



**BC SOCCER**

# INTERNATIONAL TRANSFER CERTIFICATE PROCEDURES

January 2017

## INTRODUCTION

All players that wish to play organized soccer in Canada must be registered with Canada Soccer Association (by way of a Provincial Association member). [FIFA's Regulations on the Status and Transfer of Players](#) state:

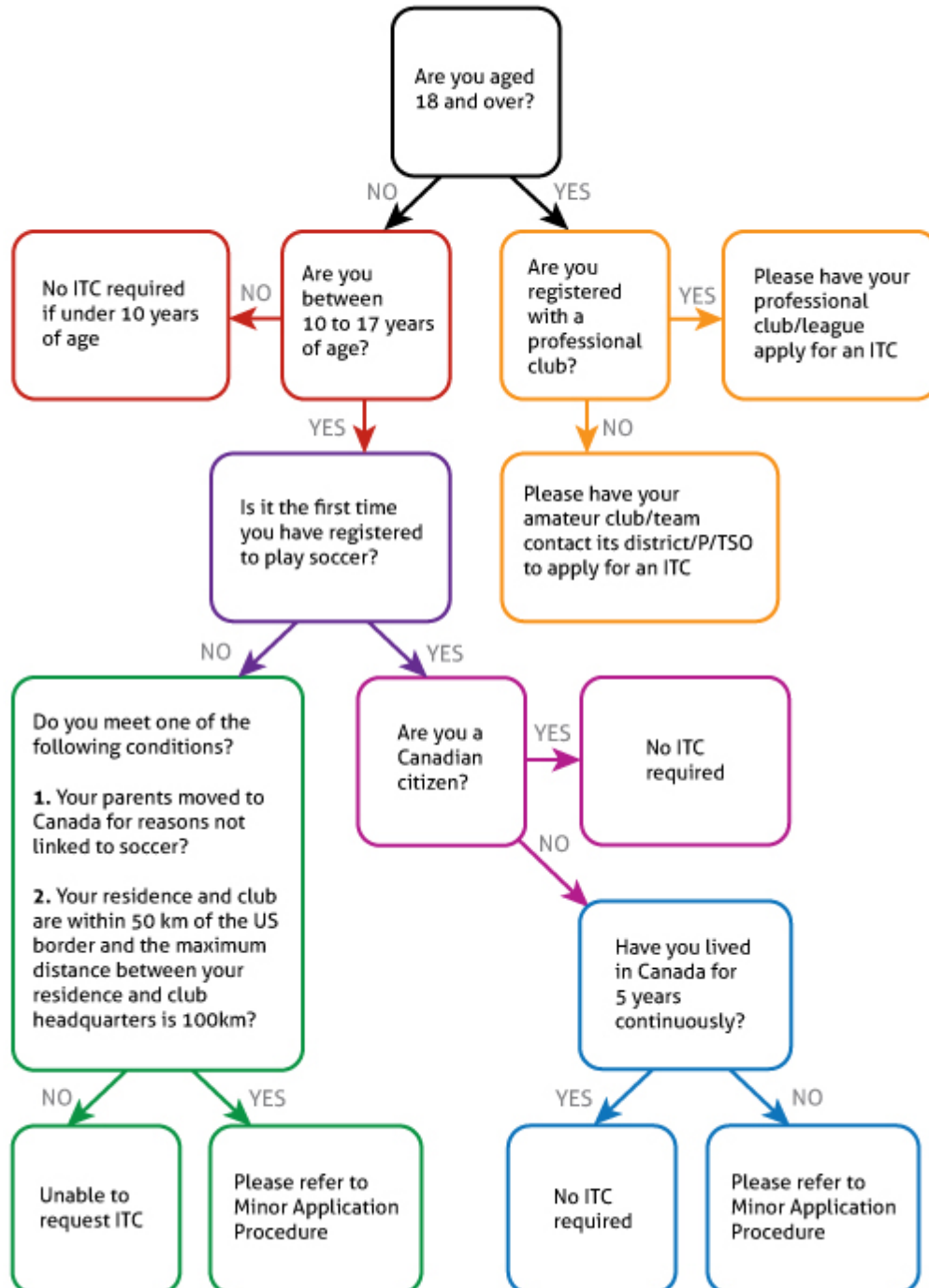
*Players registered at one [National] Association may only be registered at a new [National] association once the latter has received an International Transfer Certificate (ITC) from the former [National] association. (Section 9)*

*The procedure for applying for a first registration of a minor according to art. 19 par. 3, or an international transfer involving a minor according to art. 19 par. 2, will be managed by TMS. (Annexe 2)*

## IS AN INTERNATIONAL TRANSFER CERTIFICATE (ITC) REQUIRED?

Please use the flow chart below to determine if an International Transfer Certificate (ITC) is required.

# International Transfer Certificates (ITC)



Source: [Canada Soccer website](http://Canada Soccer website)

## **ADULT APPLICATION PROCEDURES**

1. Complete the [International Transfer Application form](#)
2. Submit the International Transfer Application to Nicole Laird via one of the following:
  - Email: [nicolelaird@bcsoccer.net](mailto:nicolelaird@bcsoccer.net)
  - Fax: 604.299.9610.
  - Mail: 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4

Payment for fees (\$105, including GST) can be made once the ITC has been received via:

- Credit Card (Visa or Mastercard)
- Cheque (made payable to “BC Soccer Association”)
- Debit (in person at BC Soccer office located at 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4)

### **ARE YOU A PROFESSIONAL PLAYER? REINSTATEMENT TO AMATEUR STATUS**

Any player wishing to reinstate to amateur status from professional/non amateur status must submit an [Application for Reinstatement](#) (and additional application fee of \$131.25, including GST) in addition to the International Transfer Application.

Upon receipt of the completed International Transfer Application:

3. The application will be submitted by BC Soccer on behalf of the applicant to Canadian Soccer Association (CSA) who will seek the player’s release from his/her previous association
4. Upon release, the Canadian Soccer Association (CSA) will issue an International Transfer Certificate to BC Soccer
  - If CSA does not receive a response from the player’s previous association 30 days after requesting the International Transfer Certificate, CSA has the authority to grant the player a Provisional Certificate which allows the player to register and begin playing soccer in BC. After a period of one year, if there is no response to revoke the Provisional Certificate, the international transfer becomes permanent.
5. BC Soccer will provide the ITC or Provisional Certificate to the applicant upon receipt.

## MINOR APPLICATION PROCEDURES

1. Complete the [International Transfer Application form](#). Included with the request, the following MANDATORY documents must be submitted by the player/parents in PDF format:
  - Proof of identity and nationality (i.e. passport) – player
  - Proof of identity and nationality (i.e. passport) – parents
  - Proof of birth date (birth certificate) - player
  - Employment contract – parents
  - Work permit – parents
  - Proof of residence (i.e. proof of home ownership, rental agreement) – player and parents
  - FOR 50KM RULE ONLY:
    - Proof of distance (i.e... Google maps showing location club/residence)
    - Parental authorisation

2. Submit the International Transfer Application to Nicole Laird via one of the following:

Email: [nicolelaird@bcsoccer.net](mailto:nicolelaird@bcsoccer.net)

Fax: 604.299.9610

Mail: 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4

Payment for fees (\$105 including GST) can be made once the ITC has been received, via:

- Credit Card (Visa or Mastercard)
- Cheque (made payable to “BC Soccer Association”)
- Debit (in person at BC Soccer office located at 250 – 3410 Lougheed Hwy, Vancouver, BC, V5M 2A4)

Upon receipt of the completed International Transfer Application:

3. The application and documentation will be submitted to Canada Soccer Association (CSA) by BC Soccer on behalf of the applicant.
4. CSA will submit the application and documentation to FIFA’s Transfer Matching System (TMS) for review by FIFA’s Players Status Committee. Only FIFA’s Players Status Committee<sup>1</sup> can approve requests for the international transfers of minors.
5. BC Soccer will provide the ITC to the applicant upon receipt and/or follow up accordingly.

As Canada has been granted an exemption to by-pass the FIFA TMS for strictly amateur players registering with amateur teams without ties to a professional club, once the mandatory documents above have been received, Canada Soccer is free to request the ITC directly with the National Association concerned.

Should Canada Soccer not receive a response within thirty (30) days, Canada Soccer is then free to issue a provisional transfer certificate allowing the player to register.

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<sup>1</sup> FIFA’s Player Status Committee is a Standing Committee of FIFA that sets up and monitors compliance with the Regulations on the Status and Transfer of Players and determines the status of Players for various FIFA competitions. Its powers of jurisdiction are governed by the Regulations on the Status and Transfer of Players. Source: <http://www.fifa.com/aboutfifa/organisation/bodies/standingcommittees/committee=1882032.html>

### **Documentation Requirements for Minors who are Refugees**

With respect to refugees, Canada Soccer is aware of the challenges newcomers have in providing the relevant documentation as required by FIFA. Accordingly, Canada Soccer will consider the mandatory document requirements as having been met if at least one (1) of the following documents have been provided by both the parent(s) and player(s):

- UNHCR Asylum Seekers Certificate; or
- Canada Confirmation of Permanent Residence (COPR); or
- Permanent Resident Card

Note: FIFA Integrity and Compliance and/or FIFA Players Status may request additional documentation for Minors who are Refugees as follows:

- Player and Parent Passports
- Player Birth Certificate
- Proof of Custody (if the Minor Refugee is in Canada without their Parents)
- Authorisation of custody holder (if the Minor Refugee is in Canada without their Parents)
- Parental Situation (if the Minor Refugee is in Canada without their Parents)
- Proof of Residence
- Status of New Club
- Status of player with former club (if the player was previously registered in their country of origin)

**If any of the above document(s) cannot be provided by the applicant if requested by FIFA, a signed and dated letter must be provided to explain why the missing document(s) cannot be produced.**

### **Minors with Only One Parent in Canada**

With respect to minor players (either refugees, or not) who find themselves in Canada with only one parent, the parent must provide a signed and dated letter detailing the reasons as to why only one parent is currently in Canada (either due to work commitments, divorce, deceased, etc.). Canada Soccer will review to consider if the rationale provided sufficient in order to request the player(s) ITC.

**PLEASE NOTE**, notwithstanding the above, should FIFA Integrity and Compliance request a review, they may request additional documentation in order to ensure compliance with the FIFA regulations.

### **\*NEW\* Minors who are Exchange Students**

Typically exchange students are ineligible to apply for an ITC because they must have at least one parent in Canada with them; however the FIFA Players Status Committee may, on a case-by-case basis, review an application to grant approval to request a minor exchange student's ITC, providing one of the following very specific circumstances apply and the club the minor player intends on registering with has no professional team, is strictly amateur, and has no financial, legal, or de facto links to a professional club:

**NOTE: even if the following circumstances apply, there is no guarantee that FIFA will grant approval**

1. The duration of the player's academic study abroad program and the duration of the player's envisaged club registration is less than a year; or
2. The duration of the player's academic study abroad program is longer than a year, but the player is turning 18 in less than a year; or

3. The duration of the player's academic study abroad program is longer than a year, but there is less than a year of the program remaining.

If applying to the FIFA Players Status Committee, all of the mandatory documentation listed below must be included with the application:

1. Proof of Birth (Birth Certificate) of the player;
2. Proof of identity and nationality of the player (passport);
3. Proof of identity and nationality of the player's parents (parents' passports);
4. Documentation of the Exchange Program (name, purpose, funding, duration, etc.) provided by the exchange program;
5. Registration form for the exchange program (as completed by the parents and the minor player);
6. Confirmation of the players return to his home country (signed declaration by the parents or the exchange program that the minor player will return to his home country upon completion of the exchange program);
7. Documentation of academic education;
8. Confirmation of player's participation from academic institute in home country;
9. Documentation of accommodation and care;
10. Status of new club and duration of registration;
11. Status of player with former club;
12. Authorization of host parents; and
13. Parental authorization

This process can take anywhere from two to six weeks to receive a decision (or longer, depending on the complexity of the case). **Please note that provisional ITCs cannot be issued for the player during this application process.** The FIFA Players Status Committee may also request additional documentation to what is listed above.

## **PLEASE BE ADVISED:**

- **Provisional Certificates for ITC applications of minors are only provided in cases where the player will be registering strictly as an amateur with an amateur club with no legal, financial or de facto links to a professional club.**
- **CSA DOES NOT communicate directly with District Associations, Clubs, players, or parents regarding ITC applications, questions, or status checks; they only communicate with the provincial body (BC Soccer).**