

EFFECTIVE JUNE 25, 2014

Attention: District Associations and League 1

The OSA realizes the length of time it is taking to obtain approval of some International Transfer Certificate requests. To assist with this process we would like to introduce a *new step* that will hopefully relieve some of the confusion around timelines and reduce any extra time waiting on approval. Please be advised that this is only applicable to ITC requests for players ages 18 and older. This process will **not** be in place for minor players between the age of 12 and 17.

Process:

1. Club fills out ITC application on switchboard and sends it to the District for approval
2. District approves application and sends to OSA to process with CSA

****NEW STEP****

3. The OSA will approve application and provide a **"Permit to Play"** (please see attached document). The "Permit to Play" will state the specified date the player is free to register while we wait for the Provisional Certificate and/or approved ITC. Obviously, if the approved ITC is received before the 30 day timeline to receive the provisional certificate, the "permit to play" date is unnecessary. The "permit to play" date will be 30 days from the date when the OSA sends the ITC application to the CSA (which is usually the same day it is received or a day or 2 after).

4. The rest of the ITC request process remains the same.

****IMPORTANT****

5. If for any reason, there is an issue with an ITC request and a player is not able to successfully transfer to Ontario/Canada (as per direction from the CSA) -- the Permit to Play will be revoked and the registration of the player will be cancelled immediately.

AGAIN, please note that this additional step to the ITC process is ONLY for players over the age of 18. This will not apply to minor players.

Also, please be aware that MINOR PLAYERS are **not** eligible to receive Provisional Certificates after 30 days. If a minor player is found to have registered and played before they receive an approved ITC all parties (Club, District Association, OSA and CSA) are subject to very large fines. The time frame to receive approved ITCs for minor players can take up to 8 weeks. This is just a suggested time frame and as such there are no guarantees. Please also be advised that these are FIFA regulations that the CSA and the OSA are strictly enforcing. With this said, Clubs and players should be advised that ITC applications for minor players made after June 15 are not guaranteed to be processed before roster freeze dates (ie. for some leagues - July 31).