



INTERNATIONAL TRANSFER CERTIFICATE PROCEDURES

February 2016

(updated to include Process for Minor Players Procedures for Refugees and one parent only in Canada)

INTRODUCTION

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

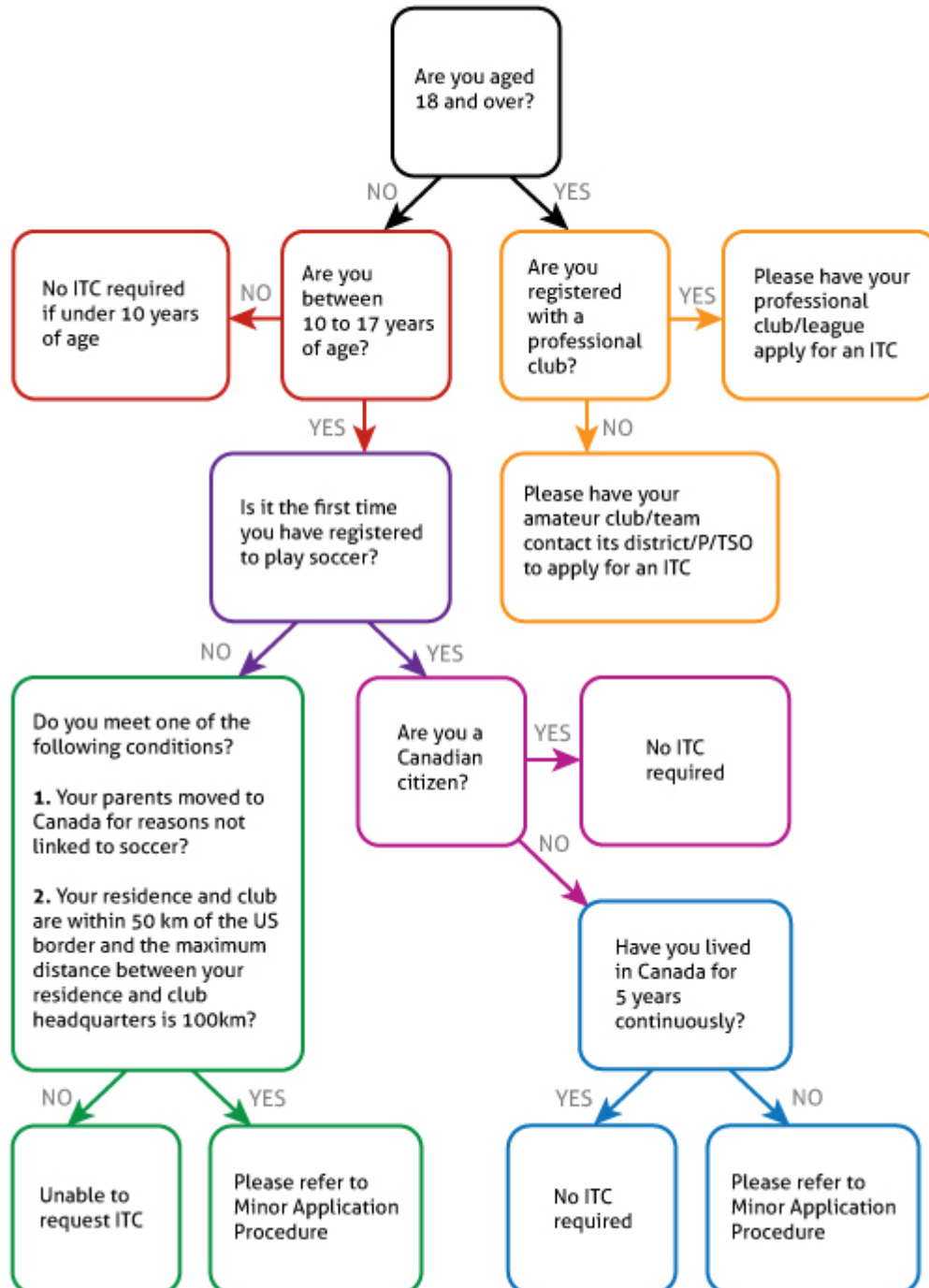
Players registered at one [National] Association may only be registered at a new [National] association once the latter has received an International Transfer Certificate (ITC) from the former [National] association. (Section 9)

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

ADULT APPLICATION PROCEDURES

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

Payment for fees¹ (\$100) can be made 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 \$125) in addition to the International Transfer Application.

Upon receipt of the completed International Transfer Application and payment:

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.

¹ Fees for the administrative costs associated with the processing of International Transfers and Reinstatements to Amateur are determined by the Canadian Soccer Association (CSA). BC Soccer collects/consolidates all fees to submit to CSA.

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 Ryan McQuillan via one of the following:

Email: ryanmcquillan@bcsoccer.net

Fax: 604.299.9610.

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

Payment for fees can be made 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 and payment:

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 Player Status Committee. Only FIFA’s Player Status Committee² 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.

² 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>

***NEW* 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 provided 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

***NEW* 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 this 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. Further, should FIFA introduce regulations specific to the processing of refugee player status, Canada Soccer would be required to implement any such instructions.

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.**
- **International Exchange students ARE NOT ELIGIBLE for an ITC or special request** (therefore, are encouraged to participate in soccer at school and at community recreation centres)
- **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).**