

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 have their international playing rights recorded with IHUK via an IIHF International Transfer Card (ITC), whether **Limited** or **Unlimited**.

3. Key Definitions

Term	Definition
IIHF	International Ice Hockey Federation – the worldwide governing body that issues and enforces the International Transfer Regulations.
Member-National Association (MNA)	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).
International Transfer Card (ITC)	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.
IIHF Online Transfer System (OTS)	Secure web platform used by all MNAs to initiate, track, approve, or refuse ITC requests.
Limited ITC	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.
Unlimited ITC	A transfer that changes the player's "home" MNA; any future transfer requests originate from the new MNA.
No-Cost ITC	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.

Approval Confirmation (OTS)

The automated notice issued by the IIHF Online Transfer System (OTS) to the New MNA when a transfer is approved (whether by explicit approval or by day-8 auto-approval).

Eligibility Effective Date/Time (IHUK)

The date/time recorded by IHUK when (i) the New MNA (IHUK) has **received** the OTS Approval Confirmation **and** (ii) IHUK/EIH domestic registration/licensing steps (including required fees and checks) are complete. A player is **not eligible to compete** in UK-sanctioned fixtures until IHUK has issued an Eligibility Effective Date/Time to the club.

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</u> <u>(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.
No-Cost (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

Junior Unlimited (same primary club) — no annual renewal or re-application.

A junior player (U18) who holds an Unlimited ITC and returns to the same primary club for the new season does not re-apply to IHUK and no annual renewal fee is charged. Two exceptions:

- (i) Citizenship change (e.g., becomes British): ITC ceases, and no fee is due.
- (ii) The player's 18th birthday falls before the season start: the club must apply to IHUK for the adult Unlimited Letter before the player can be registered for senior competition.

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

6.1 Seniors (18+)

- **Initiation:** Club/Registration Secretary submits via the IHUK online ITC form.
- **Documentation:** Upload passport, birth certificate, any required immigration/visa evidence.
- **Payment:** Fee paid at submission.
- **IIHF Submission:** IHUK files to OTS.
- **Decision Window:** 7 days for the Current MNA to approve/refuse; OTS auto-approves on Day 8 if no action.



- **Approval ≠ Eligibility:** Eligibility begins only when IHUK has received the OTS Approval Confirmation and completed domestic registration/licensing; IHUK then issues the Eligibility Effective Date/Time to the club.
- **Notifications:** IHUK emails the club and cc's EIH at [info@englandicehockey.co.uk] with Approval ID/date and Eligibility Effective Date/Time

6.2 Juniors (Under-18)

- **Do not use the IHUK website.** Clubs must email applications directly to IHUKAdmin@icehockeyuk.co.uk.
- **Forms required:**
 - [International Transfer Application \(Junior\)](#) (Word/PDF), and
 - [Unlimited Transfer Request Form \(UTRF\)](#) when an Unlimited transfer is requested.
- **Who submits:** The club applies on behalf of the player/parent; player/parent may not apply directly.
- **Documentation to be Included:** PDFs of passport, birth certificate, parental consent; add parental relocation letter where applicable (e.g., Canada/overseas minors).
- **Payment:** Fee must be received before IHUK processes.
- **IIHF Submission / Decision Window / Auto-approval / Approval ≠ Eligibility / Notifications:** Same as Seniors (see 6.1). IHUK will notify the club and cc EIH at [info@englandicehockey.co.uk] once eligible to register.
- **Service standard:** Subject to receipt of complete documentation, processing aligns with IIHF's 7-day window. The clock pauses when further information is requested from the club.

Parent/Player choice: For juniors, the choice of Limited vs Unlimited is the parent/player's decision, recorded by the club on submission (form tick-box). IHUK records the primary club for Unlimited transfers; any domestic second-club participation is governed by EIH Player Movement rules (no new ITC required).

6.3 First port of call (all ITC queries)

All club/team enquiries on ITC/Unlimited letters/status must go directly to IHUKAdmin@icehockeyuk.co.uk as the first point of contact (not to EIH inboxes or named EIH personnel). EIH is cc'd on approvals only for domestic registration.

Please note the team work office hours, Monday to Friday only.

6.4 No Presumption & Sanctions

Clubs must not field a player on the presumption that day-8 auto-approval "will occur." Playing without an Eligibility Effective Date/Time constitutes a breach of IHUK/EIH rules and may attract sanctions under section 10 Appeals & Discipline.

6.5 Forms & Channels (authoritative list)

- **Seniors (18+):** IHUK online ITC form (portal).
- **Juniors (U18):** Email IHUKAdmin@icehockeyuk.co.uk with:
 - [International Transfer Application \(Junior\)](#)
 - [Unlimited Transfer Request Form \(UTRF\)](#)
- **Hosting:** EIH will host the latest forms and link to them from the ROC. When updated, IHUK will notify EIH to refresh links.

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.

Notifications & Audit Trail

IHUK will (i) send the **OTS Approval ID/date** to the club and cc EIH at [\[info@englandicehockey.co.uk\]](mailto:info@englandicehockey.co.uk) upon receipt, and (ii) issue a one-line **Eligibility Effective Date/Time** once domestic clearance is complete. These fields are recorded in the central eligibility register for audit.

12. Contact

Questions should be directed to andy.french@icehockeyuk.co.uk or 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

Junior exception: U18 players on an **Unlimited ITC** who **return to the same primary club** require **no re-application** and **no annual renewal fee**. (Citizenship change ends the ITC; turning 18 before season start triggers an application for the adult **Unlimited Letter**.)

Key Clarifications and FAQs

Q1. Who submits the ITC application?

A: The club always submits. Seniors via portal; Juniors via email to IHUKAdmin@icehockeyuk.co.uk with the correct forms.

Q2. What forms are required for juniors?

A: International Transfer Application (Junior) and UTRF when requesting an Unlimited transfer (Word/PDF).

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.

Q9. Does Day-8 auto-approval mean the player can play right away?

A: No. Eligibility starts only when IHUK has **received OTS approval** and completed domestic steps, after which IHUK issues the **Eligibility Effective Date/Time**.

Q10. What proof does the club receive before icing the player?

A: The **Eligibility Effective Date/Time** (plus the OTS Approval ID/date). Until then, the player is **ineligible**.

Q11. Can we use a player in pre-season/friendlies while waiting?

A: No. Eligibility applies to **all** IHUK/EIH-sanctioned fixtures (including friendlies and exhibitions). Unregistered/uncleared participation risks sanctions under **section 10**.

Q12. Junior Unlimited renewal at same club — do we pay annually?

A: **No**. No re-application and **no annual renewal fee** for U18 returning to the **same primary club**. Two exceptions: **citizenship change** (ends ITC), or **player turns 18 before season start** (apply for adult **Unlimited Letter**).

Q13. Junior with Unlimited ITC skating for a second club under EIH rules — new ITC needed?

A: **No new ITC**. IHUK records the **primary** club for Unlimited. Any permitted second-club activity is an **EIH domestic** matter and must meet EIH Player Movement rules/registration rules.

Q14. Where should clubs send questions?

A: Always to **IHUKAdmin@icehockeyuk.co.uk** first. EIH is **cc'd on approvals** for registration only.

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**.