May 17, 2018.

IISHF ITC Instruction 2018 – Version May 2018

Within these short lines we would like to inform you about some important things to respect to make easy the work with the ITC for all involved persons.

1. **Which version should I use:**

Please ensure that you download the Excel file from the Homepage (http://www.iishf.com/regulations/itc.2018.xls) before each usage and tournament to ensure to always have the newest version.

Attached please also find the newest IISHF ITC version 2018.

2. **Issuing Country:**

In the latest version we have added a line to know which the issuing Country is.

3. **ITC-Number:**

Several ITC are submitted without an ITC Number, remember that is the number that the NMA must give to the ITC and it is mandatory. It should be a unique number for example:

CH-2018-001 where CH Stands for Switzerland 2018 for the Year and 001 is the chronological number. However each NMA can handle this in they own way as long as it is made accordingly.

4. Instruction how to use:
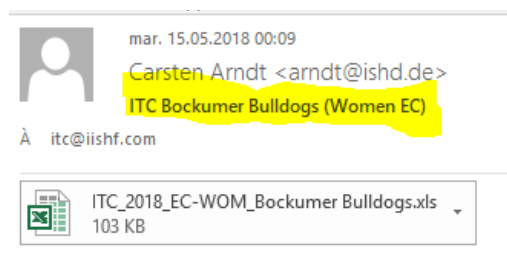
Please check also the Instruction sheet on the ITC.

5. Short Notice submission:

To ensure that everything is fine for each tournament and that all ITC are approved on time we suggest calling the ITC Manager when sending an ITC less then 72hours before the Event.

6. E-mail:

To ensure a perfect follow-up, we would ask you ask to not mix ITC e-mails for different teams and tournaments. Please use the Subject box. This will help us to easily retrieve e-mails in case of questions.
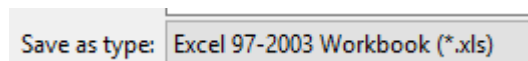
For example:

7. Which format and filename before sending:

Please use only Excel files. We cannot handle with PDF.

The best thing is to save the ITC under the following syntax, this allows easily recognize the ITC.

ITC_2018_ECC-MEN_Name of the Team.xls

European Cup U13	ECU-U13
European Cup U16	ECU-U16
European Cup U19	ECU-U19
European Cup Women	ECU-WOM
European Cup Men	ECU-MEN
European Cup Veterans	ECU-VET
Challenge Cup Men	ECC-MEN
European Championship U19	ECH-U19

European Championship Women   ECH-WOM

European Championship Men   ECH-MEN

For your Kind assistance and help on this matter we would like to thank you

8. Contact information:

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On behalf of the IISHF Presidium
Erik Sommer *(President)*