



England Handball Association

International Transfer Guidance 2018.19

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2 International Transfers Process

Clubs requiring ITCs for their players must complete and submit an International Transfer Request form to the England Handball office transfers@englandhandball.com.

(EHA can provide the appropriate forms where required, please email transfers@englandhandball.com to request a copy. A copy of this form and an example on how to complete can also be found in the attachments of your Club Profile on the Azolve Portal).

1. Once the form is fully completed (typed), and saved in the original excel format, please submit to transfers@englandhandball.com
2. EHA office will acknowledge receipt of your ITR, and then submit to the relevant releasing Federation. Do not contact the federation, as this will lead to a fine being imposed by the EHF.
3. The releasing Federation must confirm the transfer and any appropriate information/fee/documents and send the relevant paperwork back to EHF who will then release the player. If there is a fee due it must be paid to the EHF and the respective Federation. Payment details will be provided.
4. A window of 15 days is allowed for the transfer, after this time the EHA will chase the relevant transfer. Should you wish to contact the EHA office once the 15 days have passed, please do so by email transfers@englandhandball.com.

In the case of no response from the releasing Federation the EHF or IHF will be contacted as appropriate to overrule and release the player. An ITC is still required. **If a player requires an ITC they should not be played until one is received as they will be deemed as ineligible and liable to sanction.**

5. Once the ITC is received back from the EHF, a copy will be sent to your club. Once the player has been registered on the portal, a copy of the ITC will be attached to their profile and their information updated.

6.

3 GUIDANCE NOTES FROM EHA

3.1 INTERNATIONAL TRANSFER CERTIFICATES

It is a requirement for all foreign national players, regardless of age, previous playing experience, or league, to have an International Transfer Certificate.

British Nationals returning from abroad to play in England will also require an ITC. "International Transfer" and "International Clearance" is the same thing.

There are three categories of player who require an international transfer:

- Contract players
- Non-contract (i.e. amateur) players who have played in the 24 months before the date on which a transfer is requested
- Players who have not played in the 24 months before the date on which a transfer is requested.

All clubs that have players in need of a valid ITC, must obtain one and register the player with England Handball before their first match in any England Handball league or competition.

This applies to all overseas players regardless of:

- When they last played or their age
 - Whether they only played for a university
 - If they ever played in another country
- This rule also applies to:
- Any player who has, after being born in another country, become a British Citizen and is not in possession of an ITC
 - British Citizens who played in any country other than the UK

3.2 FEES

Different fees apply to contracted and non-contracted players, the fees listed are guidance and depend on final EHF approval.

€1,300 - A transfer fee for a contracted player of €1,300 is payable to both the EHF and the releasing National if the transfer takes place:

- During his/her contract
- At any time until 12 months after his/her contract has expired.

€130 - A transfer fee for a non-contracted player of €130 is payable to both the EHF and the releasing National Federation if the transfer takes place:

- Any time up until 24 months after he/she played his/her last match with the releasing club

NO FEE - If the transfer takes place 24 months after the player last played, then the fee can be waived.

STUDENTS - Students competing solely in university competition will not require an ITC. If a student wishes to compete in registered England Handball club competitions then they will require an ITC. In some cases students are able to transfer for no charge. In order to transfer for free, a **non-contracted student** player needs to provide their ITR as well as:

- A letter from both their home and exchange universities (if participating in an exchange programme)
 - A letter from their English university (if coming to England for the whole duration of their studies) confirming their student status.
 - A photocopy of his or her student ID(s).
- At the end of their studies, such players can transfer back to the original country without paying a fee, as long as they were non-contracted players in England. A new ITC will be required when transferring back to the original country.

Note in some cases the student may be subject to a transfer fee regardless of information provided. This is at the discretion of the realising federation.

3.3 NATIONAL TRANSFERS (from Club to Club)

Players are permitted to transfer their registration from one club to another on the one occasion during the period from the start of the official playing season until the 31st January of the following calendar year.

Players have the right to register with another club with which they were registered in the previous season, at the start of a new season free of charge.

3.3.1 Process

1. Request transfer of player from one club to another.

On the Azolve Portal - Click on Club Profile, Click on Members, Click the 3 little dots to the right of the player's name, and click transfer, complete details and click save

(EHA will then receive request, and will approve once all necessary actions are complete).

2. Complete National Transfer Form (which can be found in your club attachments, if not email transfers@englandhandball.com for a copy).
3. A fee of £20 shall be payable to the EHA by the club to which the player is to be transferred to. To make this payment:
On the Azolve Portal - Click Club Profile, Click on Club Details, Click on Club Payments, Click on Transfers Tab and Pay
4. Once form and payment is complete, the player will be transferred to new club.