To: All National Federations in WBSC Europe

Subject: International Transfer Procedure & Compliance

March 5th, 2025

Dear National Federations,

We hope this letter finds you well.

As part of our ongoing efforts to ensure transparency, fairness, and consistency in player transfers across Europe, WBSC Europe would like to clarify the International Transfer Procedure that all National Federations (NFs) must follow.

This procedure applies to all international club-to-club transfers within Europe and beyond. Below, we outline the key steps and responsibilities of each NF in processing these transfers.

1. International Transfer Requirements

A transfer requires an International Transfer Certificate (ITC) if:

- A player moves from a club in one National Federation to a club in another National Federation.
- The player intends to compete in another country under a different NF.

A transfer does not require an ITC if:

- The player moves within the same National Federation (handled by the NF's own rules).
- The player is representing a national team in an international event.
- The player is engaging in parallel playing across two clubs in different countries (if permitted by both NFs).
- The player is a Pick-Up Player (PUP) for a European Cup competition. (this is still under discussion between WBS Europe and WBSC)
- The player is transferring between college teams, which are not governed by WBSC transfer rules.

Responsibilities of National Federations

To ensure smooth player transfers, we ask all NFs to:

- Ensure that clubs follow the correct transfer request process.
- Verify that players meet all eligibility criteria before submitting an ITC request.
- Monitor parallel playing arrangements and report any irregularities.
- Keep records updated in the Athletes Management System (AMS).

1. Transfer Process for National Federations

Step 1: Initiating the Transfer (steps by new club / NFs)

- The new club submits a transfer request to its National Federation (NF), which includes the following documents:
  - International Athletes Transfer Form
  - Evidence of payment required (PDF) if no exemption
- The NF forwards the request to WBSC Europe for approval.

Step 2: Review & ITC Issuance (steps by WBSC Europe)

- WBSC Europe reviews the application and sends it to the WBSC for approval
- If approved, an ITC is issued and the player is registered with the new club.
- The transfer is recorded in the Athletes Management System (AMS).

2. Transfer Fees & Exemptions

- Standard Transfers require a transfer fee to be paid before the ITC is issued (https://static.wbsc.org/uploads/federations/0/cms/documents/19ff1103-478e-60fe-ab5e-ab552522c35c.pdf)
- Bank details for the payment:
  WBSC Europe
  Av.General-Giusan 45
  1009 Pully, Switzerland
  VAT:CH428023299
  IBAN: HR1424000081110595000
  SWIFT COD: KALCHR2X
  Bank:
  Karlovačka banka d.d.
  Ivana Gorana Kovačića 1,
  47000 Karlovac, Croatia

- Short-Term Transfers (≤31 Days):
  - Players may complete up to three short transfers per year without paying a fee.
  - An ITC is still required, but the process is expedited.
- Returning to a Former Club: A player returning to their original club within the same season is exempt from transfer fees.

3. Compliance & Dispute Resolution

- NFs are responsible for ensuring all transfer requests comply with WBSC Europe regulations.
- Any disputes over transfer approval or ITC issuance will be handled by the WBSC Europe Transfer Officer/Office.
- Appeals may be submitted to the WBSC Executive Board. Further disputes may be escalated to the Court of Arbitration for Sport (CAS).
- Failure to comply with transfer rules may result in sanctions for clubs and/or NFs.

We appreciate your cooperation in ensuring that all player transfers within WBSC Europe are conducted fairly and efficiently. Should you require any further clarification, please contact WBSC Europe at office@wbsceurope.org.

Thank you for your continued commitment to the development of baseball and softball in Europe.

Sincerely,

Ami Baran
WBSC Europe Secretary General