

The process to obtain an ITC (in order for a player to register with the OSA that was last registered with another National Association) is as follows:

1. The Club completes the ITC Application on the OS CTMS system as well as email [emsada@rogers.com](mailto:emsada@rogers.com) of the request. Please ensure all required documents are attached in the CTMS system.
2. The District Association ensures that all information is correct and sends it to the OS including the ITC# or Reference # with all supporting documents will approve and then email OS of the pending ITC
3. The OS will approve the applications in CTMS and send the request to the CSA.
4. The CSA will process the request and when approved will either send a Provisional Certificate or the approved ITC to the OS only.
5. The OS will send (via email) the Provisional Certificate or the approved ITC to the District Association
6. The District Association will pass this Provisional Certificate or the approved ITC to the Club so that the player is able to register.

This process should be followed **at all times** by all individuals involved in the process.

Club, Leagues and District Associations **should not** be contacting the CSA to obtain Provisional Certificates, approved ITCs, or Reinstatement approval under any circumstance.

The same chain of communication should be followed for the approval of reinstatement applications (Inter Provincial Transfers, and any other questions or concerns in this area) as well.

We do understand the urgency in obtaining these documents/approvals for Players and Clubs, and both the OS and CSA are processing these requests as expeditiously as possible. Please understand the volume that the CSA is handling not just from the OS but from all of the other

provinces as well. It would be greatly appreciated if everyone could follow the process laid out above to avoid any confusion and to ensure the OS records are correct and there are no further delays.

Thank you for your cooperation!