

## Ice Hockey UK – International Transfer Card (ITC) Policy 2025/26

### 1. Purpose

To set out a clear, compliant, and transparent process for handling International Transfer Cards (ITCs) in accordance with IIHF Regulations and UK sport-governance standards.

### 2. Scope

This policy applies to all Ice Hockey UK (IHUK) disciplines and to every club, player, coach, official, and staff member involved in the registration of any player who:

1. currently has their **international playing rights** recorded with another IIHF Member National Association (MNA), or
2. seeks to or continue to maintain their international playing rights recorded with IHUK via an IIHF International Transfer Card (ITC), whether **Limited** or **Unlimited**.

### 3. Key Definitions

| Term                                     | Definition                                                                                                                                                                 |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>IIHF</b>                              | International Ice Hockey Federation – the worldwide governing body that issues and enforces the International Transfer Regulations.                                        |
| <b>Member-National Association (MNA)</b> | A national federation recognised by the IIHF as the governing body for ice hockey in its territory (e.g., IHUK for the United Kingdom, SIH for Scotland, EIH for England). |
| <b>International Transfer Card (ITC)</b> | The official electronic document generated through the IIHF Online Transfer System (OTS) that confirms a player’s eligibility to register and compete under a new MNA.     |
| <b>IIHF Online Transfer System (OTS)</b> | Secure web platform used by all MNAs to initiate, track, approve, or refuse ITC requests.                                                                                  |
| <b>Limited ITC</b>                       | A time-bound transfer (e.g., loan) for the exact duration of a contract; a player’s rights automatically revert to the releasing MNA at expiry.                            |
| <b>Unlimited ITC</b>                     | A transfer that changes the player’s “home” MNA; any future transfer requests originate from the new MNA.                                                                  |
| <b>No-Cost ITC</b>                       | A fee-exempt transfer under IIHF Regulation 11.5 for players who are either (a) registering for the first time, or (b) have been unregistered for                          |

≥15 years **and** can prove at least 18 months' residency in the UK. No IIHF or IHUK fee may be levied.

**Under-18 ITC**

Transfer for a minor; IIHF waives the fee. IHUK charges a domestic fee; Parental consent and safeguarding checks are mandatory.

**Seven-Day Decision Window**

The period in which a player's current MNA must approve or refuse an ITC. If the MNA takes no action, the OTS auto-approves on day 8.

**Transfer Window**

Annual period when ITCs can be processed: 1 August until the applicable transfer deadline i.e. 31 January EIH and SIH, 15 February (extended to 28 Feb in Olympic years) for EIHL and Northern Hemisphere leagues; under-18 ITCs are exempt.

**UTRF**

Unlimited Transfer Request Form – supplemental form required for all Unlimited ITCs.

**Playing Rights**

The exclusive registration entitlement an MNA holds over a player, permitting that player to compete in its sanctioned competitions.

**MNA**

**Registration/Licensing Fee**

A fee that may be charged by the new MNA for registering a player, subject to the proportionality test in IIHF Art 11(c). IHUK follows the fee table in section 5.

**4. Trigger for an ITC**

An ITC is required whenever a player wishes to take part in organised ice hockey in a new country different from the MNA that currently holds their playing rights. By default, playing rights follow the player's country of birth until an ITC is approved.

**5. Categories & Fees**

| <u>Category</u>      | <u>IHUK Fee<br/>(GBP incl. VAT)</u> | <u>Notes</u>                                                                                                                                                       |
|----------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Senior Men Limited   | £954.00                             | Of the total fee, 300 CHF is paid to the player's home MNA, 300 CHF is paid to the IIHF, 20% VAT is applied, and the remaining amount, approx. £185, goes to IHUK. |
| Senior Women Limited | £80.40                              | No further requirements.                                                                                                                                           |



|                              |        |                                                                                                     |
|------------------------------|--------|-----------------------------------------------------------------------------------------------------|
| Unlimited                    | £55.50 | Annual Fee to maintain permanent change of MNA. No charge to those who acquire British Citizenship. |
| <b>No-Cost</b><br>(Art 11.5) | £0     | First-time player <i>or</i> inactive ≥15 yrs + 18m UK residency. No admin or service charge.        |
| Under-18                     | £80.40 | Additional parental consent & safeguarding checks                                                   |

**Important:** IHUK will not levy any service or “admin” fee in addition to the above. This satisfies IIHF Art 11 (c) on proportionate fees.

## 6. Application Process

1. **Initiation** – Club/Registration Secretary (not the player) completes the IHUK online ITC form. Unlimited transfers also require the UTRF form.
2. **Documentation** – Upload clear PDFs of: passport, birth certificate, and (for Canadian minors) parental relocation letter. Incomplete submissions will be returned.
3. **Domestic Check** – England Ice Hockey (EIH) verifies club eligibility and uploads to IHUK.
4. **IIHF Submission** – IHUK submits the request in the OTS. The player’s current MNA then has **7 days** to approve/refuse.
5. **Auto-Approval** – If no response by day 8, the OTS auto-approves.
6. **Payment** – The applicable fee must be paid before IHUK will issue the ITC Approval Letter (for international transfers) and/or the Unlimited Letter to the club. Players requiring international clearance cannot be registered until the relevant letter has been paid for and formally approved by IHUK.

## 7. Valid Grounds for Refusal (per IIHF)

- Existing contract still in force.
- Unmet contractual or financial obligations.
- Unreturned equipment/debt.
- Active suspension or disciplinary action.

Evidence must be uploaded with any refusal.

If a player leaves a club with outstanding debt, it is the responsibility of the club to notify IHUK in writing, providing full details of the debt. This enables IHUK to block the player’s transfer out of the UK until the debt has been settled.

## **8. Transfer Windows**

- **1 August – 31 January 23:59 CET** for **England Ice Hockey** and **Scotland Ice Hockey**.
- **1 August – 15 February 23:59 CET** (28 Feb in Olympic years) for **Elite Ice Hockey League (EIHL)**.
- Under-18 ITCs may be processed year-round.

## **9. National-Team Eligibility Impact**

- Men: ITC must be dated **≥ 480 days (16 months)** before the IIHF event.
- Women: ITC must be dated **≥ 240 days (8 months)** before the event.

## **10. Appeals & Discipline**

Refused players may appeal via the IIHF process. Tampering with contracted players or breaching ITC rules may result in IIHF fines, suspensions, or contract-breach sanctions.

## **11. Compliance & Audit**

IHUK will conduct annual audits of ITC processing times, fees charged, and evidence retention to ensure ongoing compliance with:

- IIHF Regulations;
- the UK Equality Act; and
- all relevant UK law, including consumer protection and non-discrimination legislation.

Any material changes to fees, processes, or eligibility interpretation will be subject to legal review and reported to the IHUK Board.

## **12. Contact**

Questions should be directed to [andy.french@icehockeyuk.co.uk](mailto:andy.french@icehockeyuk.co.uk) or [IHUKAdmin@icehockeyuk.co.uk](mailto:IHUKAdmin@icehockeyuk.co.uk)

### International Transfer Card (ITC) – Process & FAQ Guide

All ITC applications must be submitted by the club, not the player.

**1. Club & Player Coordination:**

- The **club** works with the **player** to complete the required documentation and collect the correct fee.

**2. Application Submission:**

- The **Club Secretary** submits the ITC via the [IHUK online form](#).
- For **Unlimited ITCs**, the [UTRF](#) (**Unlimited Transfer Request Form**) is also required.

**3. Documentation Checklist** (PDFs required):

- Passport
- Birth certificate
- Parental relocation letter (for Canadian minors)

**4. Payment:**

- No processing will take place until payment is received.
- IHUK will then issue the **ITC Approval Letter** and/or **Unlimited Letter**.

**5. Transfer Status Tracking:**

- Once submitted to the IIHF, the home MNA has **7 days** to respond.
- If no action is taken, the system auto-approves on Day 8.

### Fees Overview

| Category               | Fee (incl. VAT) |
|------------------------|-----------------|
| Senior Men – Limited   | £954.00         |
| Senior Women – Limited | £80.40          |
| Unlimited ITC          | £55.50 (Annual) |
| Under-18 ITC           | £80.40          |
| NoCost ITC (Rule 11.5) | £0.00           |

Regardless of age, **everyone who requires an ITC must pay the annual renewal fee** (unless exempt under NoCost or citizenship).

### Key Clarifications and FAQs

**Q1. Who submits the ITC application?**

A: Only **the Club**, never the player.

**Q2. Who pays the fee?**

A: In some cases, the club may collect the fee from the player; in others, the club may cover the cost.

**Regardless of the arrangement, the club is ultimately responsible for submitting the fee to IHUK.**

**Q3. What if a player switches from a Limited to an Unlimited ITC?**

A: The new Unlimited ITC takes effect, and they will pay the **£55.50 annual fee** from then on.

**Q4. What about British citizenship?**

A: Once a player becomes a British citizen, they **no longer need an ITC**. This is a new change effective this year.

**Q5. Can a player on a Limited ITC play for a second club?**

A: Generally, no. Players on a **Limited ITC** can only play for **one club** across all levels. They **can participate on multiple teams within the same club/rink, but not across multiple clubs**.

**Q6. Are there any exceptions for female players?**

A: Yes, IHUK permits female players on a Limited ITC to play for a women's or men's team at another club **if their home club does not offer a team at the appropriate level or gender**.

- Their **primary registration must remain with their home club** (e.g., their junior or senior team).
- This exception supports female participation where opportunities are limited.
- All such cases must adhere to the **eligibility criteria and domestic rules of competition**.

**Q7. Are Unlimited ITC holders treated differently in domestic transfers?**

A: No, all players on an **Unlimited ITC** are **subject to the same rules and procedures as any other member** when it comes to domestic transfers, in line with the respective league's rules of competition.

**Q8. Can a player with a Limited ITC go on loan to another club?**

A: Yes, a player on a **Limited ITC may go on loan to another club**, provided the loan is for a minimum of **30 days**. IHUK is required to notify the player's home MNA of the loan. The loan must also comply with the domestic **rules of competition** for that league, including any limits or conditions on player movement.

### **ITC Renewal Process**

1. **Renewals are annual** for all applicable players (unless they become British citizens).
2. Clubs must complete a **renewal form** and pay the **appropriate fee**.