



## **ITC Guide**

### **Amateur ITCs for adults**

For players aged eighteen (18) or over where the player's immediately previous football registration was overseas.

ITC request is triggered during the Play Football self-registration process; the player will then progress through to confirm their registration. Upon confirmation of registration, the player's status in Play Football will appear as 'Pending ITC'.

### **Player/Club Role in ITC processing**

Clubs can see players requiring an ITC request on Play Football. They must click 'approve' in the approvals section of Play Football, filtering by 'ITC (club)' to see all pending registrations.

Player/Club must send to CF:

- Clear photo/PDF of passport
- Name of previous federation and club
- FFA#
- Club the player is signing to

### **Member Federation (Capital Football)**

- CF will then check all documents are received and approve on Play Football on the MF level and send on to FA for their approval.

### **FA's process**

Once FA receive documents from CF, they can confirm with the player's former national association whether the player had a previous record of registration with that association.

Once confirmed, FA will request the ITC from the player's former national association. And player's profile in Play Football will change to 'ITC FA Requested'. This can be viewed by the player, club and Member Federation administrators in Play Football by accessing the player's account.

Clubs should allow approximately twenty (20) days from the date the ITC is requested by the player on Play Football and the player's passport is sent to the relevant Member Federation for a provisional registration to be able to take place. However, during peak periods, this timeframe may vary.

If more than thirty (30) months have passed since the player's last appearance in an official match, an ITC may not be required.

### **Who to contact?**

Players must contact their club regarding ITC-related queries. Players (and parents or representatives of players) must not contact FA directly – this will only delay the process. All club enquiries must be directed to their relevant Member Federation.

Submit to [Abigail.moss@capitalfootball.com.au](mailto:Abigail.moss@capitalfootball.com.au)

## Minor ITCs

For a minor ITC there are a number of documents required. Please see the steps as follows:

1. The ITC declaration form must be signed by parents of the player and by the club in their respective sections on the form: [ITC-Declaration-Form.pdf](#)
2. Use the flow chart (photo below) to find out which colour form the player will need to use for the ITC

### 7. MINOR ITC FLOWCHART

START HERE!



3. Send all of the documents listed on the colour form picked based on the scenario to [Abigail.moss@capitalfootball.com.au](mailto:Abigail.moss@capitalfootball.com.au) :

- Please find the colour forms here:
  - Aqua Form: [ITC-Aqua-Form.pdf](#)
  - Blue Form: [ITC-Blue-Form.pdf](#)
  - Green Form: [ITC-Green-Form.pdf](#)
  - Orange Form: [ITC-Orange-Form.pdf](#)
  - Purple Form: [ITC-Purple-Form.pdf](#)
  - Red Form: [ITC-Red-Form.pdf](#)



4. The club must click 'approve' on their end in Play Football
5. Both the Club, and Parents must sign the ITC Declaration ([ITC-Declaration-Form.pdf](#))  
This must be sent to CF to be signed on behalf of the Member Federation.
6. Once CF have all of these documents, they will approve on MF level on PlayFootball and everything will be sent to Football Australia for their approval
7. CF will notify the club once approved and/or the player/club will be notified in PlayFootball

