transfer certificate is not required for a player under the age of twelve years when he/she last registered with the other National Association.*

How To Properly Implement This Rule

It doesn't matter if the player registered illegally with another club in Canada, *ie.*, a player requiring an ITC was able to register with a Canadian Club in previous year(s), the player still requires an ITC. Therefore, if the player last registered with another Ontario Club or with a club in another Canadian province, it should not be assumed that she/he does not require an ITC. It is the responsibility of each Club to ensure that when a player is registering in Ontario on a **Player Registration Form**, a **Trial Permit** or a **Short Term Registration Permit**, it is mandatory for that player to complete the following **PLAYING HISTORY** section:

ATTENTION: The “PLAYING HISTORY” section MUST be completed – Any person who provides false information or withholds any of the required information will be suspended from all Ontario Soccer Association activities for six months.

Has the player ever registered to play soccer in another country? ___ YES ___ NO

If Yes, answer the following questions:

a) In which country (other than Canada) did the player last register?

b) With which Club did the player last register in another country? _____

In which year did the player last register in another country? _____

If the player answers "Yes" to the question: "**Has the player ever registered to play soccer in another country**", it is the responsibility of the Club to check with its District Association to ensure that the player has obtained an International Transfer from that other country. Again, the club should not assume that the player is eligible to register in Ontario (Canada) just because the player registered with another Ontario team(s) in the previous year(s). If the player registered illegally in Canada in previous years because she/he did not obtain an ITC when required, the player still needs to obtain an ITC - no matter how many years it has been since that player last registered in the other country. The only exception is if the player was eleven years old or younger when she/he last registered in the other country.

If the player answers "No" to the question: "**Has the player ever registered to play soccer in another country**" and it is later proven that the player did register to play soccer in another country, the player will be charged with Misconduct Type 1.69 and will be required to attend a discipline hearing and if found guilty, will be suspended from all soccer activities for a period of six months. Notwithstanding Discipline Policy 3.1, the player shall be disciplined as if she/he was a registrant because the person completed one of the applicable registration forms.

Sometimes, a player will provide his new Canadian Club with a letter from his previous club in the other country or, from that club's Association, in which it releases the player and clears her/him to register in another country. It is

important to realize that such a letter does not make the person eligible to be registered in Canada. The player always requires an ITC which is sent from the other country's National Association to the CSA. Unless the ITC goes through the CSA from the other country's National Association and then, on to the OSA and finally, to the District Association, the player is not eligible to register in Ontario.

How To Obtain an ITC

If the Club has a player who registered in another country while that player was twelve years old or older, the Club must complete an ITC request by using the online forms at the following URL: <http://ontariosoccer.ca/Forms.htm> Just click on the "**Application Forms**" link at this URL and then, select **ITC - International Transfer Certificate**. For information about how to complete the **ITC - International Transfer Certificate** online form, read the following

How To Complete Application

document: http://ontariosoccer.ca/FORMS_ONLINE/Administration/HELP/On-lineFormsHOWTO-Applicant.pdf

After the Club completes the **ITC - International Transfer Certificate** online form, it then sends an email to its District Association with the ITC # and the name of the player requiring the ITC. The District Association then goes into the Administration Switchboard to approve the ITC form for that player. After approving the ITC, the District Administrator sends an email to the OSA's **InterTransferReinstateManager** with the ITC # and the name of the player requiring the ITC. The OSA's **InterTransferReinstateManager** then approves the ITC and sends it on to the CSA. The CSA will then send an ITC request to the player's previous National Association. When the CSA receives the ITC from the other country, it forwards it to the OSA which forwards it to the District Association which forwards it to the Club - after which the player becomes eligible to register in Ontario or anywhere in Canada.

A District Association does have the option of just faxing hard copies of the ITC's rather than using the **ITC - International Transfer Certificate** online forms.

ITC's For Players Who Are 12 to 17 Years of Age at the Time of Registration in Ontario

As per Article 19 – Protection of Minors, from the FIFA Regulations for the Status and Transfer of Players,:

Any player who is 12 to 17 years of age at the time of registration in Canada and who is not a National of Canada is not permitted to register in Ontario except in the following two situations:

1. ***the player's parents have moved to Canada for purposes other than playing soccer;***
2. ***the player lives no further than 50 kilometres from the Canada/USA border and the club for which the player wishes to be registered in Ontario or in the USA is also within 50 kilometres of the Canada/USA border. The maximum distance between the player's domicile and the club's headquarters is no more than 100 kilometres. In such cases, the player must continue to live at home and the two Associations concerned must give their explicit consent.***

providing that the player is issued an ITC to register in Ontario.

The requirements of Article 19 shall also apply to any Minor player who has never previously been registered for a club and is not a national of the country in which she/he wishes to be registered for the first time.

Requests for ITC's involving players 12 to 17 years of age are now processed through the FIFA TMS.

With respect to the situation where **the player's parents have moved to Canada for purposes other than playing soccer**; the following six documents must be provided: in PDF format and no larger than 3 MB:

- (1) Employment Contract – Player's Parents***
- (2) Proof of Birth Date (Birth Certificate) – Player***
- (3) Proof of Identity & Nationality – Player***
- (4) Proof of Identity & Nationality – Parents***
- (5) Proof of Residence – Player's Parents***
- (6) Work Permit – Player's Parents***

With respect to a **player who lives no more than 50 kilometres from the Canada/USA border, the Club with which she/he wishes to register is no more than 50 kilometres from the Canada/USA border, and the maximum distance between the player's domicile and the club's headquarters is no more than 100 kilometres**, the following six documents must be provided: in PDF format and no larger than 3 MB:

- (1) Proof of Birth Date (Birth Certificate) – Player***
- (2) Proof of Distance for 50 kilometres rule regarding player's domicile and club's headquarters (eg., as from Google Maps)***
- (3) Proof of Identity & Nationality – Player***
- (4) Proof of Residence – Player***

For each exception noted above, the mandatory documents will be provided to the District Association which will email to the OSA. No requests for ITC will be processed without the mandatory documents being provided (**NO EXCEPTIONS**).

According to FIFA, depending on the complexity of the case, processing times will vary between one to six weeks from the date the documents are submitted to FIFA. However, if the process takes longer than 30 days, the CSA will issue a temporary ***Provisional Transfer Certificate*** which will only takes permanent effect a year after its initial release but, it does permit the player to register in Ontario without having to wait an inordinate amount of time. In the meantime, should the FIFA advise the CSA that it will not issue an ITC, the ***Provisional Transfer Certificate*** becomes null and void and the player is no longer considered registered with the CSA, OSA, District Association, or Club.

Discipline For Contravening ITC Rule

If there is reason to believe that the OSA's Registration Policy 16.1 has been contravened, the matter must be reported to the player's District Association. The District Association will then conduct an investigation which will include consulting the OSA which in turn will consult the CSA to determine whether a player has previously registered in another country and confirm whether an ITC has been issued from that country's National Association to the CSA. A League is not permitted to investigate such claims but should refer the matter to the player's District Association. If it is proven that the player

registered illegally without a required ITC, there are two different jurisdictions involved in rendering discipline, as follows:

1. The **District Association** which will discipline:
 1. the Club - **Misconduct Type 5.66** - *Acted in contravention of, or failed to act in accordance with, a "Published Rule"*
 2. any administrator who is proven to have had knowledge that the player required an ITC and yet, still registered her/him without one - **Misconduct Type 3.66** - *Acted in contravention of, or failed to act in accordance with, a "Published Rule"*
 3. any team official who is proven to have had knowledge that the player required an ITC and yet, still registered her/him without one - **Misconduct Type 2.66** - *Acted in contravention of, or failed to act in accordance with, a "Published Rule"*
 4. the player if it is proven that she/he answered "**No**" to the question: "**Has the player ever registered to play soccer in another country**" - **Misconduct Type 1.69** - *Provided false information or withheld information on a player registration form*
2. The **League** which will discipline:
 1. the Club - **Misconduct Type 5.63** - *Played an ineligible player on one of its teams in a game*

With regard to the above charges, both the District Association and the League will each be required to conduct a Discipline Hearing before rendering any disciplinary action in their respective areas of jurisdiction. The District Association must conduct its discipline hearing first. If it is proven at the District Association's discipline hearing that the player was ineligible to register because she/he first required an ITC, the player's registration for that season will be voided and treated as if the player was not registered for the entire season. Any suspension issued to the player for **Misconduct Type 1.69** shall be served only after the player is legally registered after the other country's National Association issues an ITC to the CSA. The League may proceed with charges, a hearing and disciplinary action only after the District Association has ruled on the person's eligibility to register as a player in Ontario.

Recent Special Situation in Michigan

This is to advise you that there has been an unusual situation which has occurred with the State of Michigan and possibly other States in the USA. For the past several years, the Michigan State Soccer Association has been permitting players from Canada to register with Michigan Clubs without ITC's. They were using a **US Soccer** internal document called **International Waiver Clearance** to process the registration of these Canadian players on Michigan clubs. The **US Soccer** internal **International Waiver Clearance** document has never been recognized by the CSA or FIFA. As a result, in 2011, the **US Soccer** banned the use of this internal document. The CSA has notified the OSA that it does not recognize the registration of any Canadian players who were registered in the USA on the basis of the **International Waiver Clearance** and considers all of these player registrations in the USA to be illegal. As a result, the CSA had advised the OSA that any player whose soccer registration country of origin is Canada and who was illegally registered in the USA (the words used by the CSA) does not require an ITC issued by **US Soccer** in order to now be eligible to register in Canada. The only player (with a soccer registration country of origin as Canada) requiring an ITC in order to register in Canada, is a player for whom the CSA has issued an ITC to **US Soccer**. In summary, if:

- 1) the player was twelve years or older when she was last registered with the **US Soccer** and
- 2) her soccer registration country of origin is Canada and
- 3) the Canadian Soccer Association has **NEVER** issued an International Transfer Certificate (ITC) for this player to register in the USA,

then the player does not need an ITC from the **US Soccer** to register in Canada.

As far as we know, this situation only applies to Michigan which borders Essex County S.A., Lambton Kent S.A. and Sault Amateur S.A.. However, it is possible that it may also apply to Niagara S.A., Southeast Ontario S.A. and Eastern Ontario District S.A. which all border New York State or Soccer Northwest Ontario which borders Minnesota. If those District Associations learn of similar situations, please bring it to my attention and both the CSA and OSA will investigate.

Provisional Transfer Certificates

When a 30 day period has elapsed after the CSA has sent the ITC request to the other national association, the CSA is authorized by FIFA regulations to issue a ***Provisional Transfer Certificate***. **This applies to both regular ITC's and ITC's for players who were 12 to 17 years of age at the time of registration with the other National Association.**

The ***Provisional Transfer Certificate*** is temporary and only takes permanent effect a year after its initial release but, it does permit the player to register in Ontario without having to wait an inordinate amount of time. In the meantime, should the other National Association respond to the CSA with a valid reason as to why that National Association is unable to issue an ITC, the ***Provisional Transfer Certificate*** becomes null and void and the player is no longer considered registered with the CSA, OSA, District Association, or Club.

While the CSA attempts to automatically issue the ***Provisional Transfer Certificate*** after thirty days, it is acceptable for the OSA to prompt the CSA after thirty days have lapsed. It is also a good idea for the District Association to prompt the OSA after twenty-nine days. However, there is no need to continuously prompt the OSA or CSA as both organizations will forward the ***Provisional Transfer Certificate*** or the ITC as soon as the thirty days have lapsed or the actual ITC arrives.

International Transfer Administration Fees

For each International Transfer Application Form submitted to the OSA by a District Association, the following Administration Fee must be paid to the OSA as part of the approval process:

- \$125.00 for an amateur player (NOTE: \$100 of this fee is forwarded by OSA to CSA)
- \$225.00 for a professional/semi-professional player (NOTE: \$200 of this fee is forwarded by OSA to CSA)

Although a National Association is not permitted to charge a transfer fee with respect to ITC's, FIFA does permit a National Association to charge an Administration Fee for this service. Similarly, the OSA charges a \$25.00 Administration Fee for all ITC's which it processes.

If the other National Association issues an ITC to the CSA for a professional/semi-professional player and that player then wishes to be registered as an Amateur player in Ontario, he must then apply to the OSA (through her/his District Association) for a ***Reinstatement To Amateur Status*** as per the OSA's reinstatement policies by submitting the applicable form and paying the required ***Reinstatement To Amateur Status Administration Fee***.

Requirement for ITC to Play in Competitions

An ***ITC*** is required for a player to participate in any sanctioned competition in Ontario including: ***league, cup competition, tournament or exhibition game***, regardless of whether the player is being fully registered or temporarily registered with a ***Trial Permit*** or a ***Short Term Registration Permit***. However, the CSA and the OSA do permit:

1. an Ontario player to play as a ***"Guest Player"*** on a foreign team in a ***"tournament"*** or ***"exhibition game"*** in Canada or the USA
2. a player registered with another Provincial Association to play as a ***"Guest Player"*** on an Ontario team in a ***"tournament"*** or ***"exhibition game"*** in Canada or the USA
3. a player registered with another National Association to play as a ***"Guest Player"*** on an Ontario team in a ***"tournament"*** or ***"exhibition game"*** in Canada or the USA

providing the ***Tournament Host Organization's Rules*** or the ***Exhibition Game Host Organization's Rules*** permit a player registered with another National Association to play as a ***"Guest Player"*** ***AND*** providing that the governing organization with which the player is registered has approved the player playing as a ***"Guest Player"***. For example, if a player who is registered in Ontario wishes to play as a ***"Guest Player"*** for a Non-Ontario team (ie. a team from another province or an American team), the player is required to have a Temporary Registration Permit approved and issued by her/his District Association. Unless the ***Tournament Host Organization's Rules*** or the ***Exhibition Game Host Organization's Rules*** permit a player registered with another National Association to play as a ***"Guest Player"***, the player will be required to obtain an ITC in order to play as a ***"Guest Player"*** for that foreign team.

A player who is ***on trial*** (ie., attending a team's training session, running

through cones, playing scrimmage matches within the team itself) **does not require an ITC**. However, the moment that the Club wishes to play that player in any sanctioned competition (including: league, cup competition, tournament or exhibition game), the player must be registered and an ITC is required for that player to play in that game.

For insurance purposes, the player could be **registered with the Club but, she/he cannot be registered with the OSA until an ITC is issued by her/his former National Association**. If the player is registered with the Club, the OSA's insurance is in effect for that player for the team's training sessions, even though she/he is not eligible to play in any sanctioned competition (including: league, cup competition, tournament or exhibition game). If the player does play in a sanctioned competition, she/he would not be insured and the Club would be disciplined for playing an ineligible player in the sanctioned game (including: league, cup competition, tournament or exhibition game).

Player Requiring ITC from Canadian Soccer Association to Register and Play in Another National Association

A player who was last registered in Canada and wishes to register and play in another National Association must apply to that other National Association for an ITC. The other National Association will request an ITC be issued by the Canadian Soccer Association for that player. Prior to issuing an ITC, the CSA will contact the OSA to confirm that the player has no obligations to his Ontario Club and that she/he is free to transfer to the other National Association. The process shall include the following steps:

1. When the CSA advises The OSA that a player has requested a transfer to another Country, The OSA shall immediately advise, in writing, the District Association (with which the player was last registered) that a transfer has been requested.
2. After being advised by The OSA about the transfer request, the District Association shall immediately advise the Club with which the player was last registered in order to obtain a statement from that Club that the player has no further obligations to the Club and is free to transfer.
3. A **District Association shall respond to The OSA within six days** after it receives the written notification from The OSA about the International transfer request.
4. If the District Association does not respond within six days, The OSA shall:

1. assume a compliance position by the District Association and Club; and
2. on the seventh day, advise that the player has no further obligations to her/his former Club and is free to transfer.
5. If a **Club or District Association has a valid reason for delaying the issuance of an International Transfer, the District Association must advise The OSA within six days** after The OSA has issued the written request for the transfer to the District Association. In such a case, the Club or District Association must **provide, in writing, the reason why the transfer should not be issued or should be delayed.** Upon receipt of such a request, The OSA shall immediately advise the CSA about the reasons for not issuing the transfer.
6. If The OSA does not respond to the CSA within seven days of a request by the CSA for an International Transfer for a player, the CSA shall assume a compliance position and on the eighth day, shall immediately issue the International Transfer Certificate (for that player) to the other National Association.

Communications Regarding ITC's

Club representatives should not be contacting the OSA office or CSA office about International Transfers. The Club representative should be dealing with the District Administrators regarding any queries with respect to ITC's. The District Association communicates with the OSA and the OSA communicates with the CSA. It is being reported that there are situations where parents or team officials (not even club officials) are going above everybody's heads (ie., Club, District Association and OSA) to follow up directly with the CSA regarding ITC requests. This just increases everybody's workload and in some cases consternation; and there is absolutely nothing to be gained by this direct contact with the CSA. In fact, the CSA has requested that the OSA stop this from occurring. Therefore, the OSA is requesting all District Associations to advise their Clubs about the communications protocol with regard to ITC queries and to discourage any direct contact with the OSA or the CSA about ITC's.

When communicating with the OSA regarding ITC's, the District Association must communicate by email and send the email to **InterTransferReinstateManager**.

District Associations are being requested to forward this email to all of their Clubs. It is vital that all organizations are aware of their responsibilities with regard to International Transfers.