

LEN INTERNATIONAL TRANSFER CERTIFICATE NEW ONLINE PROCEDURE – USER GUIDE

The new online procedure will allow all International Transfer Certificate requests, approval and refusal to be submitted through the LEN Intranet web system already in use. **The procedure will be active from 1st June 2020, in order to manage the “summer” transfers window, and replaces completely the “paper” one based on ITC manual form, which will no longer be available.**

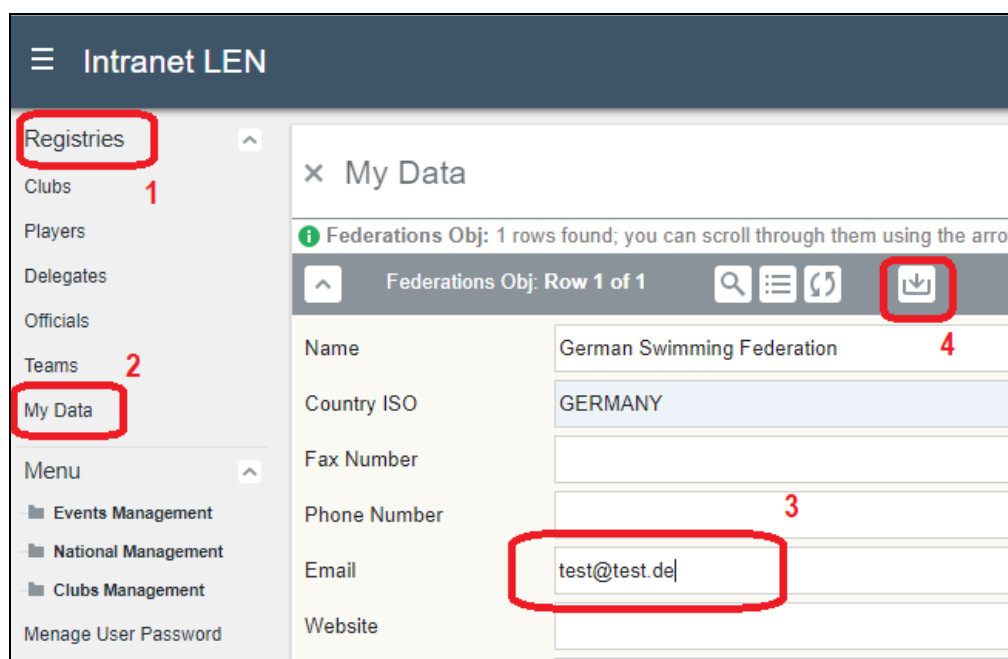
Following steps will guide you through the issue of a new request, the release of a player and all the messages that involved Federations will receive during the process.

We will make reference to the following entities:

- **New Federation** is the requesting entity, asking another Federation to approve the transfer;
- **New Club** is the one the athlete will be authorized to play for at the end of the procedure;
- **Old Federation** is the releasing entity, who will have to approve the request from New Fed;
- **Old Club** is the former club of the athlete.

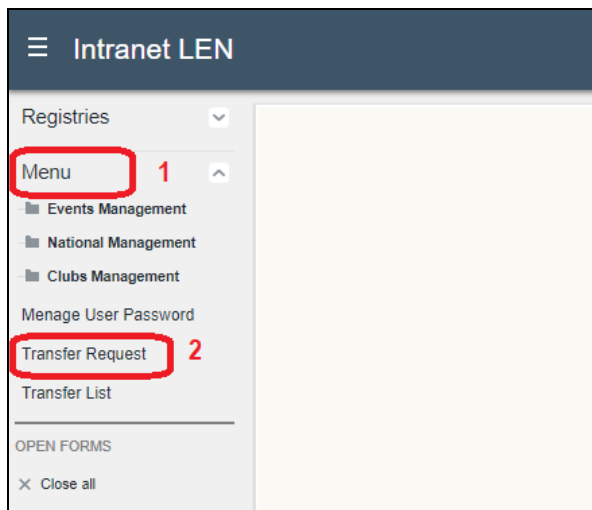
Start the procedure

1. Each Federation has to connect to the LEN Intranet login page at the address <http://intranetlen.microplustiming.com> and access with its login and password.
2. In the “**Registries > My Data**” section, the Federation email will need to be checked. All further communications will be sent to this address.



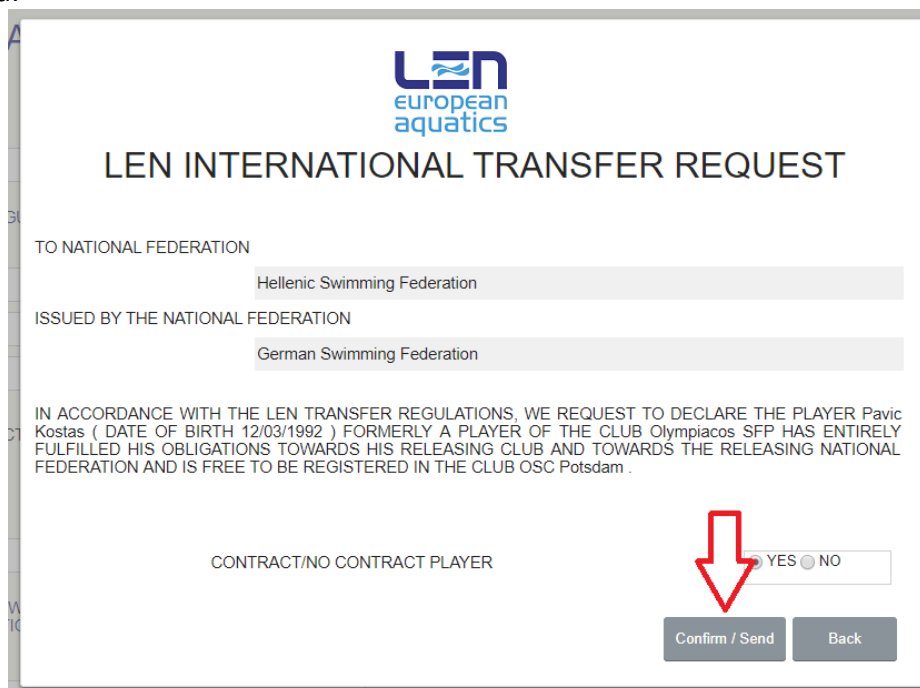
Add a new transfer request

- From the LEN Intranet quick menu or from section **“Menu > Transfer Request”** the “New Federation” will be able to submit a new request for transfer on behalf of the “New Club”.



The “Old Federation” will have to be selected from the menu list on the top of the page, and all personal data of the athlete typed in the form, including if the player will be registered with or without a contract. All data are mandatory.

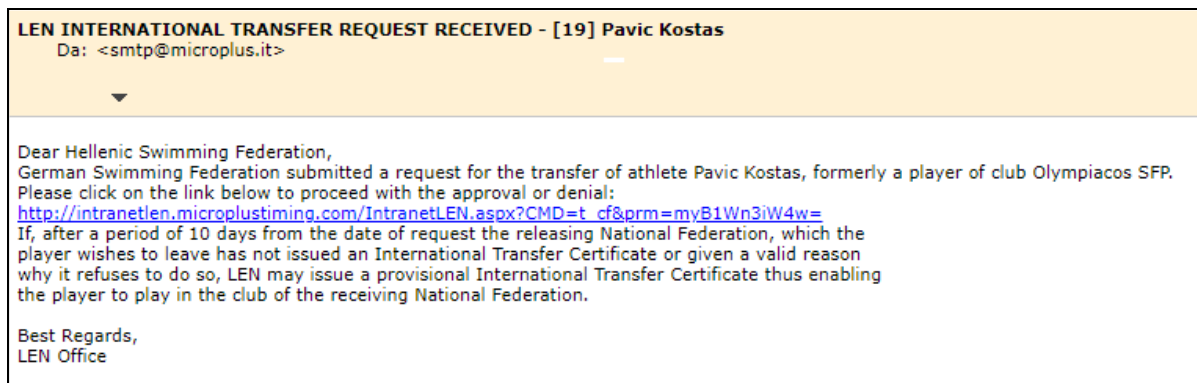
By selecting “Submit”, a page containing the recap of all data will be displayed. If everything is correct , by selecting “Confirm / Send” button the request will be submitted.



A confirmation email will be sent to LEN and requesting Federation, while a different email containing link for approval / refusal will be sent to the releasing Federation.

Approving the transfer request

- The releasing Federation will receive in few seconds the request email containing the link for the approval or refusal of the transfer.



By clicking on the link, the releasing Federation will be lead to the LEN Intranet and asked for login. Once logged with username and password, the approval page will appear.

Once again, all data entered by requested Federation will be visible to the releasing one. "Old Federation" will simply have to declare if the transfer is approved or not (if no, a reason for the refusal has to be typed in).

LEN INTERNATIONAL TRANSFER

IN FAVOUR OF THE NATIONAL FEDERATION OF

German Swimming Federation

IN ACCORDANCE WITH THE LEN TRANSFER REGULATIONS, WE CERTIFY THAT THE PLAYER Pavic Kostas (DATE OF BIRTH 12/03/1992) FORMERLY A PLAYER OF THE CLUB Olympiacos SFP HAS ENTIRELY FULFILLED HIS OBLIGATIONS TOWARDS HIS RELEASING CLUB AND TOWARDS THE UNDERSIGNED NATIONAL FEDERATION AND IS FREE TO BE REGISTERED IN THE CLUB OSC Potsdam .

CONTRACT/NO CONTRACT PLAYER YES NO

As soon as LEN receives the administrative payment of 750.- € for contract players, or 150.- € for non contract players, from the receiving club, the international transfer certificate will be authorised and processed by LEN.

RELEASING NATIONAL FEDERATION :

Hellenic Swimming Federation APPROVE TRANSFER NOT APPROVE TRANSFER *

**Please indicate the reason:*

5. A confirmation of the outcome of approval process will be sent to LEN and releasing Federation. New Federation will also receive a confirmation email and will be directly contacted by LEN for the payment of administrative fee.

Should the releasing Federation refuse the request, LEN will be notified and will take care of get in contact for further information.

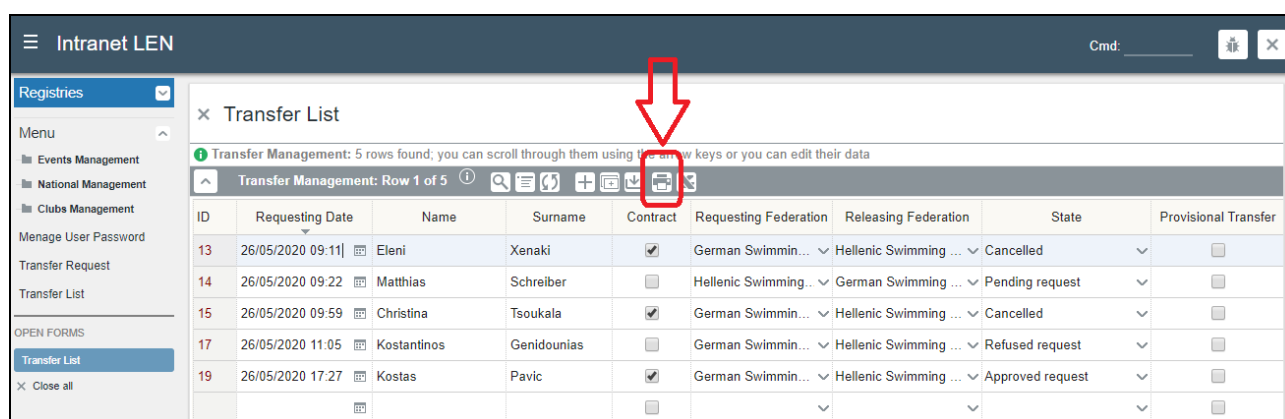
6. As stated in the email, after 10 days without any action from releasing Federation, LEN has the authority to issue a provisional International Transfer Certificate from its Intranet account. The two Federations involved will be informed via email.

Transfer completion

7. Once the payment has been received, LEN will confirm the completion of transfer process from its Intranet back-end. The two Federations will again receive email communication.

From the LEN Intranet menu **“Menu > Transfer List”** the complete list of transfers involving the Federation as releasing or requesting entity will be visible at any time, with an amount of filters to browse through them and check their status.

PDF printout of the document will be available for download to all the involved parties.



The screenshot shows the 'Transfer List' interface in the LEN Intranet. The table displays 5 rows of transfer data. A red arrow points to the PDF printout icon in the toolbar above the table.

ID	Requesting Date	Name	Surname	Contract	Requesting Federation	Releasing Federation	State	Provisional Transfer
13	26/05/2020 09:11	Eleni	Xenaki	<input checked="" type="checkbox"/>	German Swimmin...	Hellenic Swimming ...	Cancelled	<input type="checkbox"/>
14	26/05/2020 09:22	Matthias	Schreiber	<input type="checkbox"/>	Hellenic Swimming...	German Swimming ...	Pending request	<input type="checkbox"/>
15	26/05/2020 09:59	Christina	Tsoukala	<input checked="" type="checkbox"/>	German Swimmin...	Hellenic Swimming ...	Cancelled	<input type="checkbox"/>
17	26/05/2020 11:05	Kostantinos	Genidoulias	<input type="checkbox"/>	German Swimmin...	Hellenic Swimming ...	Refused request	<input type="checkbox"/>
19	26/05/2020 17:27	Kostas	Pavic	<input checked="" type="checkbox"/>	German Swimmin...	Hellenic Swimming ...	Approved request	<input type="checkbox"/>