



February 2023

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ITC Instructions

To complete an ITC you first need to select your event. This will pre-populate a number of fields and information for you in the blue coloured cells.

IISHF		International Team Certification (ITC)	
ITC Number :			#N/A
Event Number :			#N/A
Age Group :			#N/A
Event Name :		Select an Event	Select and E
Start & End Event Date :	#N/A	-	#N/A
Event Location :			#N/A
Name of Hosting Club :			#N/A
Hosting Country :			#N/A
Team Signatory :			Simon Price
Issuing Country :			Great Britain
1st Jersey Colour :			
2nd Jersey Colour :			
TEAM :			#N/A

Information that is populated is:

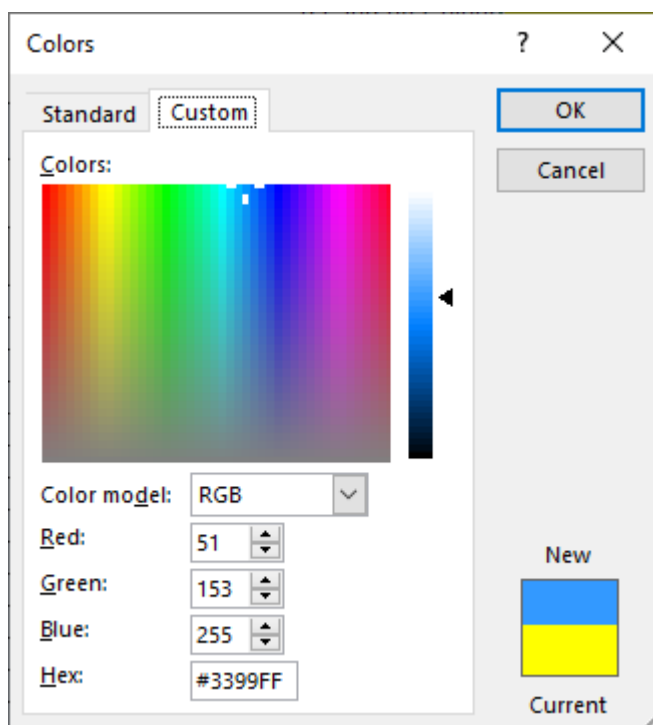
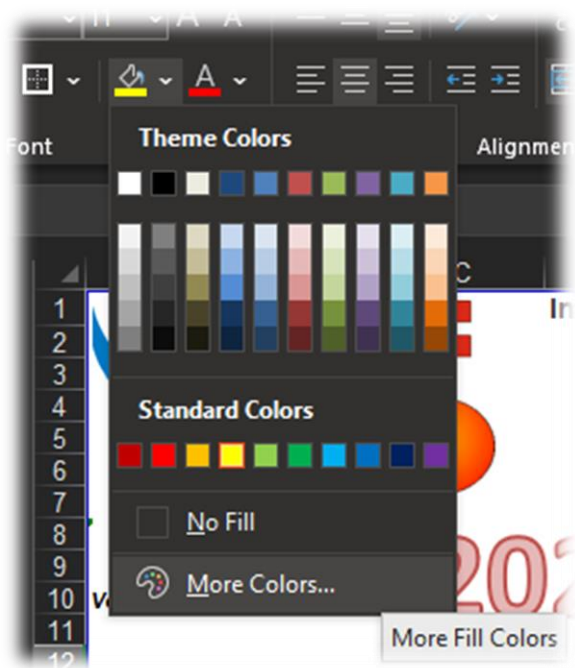
- Event Name
- Age Group
- Dates
- Location
- Hosting Club
- Hosting Country
- Event Category (Title-Event or Non-Title-Event)

IISHF		International Team Certification (ITC)	
ITC Number :			
Event Number :		A2021-03	
Age Group :		U19	
Event Name :		IISHF U19 European Championships	Select and E
Start & End Event Date :	01/10/2021	-	03/10/2021
Event Location :		Bordon Roller Rink	
Name of Hosting Club :		BISHA in partnership with Bordon Roller Rink	
Hosting Country :		Great Britain	
Team Signatory :		Simon Price	
Issuing Country :		Great Britain	
1st Jersey Colour :			
2nd Jersey Colour :			
TEAM :			IISHF Title-Event

Next you will need to complete the Team Signatory, Issuing Country and your jersey colours.

The Team Signatory is deemed as a person who will be at the event and the person responsible for the teams behaviour.

The easiest way providing the colour information would be to colour the cell using Colour Fill as per the images below. If your jersey is made up with multiple colours, please provide the most dominant colour on the jersey.



Next we need your Team Name.

When entering player information we need the following information in the following formats.

- License Number : Formatted as per your National Member Association
- Player Order
 - Captain
 - Assistant Captain
 - Goalkeeper
 - Goalkeeper
 - Rest of the players
- Last name : Upper case characters
 - Where a player does not have a recoded last name on their passport a copy of the passport may be requested accuracy of information, ensure that a player, bench or other team official is not serving a suspension.
- First name : Title case \ Only the first letter of each other given name is to be capitalised.
- Shirt number: This column applies to both shirts and **MUST** be the same on both the first and second team shirt
- Date of Birth: DD.MM.YYYY
 - Example: 03.04.1983 = 3rd April 1983
- Gender: m (male) or f (female).
 - This can be selected from the drop down menu

Date of Birth DD.MM.YYYY	Gender	Nationality
	Female	
	Male	

- Nationality: Drop Down List – Ordered by Member Country and then the rest of the world

Note:

On any ITC the same person can only be listed either as a player or as an official

When signing the ITC as per the required sections we once again require this in the following format.

RESPONSIBLE	ACTION	DATE DD.MM.YYYY	NAME OF PERSON WHO RECEIVED/SIGNED LASTNAME, FirstName
Team	Completed and Approved	18.04.2021	PRICE, Simon
National Member Association (NMA)	Received from the Team		
National Member Association (NMA)	Sent to IISHF		
IISHF	Received from NMA		
IISHF	Checked and Approved		
IISHF	Sent Approved ITC to NMA + Host		

- Date : DD.MM.YYYY
 - Example 14.02.2021 = 14th February 2021
- Name of Person Received \ Signed: Last Name, First Name
 - Last name : Upper case characters
 - Where a player does not have a recoded last name on their passport a copy of the passport may be requested accuracy of information, ensure that a player, bench or other team official is not serving a suspension.
 - First name : Title case \ Only the first letter of each other given name is to be capitalised.

Example

IISHF International Team Certification (ITC) 2021

Version 2021

ITC Number : LS-001
 Event Number : A2021-05
 Age Group : Senior
 Event Name : Men Challenge Cup
 Start & End Event Date : 03/09/2021 - 05/09/2021
 Event Location : Helmut-Rahn-Sportanlage
 Name of Hosting Club : SHC Rockets Essen
 Hosting Country : Germany
 Team Signatory : Simon Price
 Issuing Country : Great Britain
 1st Jersey Colour : [Blue]
 2nd Jersey Colour : [Yellow]

TEAM : Leasowes Sharks IHC IISHF Title-Event

PLAYERS	LICENCE NUMBER	POSITION	LAST NAME	First Name	Shirt No.	Date of Birth DD.MM.YYYY	Gender	Nationality	NMA Check	NMA / IISHF Comments
1	12345	Captain	COLDICOTT	Mark	91	26.06.1976	Male	Great Britain	OK	
2	12346	Assistant Captain	BRUCE	Stephen	93	01.08.1976	Male	Great Britain	OK	
3	12347	Goalkeeper	PRICE	Simon	33	03.04.1983	Male	Great Britain	OK	
4		Goalkeeper								
5	12348		BRYAN	Craig	9	01.06.1986	Male	Great Britain	OK	

Officials	Licence number	FUNCTION <i>(please precise for each person)</i>	LAST NAME	First Name				Nationality	NMA Check	NMA Comments
1	12349	Coach	DALTON	Dee		13.02.1980	Female	Great Britain	OK	
2										
3										
4										
5										
6										
7										
8										

RESPONSIBLE	ACTION	DATE DD.MM.YYYY	NAME OF PERSON WHO RECEIVED/SIGNED LASTNAME, FirstName
Team	Completed and Approved	18.04.2020	PRICE, Simon
National Member Association (NMA)	Received from the Team		
National Member Association (NMA)	Sent to IISHF		
IISHF	Received from NMA		
IISHF	Checked and Approved		
IISHF	Sent Approved ITC to NMA + Host		

Fields to be signed by the team
 Fields to be signed by the domestic NMA
 Fields to be signed by IISHF

Once complete email the form to your National Member Association who will check the details and approve \ reject accordingly based on the information provided.

If for any reason you need any assistance in completing an ITC in the first instance refer to your National Member Association. If after seeking help from them, please do not hesitate to contact itc@iishf.com for assistance.

When contacting itc@iishf.com please include all other correspondence between your team \ club and your National Member Association and we will assist you as best we can.