

ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL

SEASON 2022-2023



FEDERATION INTERNATIONALE DE VOLLEYBALL

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Chapter 1

INTRODUCTION

The FIVB ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL (the “Manual”) has been developed by the FIVB in order to make the ITC procedure more efficient and transparent for all parties – Federations, Clubs, FIVB Licensed Agents and Players. This relies on the responsibility of each party involved in the procedure.

The Manual supplements the FIVB Sports Regulations 2022 as well as the instructions provided in this Manual. In case of discrepancy, the FIVB Sports Regulations 2022 shall prevail.

Confederation responsibility

The five Confederations have been delegated by the FIVB the supervision of International Transfers within their jurisdiction since the 2010-2011 season. For International Transfers within a Confederation (for example, between two European National Federations), the Confederation in question shall be the supervisory body of the procedure.

However, If there is an International Transfer from one Confederation to another (for example from a South American National Federation to an Asian National Federation) the FIVB is the governing body. The Administration fee payment will also follow this principle.

The ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE has been in operation since 2010. Please be reminded of the following provisions of the FIVB Sports Regulations:

Article 6.5.1.1

An ITC can be granted in accordance with the duration of the player’s contract with the Receiving Club for a period of up to a maximum of five (5) consecutive National League seasons. The starting and ending date of the transfer must be indicated on the ITC (transfer period). In any case, the ITC will finish fourteen days (14) before the start of the National Team season following the last season for which the ITC was approved unless the FIVB has approved the operation of the National League during the National Team period in which case it shall be the last day of the season.

Article 6.5.1.2

National Leagues and Clubs are obliged to respect the conditions established in the ITC.

Article 6.5.1.3

All Clubs are obliged to release players under FIVB ITC at least fourteen (14) days before the start of the National Team period to allow for a rest for the players and, subsequently, to play with their respective National Team during the National Team period unless otherwise approved by the FIVB.

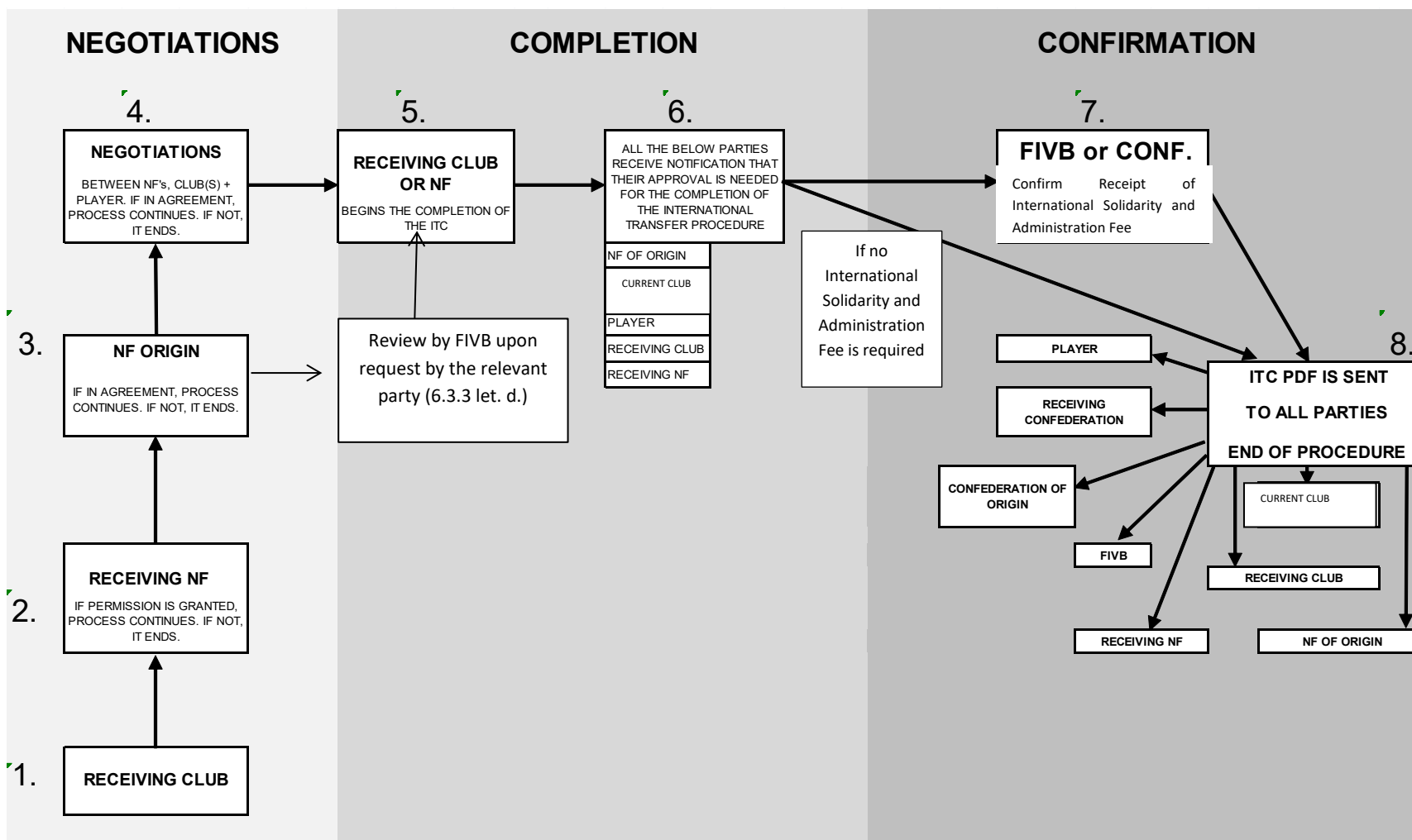
Article 6.5.1.4

ITCs, regardless of the transfer period stated, are suspended during the National Team period unless otherwise approved by the FIVB.

The FIVB kindly requests all parties to provide feedback should they feel that some aspects of the ITC procedures can be improved or something new added.

Chapter 2

FLOW CHART & PROCEDURE



2.1. FLOW CHART

The Flow Chart has been developed according to Articles 6 et seq. (and especially Article 6.2) of the FIVB Sports Regulations 2022; which provide as follows:

6. TRANSFER OF PLAYERS

Note:

International transfers between two (2) National Federations belonging to the same Confederation are subject to the FIVB Regulations (which prevail over any Confederation's or any National Federation's regulations) but will be handled by the respective Confederation. References to FIVB in the present Chapter shall be understood as referring to the Confederation, where applicable. With the previous written approval of FIVB, Confederations may adopt their own continental administrative regulations relating to the transfer of players among their National Federations. In case of doubt or controversy, FIVB's regulations and decisions shall prevail.

The FIVB remains, at all times, (a) responsible for transfers between National Federations belonging to different Confederations; (b) the ultimate authority as regards the interpretation and application of these Regulations around the world; and (c) the sole authority competent to decide any and all transfer disputes arising from the interpretation and/or application of these Regulations around the world, including cases of international transfers between National Federations within the same Confederation.

6.2 TRANSFER PROCEDURE

An International Transfer Certificate system (hereinafter "ITC system") is in place on the FIVB website and is only accessible to the FIVB, Confederations, National Federations, Clubs and Players, through a password provided by the FIVB. The following procedure shall be strictly applied to the international transfers of players:

Article 6.2.1

A club (hereinafter "Receiving Club") interested in a player with a different Federation of Origin:

- a) informs its own National Federation (hereinafter "Receiving Federation") of the name, age, address and Federation of Origin of the player, and*
- b. requests permission from the Receiving Federation to proceed with the transfer.*

Article 6.2.2

The Receiving Federation verifies if the Receiving Club complies with its statutes and meets the requirements established by the FIVB and, if it does not find any impediment, confirms its agreement in the ITC system.

Article 6.2.3

The Receiving Club negotiates the financial and transfer conditions for the transfer of the player with his or her Federation of Origin and, if the player is under a written, legally binding contract, with a club beyond the scheduled transfer date (hereinafter "Current Club"), then also with his or her Current Club. The potentially applicable fees are defined in Article 6.3 below.

Article 6.2.4

Once all of the involved parties (including the player) have confirmed their agreement in the ITC system and the electronic template for transfer certificates has been completed, the Receiving Club pays the applicable International Solidarity and Administration Fee to the FIVB (see Article 6.3.2 below).

Article 6.2.5

a. After all data has been verified by the FIVB Legal and Transfers Department and the receipt of the International Solidarity and Administration Fee in the account has been confirmed by the FIVB Finance Department, the FIVB registers the ITC number in the same electronic template and delivers the ITC authorizing the transfer of the player.

b. In the event of multi-year ITCs, the suspension of the ITC (see Article 6.5.1.51 below) shall be released and the ITC delivered upon receipt of the payment of the International Solidarity and Administration Fee for each respective season.

c. For "No International Rights" ITCs, the FIVB may sign the ITC on behalf of the Federation of Origin when the latter is hindering the issuance of the ITC and has failed to provide valid reasons for doing so.

d. If a National Federation is suspended, the FIVB may sign ITCs on its behalf during the suspension to allow the players in question to play volleyball. No Federation of Origin Solidarity Fee shall be payable.

6.2.6 The FIVB generates the ITC and sends a copy of it, in PDF format, to:

- a. The Receiving Confederation,*
- b. The National Federations (of Origin and Receiving),*
- c. The Clubs (Current, if any, and Receiving),*
- d. The Player, and*
- e. The Confederation of Origin.*

6.2.7 Immediately upon receipt of the PDF with the ITC duly completed for each season, the player may be registered by the Receiving Federation and Confederation for that season.

Transfers of minors are strictly regulated. Please contact the relevant Confederation and/or FIVB for further information. The special provisions for young players are contained in Article 6.2.8 of the FIVB Sports Regulations 2022.

2.2. PROCEDURE

2.2.1 Negotiations – before accessing the Volleyball Information System (VIS)

2.2.1.1. Stage 1

The Receiving Club starts the Transfer process by beginning the search for a player.

2.2.1.2. Stage 2

Once the Receiving Club has selected a player, the Club must request the permission of the Receiving Federation.

2.2.1.3. Stage 3

If the Receiving Federation grants permission, the Receiving Club will contact the Federation of Origin of the Player. The Federation of Origin will communicate with the player and with the Current Club of the player if any.

If the Federation of Origin refuses to negotiate, refer to Article 6.3.3 let. d. of the FIVB Sports Regulations 2022.

2.2.1.4 Stage 3a

Review by FIVB upon request by the relevant party.

2.2.1.5. Stage 4

If negotiations lead to an agreement between all parties regarding the Transfer, the International Transfer Certificate procedure can be created in the System.

2.2.2. Completion

2.2.2.1. Stage 5

DRAFT ITC

- Either the Receiving Club or Receiving Federation may start the new Transfer procedure in the System.
- If the player's profile is not complete, an email will be sent to the player and his/her federation of origin for completion. **Please note the transfer cannot be initiated as a draft until all the player's information has been provided.**
- Once the profile has been updated and all the data has been inserted, a summary will be shown. If all the data is correct, the Club can insert the conditions from the Federation of Origin of the player (if any) and then select "confirm". The draft ITC is then saved in the System until it is signed by the Club and by the player.
- Upon the signature of the Club and the signature of the player, the transfer will be confirmed and shared with all the other parties concerned (stage 6)

TIP – “Control+V” may be used to paste the Transfer conditions in the designated area.

2.2.2.2. Stage 6

Once the transfer is open, all parties concerned must log into the VIS with their own credentials (username and password). All parties must first check that the inserted data is correct in accordance with the previously held negotiations and then approve the transfer accordingly. There is no order of approval stipulated. At this stage, the Receiving Club or Receiving Federation must make sure that the Administration Fee is paid to the FIVB/CONFEDERATION as applicable (see Chapter 4) and that the proof of payment is inserted in the VIS (**please note that only the payment to the FIVB /CONFEDERATION should be uploaded to the system**). If one of the parties is not in agreement, the transfer cannot be completed. Any modification to the data (i.e. conditions, starting and/or ending date) after the signature of the player and/or the Club will remove all signatures. The parties have to approve the new conditions.

Should there be no requirement for an International Solidarity and Administration Fee payment under the applicable FIVB Regulations, please go straight to stage 8.

2.2.3. Confirmation

2.2.3.1 Stage 7

The FIVB / CONFEDERATION will check the proof of International Solidarity and Administration Fee payment according to the payment information inserted in the VIS. If there is a problem with the payment, the respective Receiving Federation will be informed. Once the payment is credited to the respective account, the FIVB / CONFEDERATION shall authorize the transfer.

There are three steps in the payment procedure:

- i. The Receiving Federation or the Receiving Club will insert the payment information in the system by completing the fields requested and uploading the proof of payment document (preferably in a PDF version).
- ii. The FIVB / CONFEDERATION shall check the proof of payment details uploaded in VIS.
- iii. Once the FIVB / CONFEDERATION has verified that the payment has been received in the respective Bank account, it will give its final authorisation in the system concerning the payment.

2.2.3.2. Stage 8

Once all parties have authorised the Transfer, the VIS will generate and send the International Transfer Certificate to all parties.

TIP – The columns in the VIS may be moved around and adapted according to the necessity of each user. They may also be sorted according to your preference. After sorting one column, another may be sorted by pressing the Shift key and then selecting another column. You may also use the “drag and drop” function.

Chapter 3

IMPORTANT NOTES

3.1. LOGIN

Follow this link for login: <https://app.fivb.com/> The FIVB will be responsible for sending the username and password to each National Federation. In turn, the National Federation is responsible for creating a user account in the VIS for its Clubs and Players already inserted in the System and also for creating new profiles and accounts for new Clubs and Players.

3.2. PLAYER & CLUB SEARCH

When searching for a player or a Club in the VIS, please make a thorough search before creating a new profile for a new Club or player. Try all the names of the player and date of birth and the Club's full name. **It is very important to avoid players and Clubs registering in the VIS more than once.**

3.3. FIVB PLAYER NUMBER

The Player number (6 digits) is either already exists in the VIS or automatically allocated by the system when the National Federation creates a new profile. This number will refer to Volleyball and Beach Volleyball players alike.

3.4. CONDITIONS

Sport related (e.g. player release for National Team participation) conditions agreed between the parties should be inserted by the party opening the ITC procedure. **The conditions must be inserted before the Transfer is confirmed.** Please note that financial conditions agreed between the parties (e.g. player's remuneration) should not appear on the ITC.

NB: The following general conditions are automatically inserted by the system in all the ITCs:

Mention of the Duration (Article 6.5.1 of the FIVB Sports Regulations)

An ITC can be granted in accordance with the duration of the player's contract with the Receiving Club for a period of up to a maximum of five (5) consecutive National League seasons. The starting and ending date of the transfer must be indicated on the ITC. In any case, the ITC will finish fourteen days (14) before the start of the National Team season following the last season for which the ITC was approved unless the FIVB has approved the operation of the National League during the National Team period in which case it shall be the last day of the season.

Player's release for National Team duty (Articles 6.5.1.1, 6.5.1.3 and 6.5.4 of the FIVB Sports Regulations)

All Clubs are obliged to release players under FIVB ITC at least fourteen (14) days before the start of the National Team period to allow for a rest for the players and, subsequently, to play with their respective National Team during the National Team period unless otherwise approved by the FIVB.

Automatic suspension of ITCs (Articles 6.2.5, 6.5.1.4 and 6.5.4 of the FIVB Sports Regulations)

ITCs, regardless of the transfer period stated, are suspended during the National Team period unless otherwise approved by the FIVB.

In the event of multi-year ITCs, the suspension of the ITC shall be released and the ITC delivered upon receipt of the payment of the International Solidarity and Administration Fee for each respective season.

3.5. ITC NUMBER

A unique ITC number will be generated by the System. This number can be found in front of the relevant season. (i.e. 2021/22 (#5511))

3.6. CURRENT CLUB

A Current Club is a club that has a signed written contract with a player that is legally binding beyond the date of a proposed transfer. In this case, it is mandatory for the player to provide a copy of his/her contract.

If the conditions described above are met, the International Transfer Certificate will also require the approval of the Current club.

If the player has a Current club, the Receiving Club shall also negotiate the financial and transfer conditions for the transfer of the player with said Current club.

If there is no Current club, in step 3 of the creation of the new Transfer, 'no Current club' must be selected.

In case of dispute, see Chapter 9.2 below.

3.7 Multi-year ITC

An ITC can be granted in accordance with the duration of the player's contract with the Receiving Club for a period of up to a maximum of five (5) consecutive National League seasons.

The starting and ending date of the transfer must be indicated on the ITC. In any case, the ITC will finish fourteen days (14) before the start of the National Team season following the

last season for which the ITC was approved unless the FIVB has approved the operation of the National League during the National Team period in which case it shall be the last day of the season.

3.8 Short term assignment of an ITC (loan)

In the event of a multi-year ITC granted in accordance with the provisions above, the Current Club may agree to assign the ITC of a player, subject to the agreement of the player, to another club for the duration of up to one (1) National League season at any time while it has a valid ITC for the player subject to the provisions in this Article, including the restrictions related to the National Team period. The club receiving the player on assignment may not assign the ITC to a third party without the prior consent of the FIVB and the Current Club

3.9 Release

The release of a player from an ITC may occur in the following way:

i) After the relationship between the Club and the player is over:

The respective Club or the Player must select the relevant ITC record in the System and initiate the release procedure by clicking on the Release button, indicating the date of release agreed upon by both parties. Both parties need to approve the release in the System. Should there be any issue with the release, the FIVB/Confederation must receive a release letter signed by both parties (Receiving Club and player) indicating the date of the termination so that the transfer can be released. When the release is completed the player can transfer to a new club.

ii) When a new Transfer process is opened for the same player before the release:

If a new ITC is opened for a player who currently has an ITC in the same period with Club X, the new club will be informed by the System *“Please note that the player is under a valid ITC for this season and needs to be released from his current Club”*. The process will not progress if the conditions above are not fulfilled.

In case of a dispute regarding a player’s release from an ITC: see Chapter 9.2 below

3.10 SANCTIONS

Sanction for playing without an International Transfer Certificate

Article 11.4 of the FIVB Disciplinary Regulations provides as follows:

11.4 Unauthorized registration or line-up of foreign players

11.4.1 NFs that permit their leagues and/or clubs to register or line up players of a different Federation of Origin without the official authorization established by

the FIVB Sports Regulations for the transfer of players between NFs, shall be fined up to CHF 30,000 for each player illegally registered or lined up.

11.4.2 The player in question shall be suspended for up to one (1) year. The club in question shall be sanctioned for a major offence; sanctions may include forfeiture of the match(es) played with the illegally registered or lined up player. The league in question shall be fined up to CHF 5,000 for each player illegally registered or lined up.

3.11 PROGRESS COLUMN

The Transfers page has a Status column indicating the status of each Transfer:

STATUS	The Transfer is a draft until the player’s profile is complete by his/her federation of origin and/or the Club click on “initiate”
Draft	The Transfer is still a draft until it is signed by the Club and by the Player
STATUS	The Transfer has been confirmed and released and some parties have approved the Transfer but some parties still need to approve it.
In Progress	
STATUS	The Transfer has been approved by all parties and the certificate has been sent to all the respective parties
Active	

3.12 PLAYER ACTIVE / INACTIVE

In the event a player has more than one profile in the system, the National Federation must contact immediately the corresponding Confederation so that it can merge these profiles into the most accurate profile after verification with the player and the Federation of Origin.

A player’s profile may be activated/deactivated but **not deleted**. The activate box may be selected to indicate if the player is still playing Volleyball or Beach Volleyball. If the player is retired, the “tick” can be removed and the player’s profile is deactivated. This player will no longer appear (e.g. in the Transfers section).

	VOLLEY	BEACH	SNOW
Currently active in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Played in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For further information regarding the player’s registration, please refer to Chapter 8.

Chapter 4

TRANSFER RULES & FEES

The Transfer rules and Transfer Fees have been developed according to Articles 6 et seq. (and especially Articles 6.1.3; 6.1.4.; 6.1.5; 6.3; 6.3.1; 6.3.2.; 6.3.3; 6.3.4) of the FIVB Sports Regulations 2022; which provide as follows:

6.1.3 Rules for international transfers

Players and clubs must abide by the rules of their National Federations for national transfers and by the FIVB Regulations for all international transfers.

6.1.4 Players subject to transfer procedure

These Regulations apply to all international transfers of players who are either licensed by or members of a National Federation affiliated to the FIVB.

6.1.5 Compulsory transfer formalities

The transfer procedure laid down in this Chapter is compulsory and applicable to all international transfers.

6.3 FEES

6.3.1 Definitions

For purposes of these Regulations, there are three potentially applicable fees that could be payable as defined below:

a. "International Solidarity and Administration Fee" shall mean the fixed fee defined in Appendix 1 of the FIVB Financial Regulations payable to the FIVB (or to the respective Confederation) by the Receiving Club, which shall cover the FIVB's expenses and shall also be redistributed to volleyball entities responsible for the development of a player in accordance with Article 1.5.2 of the FIVB Financial Regulations.

b. "Federation of Origin Solidarity Fee" shall mean the fee payable to the Federation of Origin by the Receiving Club to support Volleyball development programs, including training compensation to the clubs responsible for developing the player who is transferring.

c. "Transfer Fee" shall mean the fee payable by the Receiving Club to a club to buy out its rights to the player's services under a legally binding contract.

6.3.2 International Solidarity and Administration Fee to FIVB

a. The Receiving Club shall pay an International Solidarity and Administration Fee to the FIVB for the international transfer of a player. For multi-year ITCs, the International Solidarity and Administration Fee to the FIVB shall be payable for each season of the international transfer of the player.

b. For the scale of International Solidarity and Administration Fees, refer to the Appendix (1) to the FIVB Financial Regulations. The International Solidarity and Administration Fees payable for "International Rights" transfers shall assist in covering the solidarity and administration of "No International Rights" transfers.

c. Parties cannot contest the categorisation of their National Federation under these Regulations. Once entered into the VIS system by a National Federation and approved by the FIVB, the divisions of the

National League in their territory, a National Federation may only contest the divisions of their National Leagues if there is a change in the divisions of the leagues, e.g. the creation of a new division, etc. Said National Federation shall bear the burden of proving to the FIVB that such change justifies a change of the divisions of the National League in the VIS System.

6.3.3 Federation of Origin Solidarity Fee

a. As a principle, the Federation of Origin Solidarity Fees are designed to encourage programs for the continued growth of Volleyball within the Federation of Origin through the international transfer of players developed within the infrastructure of the Federation of Origin. However, such principle must also be balanced with the player's right to work and earn a living based on the skills that he or she has developed.

b. The Federation of Origin Solidarity Fee and its payment schedule shall be negotiated and agreed upon the Receiving Club and the Federation of Origin in writing within the parameters defined in these Regulations. When negotiating the Federation of Origin Solidarity Fee, the Federation of Origin and Receiving Club shall take into account the following criteria:

i. Level of experience of the player including age, length and consistency of the volleyball career (National Team experience, previous transfers, injuries, disciplinary record, etc.), overall performance as per publicly available statistics.

ii. Positive contribution of the Federation of Origin towards the player's Volleyball career.

iii. Length of the transfer.

iv. Previous Federation of Origin Solidarity Fee(s) for the player.

v. Level of the Federation of Origin.

vi. Level of the Receiving Club and relevant league.

vii. Level of the Receiving Federation.

c. In all cases, the Federation of Origin Solidarity Fee shall not exceed the maximum amounts provided in the Appendix C to these Regulations. In the event that the transfer is exempted from the payment of an International Solidarity and Administration Fee (see Appendix 1 to the FIVB Financial Regulations), no Federation of Origin Solidarity Fee shall be payable to the Federation of Origin.

d. To the extent that an agreement on the Federation of Origin Solidarity Fee cannot be reached by the Receiving Club and impacting a contract already signed by the player and the Receiving Club resulting in the Federation of Origin blocking the issuance of the player's ITC, a party may request the FIVB's intervention to decide on the applicable Federation of Origin Solidarity Fee in accordance with the procedure defined in Appendix D to these Regulations.

e. In the event that the Federation of Origin fails to sign the ITC by refusing to accept or comply with the FIVB's decision on the Federation of Origin Solidarity Fee, the FIVB may approve the ITC without the consent of the Federation of Origin if the ITC is not signed within forty-eight (48) hours before the start of the player's first match for the Receiving Club in the season in which the transfer pertains.

f. Each Federation of Origin shall adopt a distribution system for the Federation of Origin Solidarity Fee that provides support to those clubs that contributed to the development of the player who was subject to the transfer in which the Federation of Origin Solidarity Fee was paid.

g. Bilateral transfer agreements waiving Federation of Origin Solidarity Fees

i. Two (2) National Federations may reach an agreement under which transfers of players from one National Federation to the other will not require payment of Federation of Origin Solidarity Fees to the

player's Federation of Origin. For the avoidance of doubt, the International Solidarity and Administration Fee payable to the FIVB (or to the respective Confederation) and the ITC procedure cannot be waived by an agreement between National Federations.

ii. A bilateral agreement enters into force only after written approval by the FIVB.

iii. Each National Federation may not conclude more than three (3) bilateral agreements.

6.3.4 Transfer Fee

a. A Current Club is a club that has a signed written contract with a player that is legally binding beyond the date of a proposed transfer.

b. Should a player wish to permanently transfer to a new club within the duration of his or her contract with his or her Current Club and the current contract is still legally binding, the Current Club may request the payment of a transfer fee as compensation to buy the Current Club out of its contractual rights over the services of the player under a legally binding contract.

c. In the event that the player and the Current Club have a dispute over whether they are bound by a legally binding contract, Article 6.10 below shall apply.

SPECIAL PROVISIONS FOR THE CEV

The Confédération Européenne de Volleyball (CEV) has established the amount to be paid as a transfer fee for transfers of players among National Federations affiliated to the CEV. Please visit the CEV website (<http://www.cev.lu/Transfers-Area/Process.aspx>) for more information.

FIVB UMBRELLA

Article 6.6.2 of the FIVB Sports Regulations provides as follows:

Players who have nationality problems, refugees, or players who have completed two (2) years' proven inactivity may be allowed to play in national and/or international competitions under the FIVB umbrella with club teams of their new country of residence before they obtain the nationality of their new country and/or satisfy other legal requirements. In such cases, the FIVB shall act as the player's Federation of Origin for the purposes of the transfer.

The decision to place a player under the FIVB Umbrella is taken by the FIVB on a case by case basis. For the purpose of the transfer, only the FIVB will act as the Federation of Origin for players placed under the FIVB Umbrella.

The fee for an International Transfer of a player under the FIVB Umbrella is determined by the FIVB and may vary between CHF 0 and CHF 25,000 (please see Appendix C of the FIVB Sports Regulations 2022).

Please be informed that players playing under FIVB Umbrella do not have a Current Club.

Chapter 5

INTERNATIONAL SOLIDARITY AND ADMINISTRATION FEE

5.1. PAYMENT PROCEDURE

Payments must be made in **Swiss Francs (CHF) EXCEPT FOR THE TRANSFERS ADDRESSED TO THE CEV THAT MUST BE MADE IN EUROS (EUR)**

- To the **FIVB** when the Transfer is between National Federations affiliated to different Confederations or is for a player under the FIVB Umbrella.

Beneficiary:

*Fédération Internationale de Volleyball (FIVB)
Chemin Edouard-Sandoz 2-4
1006 Lausanne*

Bank account:

*Banque Cantonale Vaudoise
Case Postale 300
CH-1001 LAUSANNE / Switzerland
Account: K 5380.20.63 (Clearing: 767)
BIC Code (Swift Address): BCVLCH2LXXX
IBAN: CH05 0076 7000 K538 0206 3*

- To the **CEV** when the Transfer is between two national federations affiliated to CEV (**payment in EUR**)

Beneficiary:

*Confédération Européenne de Volleyball (CEV)
488 Route de Longwy
L1940 Luxembourg*

EURO Bank account:

*IBAN: LU 6000 3044 2729 8050 00
Swift: BGLLLULL*

- To the **CAVB** when the Transfer is between two national federations affiliated to CAVB.

Beneficiary:

*LA CONFEDERATION AFRICAINE DE VOLLEY-BALL
6 Rue Al Jamis Hay Ryad
10100 Rabat
Morocco*

Bank account:

AttijariWafa bank

RABAT SOUISSI
155, BD. JOHN KENNEDY - SOUISSI
Tel. 37156117

Account 0304509000305834
BIC - Code SWIFT : BCMAMAMC
IBAN : MA64 007 810 0304509000305834 97

- To the **NORCECA** when the Transfer is between two national federations affiliated to NORCECA (**payment in USD**)

Beneficiary:
BANCO BDI, SA
Av. Sarasota #27, La Julia, Santo Domingo, Republica Dominicana
Swift: BBDIDOSD

For further credit to: CONFEDERACION NORTE,
CENTROAMERICANA Y DEL CARIBE DE VOLEIBOL, NORCECA
Account No.: 4010110437
Centro Olímpico Juan Pablo Duarte
Pabellón de Voleibol, 3ra Planta
Av. Máximo Gómez, Esq. 27 de Febrero
Santo Domingo, Republica Dominica

Bank account:
CITIBANK
New York, NY 10013 - ABA No. 021000089
Account No.: 36265289
Swift: CITIUS33

- To the **CSV** when the Transfer is between two national federations affiliated to CSV.

Beneficiary:
Confederação Sul Americana De Voleibol (CSV)
Av. Visconde de Piraja 433, Sala 904
22410003 Rio de Janeiro, Brésil

Bank account:
Banco Bradesco
Downtown Av.das Americas
500 Bl.01 - Barra da Tijuca, Rio de Janeiro, Brazil
Account 9154-5
Branch: 2766-9
Swift: BBDEBRSPRJO

- To the **AVC** when the Transfer is between two national federations affiliated to AVC.

Beneficiary:
Asian Volleyball Confederation
Address: 286 His Majesty the King Celebration Bld.,

*Fl 17, Room 2, Sports Authority of Thailand
Bangkapi, Bangkok 10240, Thailand*

Bank account:

Krungthai Bank, Sports Authority of Thailand (Huamark) Branch

Account n°: 800000046653

Swift: KRTHTHBK

5.2. IMPORTANT INFORMATION

When making the payment please state in the payment Reference the following information:

- a. ITC number #:xxxx (this number is given once the Transfer is opened in the ITC System).
 - b. FIVB number of the Player
 - c. Club's name
- The payment may be made at any point after the Transfer procedure has been initiated in the VIS System. All payments shall be made electronically.
 - The proof of payment must be uploaded to the System. See 2.2.3.1
 - When the player and the receiving club sign the ITC, the system will automatically display the payment information.

e.g.

Payment Information

Beneficiary
Confédération Européenne de Volleyball (CEV)
488 Route de Longwy
L1940 Luxembourg

Bank Information
BGL BNP Paribas Luxembourg SA
IBAN: LU 6000 3044 2729 8050 00
SWIFT/BIC: BGLLLULL

Please, use the following reference when making your payment
VT-5509

5.3. FIVB FINANCIAL REGULATIONS

Article 1.5 of the FIVB Financial Regulations provides as follows:

1.5 SCALE OF ADMINISTRATION FEES

1.5.1 Full Fee

The transfer of players to clubs of a division which, directly or through promotion, gives access to international tournaments or matches will be charged CHF 2,000

for each ITC, unless otherwise provided in the scale of administration fees provided by FIVB Financial Regulations (see Appendix I), please refer to: <https://www.fivb.com/en/thefivb/legal>

- In the event that the transfer is exempted from the payment of an administration fee, no transfer fee shall be payable to the Federation of Origin and to the Club of Origin and the FIVB may sign the ITC on behalf of the Federation of Origin and the Club of Origin (Article 6.3.3.3 of FIVB Sports Regulations).

Chapter 6

SYSTEM SECURITY

It is of utmost importance that access codes created for National Federations, players and Clubs be kept secret by each party. Do not share your access codes with any other party. Should you suspect a breach of security in the System, please inform the FIVB immediately at vis.support@fivb.com

Chapter 7

FIVB REGULATIONS

For the complete Regulations on International Transfers, please access the FIVB Sports Regulations, Section 1, Chapter 1. You may find them together with all FIVB Regulations under:

<https://www.fivb.com/en/thefivb/legal>

Chapter 8

REGISTRATION

The registration of a new Player or Club should only be done if the National Federation is 100% sure that the respective person/entity is not already registered with another National Federation. Please make a thorough search (e.g. using the player's different last names and/or date of birth) before registering a new profile. **In case the player's place of birth / country is not the same as the National Federation which is registering the player, it is compulsory that the National Federation informs the FIVB by providing it with the player's volleyball curriculum and the player's passport copy so the FIVB will analyse and decide/determine which is the Federation of Origin of the player.**

8.1. PLAYER

A new Player may only be registered in the system by his/her Federation of Origin (**important:** use information provided in the player's international passport to fill in the blanks and insert a passport size photo). Once registered by the Federation of Origin, the player may update personal information registered under his/her name (except the first and last names – see note 1 below). The new player registration will be made in the 'Global' section of the new System. Once the new player is inserted, the username and password of the respective player will be created and sent to the player once the '**create user account**' has been selected.

Note 1: Once the player's profile is created, only the respective Governing Body (FIVB or CONFEDERATION) will be able to change the player's name *and/ or to correct the player's birthday.*

Note 2: Before registering a new player, each National Federation is responsible to control the player's status with regards to residence, nationality and eligibility to represent that National Federation. **A passport size photo and the email of the player is compulsory for the player profile (see Chapter 15).** The FIVB Sports Regulations shall apply.

Note 3: The "Team name" field in the player's profile shall be the same as the player's name on the back of the team uniform.

8.2. CLUB

A new Club may only be registered by the National Federation of the country where it is located. The participation of the club in a combined league is not relevant. Once registered, the Club may update any contact information inserted in its profile. After the new Club is inserted, the username and password of the respective Club's profile will be created and sent to the Club once the '**create user account**' has been selected.

8.3. NATIONAL FEDERATION

The National Federations may update their own contact information by accessing their profile under Global / National Federation.

8.4. INFORMATION UPDATE

The ITC System herein is an important reference utility for all parties concerned as long as all information contained therein is kept up to date. This is the responsibility of all persons and entities involved.

Chapter 9

DISPUTES

Should two or more parties be involved in a dispute over agreements relating to an international transfer of a player, the National Federations involved must do their utmost to resolve the issue amicably.

9.1. GENERAL PRINCIPLES

Article 6.8 of the FIVB Sports Regulations provides as follows:

6.8 NATIONAL LAW

6.8.1 Local decisions

Decisions concerning international transfers of players based on domestic laws or regulations and against the rights of a (foreign or local) National Federation or against the FIVB Constitution or Regulations are not binding on the FIVB.

6.8.2 International participation

Whenever a local court gives a player the right to a local license based on national law and against FIVB Regulations, the FIVB organs (including Confederations) must not grant an international license and must prevent that player from taking part in any international competitions under their authority.

6.8.3 After notice from the FIVB, other affiliated National Federations must not allow a team which has a player who has not complied with the FIVB Regulations to play in their territory.

6.8.4 Clubs or players seeking recourse to local civil courts to settle transfer disputes without FIVB's prior agreement will be sanctioned. In addition to the sanctions provided in the FIVB Disciplinary Regulations, the club may be sanctioned for a major offence, including deprivation of the right to receive ITCs and to line-up foreign players in any competition.

9.2. DISPUTES REGARDING THE RELEASE OF A PLAYER DURING THE ITC PERIOD

The FIVB will decide in accordance with Article 6.10.1 of the FIVB Sports Regulations, which provides as follows:

6.10.1 Subject to a club's obligation to release players for National Team competitions (Articles 6.1.1.(b), 6.5.1 and 7.2.6), the Receiving Club may retain the player's ITC until the end of the transfer period. If the player requests to transfer during this period, the FIVB shall intervene, after hearing both parties, to decide whether there is a valid contract binding the player with the club until the end of the transfer period.

9.3. FINANCIAL DISPUTES

Separate from Transfers' disputes and for information purposes only.

Article 18 of the FIVB Sports Regulations 2022 provides as follows:

18 FINANCIAL DISPUTES BETWEEN CLUBS, PLAYERS, FIVB-LICENSED AGENTS AND COACHES

18.1. Procedure before FIVB/Confederation

- a. A club, a player, a coach or a FIVB-licensed agent may file a complaint before FIVB.
- b. After receiving a written complaint (“Complaint”) and providing the respondent with an opportunity to submit its reply in writing (“Reply”), the FIVB can decide a financial dispute of an international dimension between a club, a player, a coach or a FIVB-licensed agent provided that the Complaint is filed no later than three (3) years from the date of the last day of the relevant National League season during which the dispute arose. It can also decide financial disputes of an international dimension between a coach and a National Federation.
- c. Any counterclaim must be filed within the time limit for the Reply; subsequent filing of a counterclaim shall be inadmissible. The provisions on Complaints, including on the payment of the applicable handling fee, shall apply *mutatis mutandis* to counterclaims.
- d. The Complaint and the Reply shall include a summary of facts as well as specific requests for relief. The Complaint shall be accompanied by proof of payment of the administrative fee in the amount of CHF 500 (five hundred Swiss Francs) per Claimant. The FIVB may set a final time limit for the payment of the administrative fee, failing which the Complaint shall be deemed withdrawn. The complaining party shall have the burden of proving its allegations. The FIVB may request further submissions and translations into English from the parties.
- e. The FIVB conducts the procedure expeditiously – and endeavours to complete it within two (2) months from closing the submissions period – in accordance with guidelines to be established by the FIVB. The decision will be taken on a balance of probabilities and by applying general principles of justice and fairness without reference to any particular national or international law (*ex aequo et bono*). The FIVB may award a contribution towards the applicable handling fee to the prevailing party. It shall state brief reasons. The FIVB may award a contribution of up to CHF 2,500 towards each prevailing party’s reasonable legal fees and other expenses incurred in connection with the proceedings (including the applicable handling fee and the costs of witnesses and interpreters). When deciding on this contribution, the FIVB shall take into account the outcome of the proceedings as well as the conduct and financial resources of the parties.
- f. The FIVB may, at any stage of the procedure, assist the parties in reaching a settlement or decide to submit the case directly to the FIVB Tribunal. It may refrain from entertaining the Complaint in case no ITC has been issued for a player’s transfer or in case of an illegal transfer.
- g. The FIVB may set a final time limit for the parties’ compliance with its decision and also determine that non-compliance will result in the imposition of sanctions under Article 21.3 below. Said sanctions may apply automatically after the lapse of the time limit.
- h. In case of disputes involving parties from the same Confederation, the FIVB may delegate its powers under this Article to the respective Confederation. The FIVB will then have the right to extend worldwide the sanction(s) imposed by Confederations.

18.2 APPEAL

Within fourteen (14) days from notification of the decision under Article 18.1 above, any affected party may request that the case be reviewed by the FIVB Tribunal.

21. SANCTIONS

21.1 If a National Federation, club, coach, agent or player that was a party to proceedings before the FIVB/Confederation, the FIVB Tribunal or before the Court of Arbitration for Sport (CAS) fails to comply with the decision of said body, it commits an offence. The FIVB may impose the following sanctions on this party:

- a. Warning;

- b. Fine up to CHF 50,000 (fifty thousand Swiss Francs);*
- c. Prohibition of receiving an ITC (for clubs) or prohibition or restriction to transfer internationally (for players);*
- d. Withdrawal or temporary suspension of a licence (for coaches and agents);*
- e. Prohibition of registering and lining-up foreign players in any competition (for clubs);*
- f. Prohibition of participating in international competitions.*

21.2 The above sanctions can be extended in FIVB's sole discretion, to natural or legal persons which are directly or indirectly linked to the first party, either from a legal or sporting perspective (e.g. different entity under a similar name, same board of directors, officials, technical staff, same sporting license, etc.). The FIVB shall ensure that the party against which such sanctions shall be extended has the right to state its position and provide evidence before extending against such party.

21.3 In all cases, the above sanctions can be applied more than once and cumulatively.

Chapter 10

CONTACTS

For general information concerning the ITC System or specific issues concerning an International Transfer between National Federations that belong to different Confederations, please contact:

FIVB – Fédération Internationale de Volleyball – www.fivb.com
Château Les Tourelles, Edouard-Sandoz 2-4, 1006 Lausanne - Switzerland

- Specific IT issues: vis.support@fivb.com
- All other issues: transfer@fivb.com
- For financial complaints queries, please contact legal@fivb.com

For specific issues concerning an International Transfer within a Confederation, please contact the respective Confederation.

- **CEV – Confédération Européenne de Volleyball - www.cev.lu**
488 Route de Longwy, L1940 Luxembourg
Contact: Mr. Apostolos Gogakos
Tel: +352 25 46 46 41
E-mail: transfers@cev.lu
Fax: +352 25 46 46 40
- **AVC – Asian Volleyball Confederation - www.asianvolleyball.org**
Thailand Volleyball Association; No 286, Room No 2, 17th Floor; Main Building of Sports Authority of Thailand;
Huamark, Bangkok; BANGKOK 10240, Thailand
Contact: Mr. Somchai DONPRAIYOD
Tel: +66 (2) 170 9491 or +66 (2) 170 9492 or +66 (2) 170 9493
Email: champvbt@gmail.com
Fax: +66 (2) 170 9490
- **CAVB – Confédération Africaine de Volleyball - www.cavb.org**
10 Rue Mohammed Errounda RABAT, 10170 , MOROCCO
Contact: Ms. Hasnaa Outbih
Mr. Enzanai Tafara Madzivire
Tel: +212 648-284590 / +212771973599
E-mail: s.l.a.t.frmvb@gmail.com
cavbh.2020@gmail.com
enzotafara@gmail.com
Fax: +212 537 710 149
- **CSV – Confederación Sudamericana de Voleibol - www.voleysur.org**
Av. Visconde de Pirajá 433, Sala 904, 22410003 Rio de Janeiro - Brésil
Contact: Mr. Paulo Vitor Paladino
Tel: +55 21 2132 7857
E-mail: paulovitor@voleysur.org
Fax: +55 21 2493 1179
- **NORCECA – North, Central American and Caribbean Volleyball Confederation - www.norceca.org**
Pabellon de Voleibol, 3era planta, Av. Maximo Gomez, Esq 27 de Febrero, SANTO DOMINGO, Dominican Republic
Contact: Mrs. Arateide Caceres
Tel: +1 809-472 1222
E-mail: norcecanfdirector@gmail.com
Fax: +1 809 227 32 42

Chapter 11

IMPORTANT INFORMATION

FOR PLAYERS

- The Federation of Origin of a player which is the first to issue a national license for the player or otherwise register the player within its Federation in the season in which the player turns fourteen (14) years of age (or older if first registered after the age of fourteen (14)) is considered to be the player's Federation of Origin regardless of the player's nationality.
- All players must have an International Transfer Certificate in order to be eligible to play outside of their Federation of Origin; this also applies to the player who have the nationality of the Receiving Federation.
- In the event the player has dual nationality (two passports from different countries) or wishes to play in a National Federation sharing the same nationality with his/her Federation of Origin, he/she will require an ITC if his/her Federation of Origin is different from the Federation in which he/she wants to play in.

EXAMPLE (A): Player has nationality ARG and ITA - player wants to play in ITA

1. Player's Federation of Origin is ARG
→ Will require an ITC regardless of nationality being ITA
2. Player Federation of Origin is ITA
→ Will NOT require an ITC since Federation of Origin is ITA

EXAMPLE (B): Player has nationality USA and PUR – player wants to play in PUR

3. Player Federation of Origin is USA
→ Will require an ITC regardless of nationality being USA
4. Player Federation of Origin is PUR
→ Will NOT require an ITC since Federation of Origin is PUR

The nationality is not a deciding factor when initiating ITCs – The FEDERATION OF ORIGIN is.

- In the event that a player wishes to play outside of his/her Federation of Origin and does not have a VIS profile, he or she shall immediately contact his/her Federation of Origin to create the required VIS profile to transfer abroad.

- In the event that there are difficulties to establish a player's Federation of Origin, it is necessary to contact the FIVB and to provide the player's volleyball curriculum. The FIVB will then determine which National Federation should be considered as the player's Federation of Origin.
- Should the relationship between the player and the Club be over during the season, both parties must approve the player's release in the FIVB VIS system. After the release, the player is free to play for another club until the end of the same season.
- If a player plays outside of his/her Federation of Origin for a Club A on loan to Club B in the same national championship, it will be necessary to assign the ITC with Club A to Club B.
- A player who plays outside of his/her Federation of Origin without a valid International Transfer Certificate (approved by the FIVB) shall be suspended for a period of up to one (1) year.
- A player who has a Financial Dispute with a club in a Federation other than his/her Federation of Origin can request that the dispute be solved through the competent authority's Financial Dispute Procedure (i.e. FIVB, CEV, or NORCECA). Please note that Financial Disputes and Transfer disputes are separated.

FOR THE RECEIVING FEDERATION

- The Receiving Federation cannot deliver a player's license for foreign players without a valid ITC approved by all parties on the FIVB VIS system;
- National Federations are strongly encouraged to enact national regulations requiring – to the extent permissible by law – all their players to submit to the Federation of Origin a copy of their contract with the foreign club.
- The Receiving Federation which has not respected the transfer procedure or which has not fulfilled the conditions agreed on the ITC can be sanctioned as per Article 6.7.3 of the FIVB Sports Regulations and Article 14 of the FIVB Disciplinary Regulations.

FOR THE RECEIVING CLUB

- **The Receiving Club must contact the Federation of origin of the player to obtain information regarding the player's transfer;**
- The Receiving Club shall pay an administration fee to the FIVB and/or Confederations for the international transfer of a player as indicated on the ITC in the FIVB VIS system and in the applicable regulations for each season for which the ITC will be valid;

- The Receiving Club shall pay a Federation of Origin Solidarity Fee to the player's Federation of Origin and a transfer fee to the Current Club (If any);
- The Receiving Club can only line up players from a different Federation of Origin who have a valid ITC approved on the FIVB VIS system;
- The Receiving Club which has not respected the transfer procedure or which has not fulfilled the conditions agreed on the ITC can be sanctioned as per Article 6.7.3 of the FIVB Sports Regulations.
- Should the relationship between the player and the Club be over during the season, both parties must approve the player's release in the FIVB VIS system. After that the player is free to play for another club until the end of the same season;
- If a player who plays with an ITC for Receiving Club A is on loan to Club B in the same National Federation, it will be necessary to assign the ITC with Club A to Club B (see Article 6.5.6.2 of the FIVB Sports Regulations 2022).
- A club which has a Financial Dispute with a player from a National Federation other than the club's National Federation can request for the dispute to be solved through the competent authority's Financial Dispute Procedure (i.e. FIVB, CEV, or NORCECA).

Chapter 12

PLAYER MANUAL



VIS SYSTEM





Log-in



Sign in to your account

Username

Enter your Username

Password

[Forgot Your Password?](#)

Enter your Password



Reset your password

Username

Enter Username (VIS number: i.e. \$Player111111) or email address you registered on the system if you have forgotten your password

[Or Sign In](#)

Player profile page

Player Edition Mehdi Mirdi

[Back to profile](#)

❗ There are 1 errors with your profile.


- Mandatory field missing: E-mail address

Save

Personal

First name: mehdi Last name: mirdi Gender: Male

Birth date: 17/10/1989 Birth Place: Nationality: Tunisia

Passport: X111111C Passport Validity: 11/08/2022 Passport Document:  Change

Sport

Federation: Tunisia Sport Name: mirdi

	VOLLEY	BEACH	BOW
Currently active in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Played in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Localisation

Address: Complement: Zip Code: City: Country: Select the Country

Physical

Height (cm): 0 Weight (kg): 0

Contact

Email address: tsarefmg@fivb.com

Phone (Home): Phone (Office): Fax (Home): Fax (Office):

Save

Your details have been entered by your federation based on the documents you have provided.

Should you need to make some changes to your profile, click on "Save"

Important: Your passport details should always be up to date.

Please note you cannot **modify**:

- Last name,
- First name,
- Date of birth,
- Nationality,
- Federation of Origin,
- Date of anti-doping course.

You will need to contact your federation/confederation should you need to amend any of the above.

Transfers page

Player's List / View

Profile **Volleyball Career** Snow Volley Career Documents

Volleyball Career

TOURN.	TEAM	SEASON	HAS BEEN SELECTED
World League (WL2012)	Brazil	2012	1
Men's Olympic Games 2012 (MOG2012)	Brazil	2012	1
World League 2011 (WL2011)	Brazil	2011	1
FIVB Men's World Cup 2011 (MWC2011)	Brazil	2011	1
World League 2010 (WL2010)	Brazil	2010	1
2010 FIVB Men's World Championship (MWC2010)	Brazil	2010	1
2009 FIVB Men's World Grand Champions Cup (MCC2009)	Brazil	2009	1
World League 2009 (WL2009)	Brazil	2009	1
Men's Olympic Games 2008 (MOG2008)	Brazil	2008	1
2008 World League (WL2008)	Brazil	2008	1
2007 Men's World Cup (MWC2007)	Brazil	2007	1

Transfers

STATUS	SEASON	FEDERATION	DATES	TO CLUB	TO FED.
Completed	2019/20 (#3704)	Brazil (CSV)	16.09.2019 → 10.05.2020	IBB London Polonia	England (CEV) ***
Completed	2018/19 (#4793)	Brazil (CSV)	27.02.2019 → 12.05.2019	IBB London Polonia	England (CEV) ***
Completed	2013/14 (#3026)	Brazil (CSV)	01.12.2013 → 15.05.2014	ALNASR CLUB	United Arab Emirates (AVC) ***
Completed	2012/13 (#1478)	Brazil (CSV)	15.10.2012 → 10.05.2013	Ciudad de Bolivar	Argentina (CSV) ***
Completed	2008 (#592)	Brazil (CSV)	01.09.2008 → 31.05.2009	ISKRA Odintsovo	Russia (CEV) ***
Completed	2007 (#453)	Brazil (CSV)	01.08.2007 → 15.05.2008	ISKRA Odintsovo	Russia (CEV) ***

Click on "Volleyball Career"

This is where you should see your transfer(s) for the pending season by default.

If a transfer is pending (i.e not yet finalised), it will have a red dot next to the required authorisation and the Progress bar will be: **In Progress**

Once the transfer has been fully authorised, the Progress bar will be: **Active**

Transfers page – How to approve a transfer

You should receive an email asking you to authorise your transfer. You will need to click on the transfer record to open this window or click on the link in the email.

The screenshot shows a transfer approval page for Philippe Tuccelli. The page is divided into two main columns. The left column, titled 'Player', contains a profile card for Philippe Tuccelli (born 14.05.1981, Martigues, France) with fields for Federation (France (CEV)), Passport (valid until 17.04.2020), Email (xxx@gmail.com), and Signature (NOT SIGNED). The right column contains sections for 'Contract' (Status: Active, Creation Date: 23.08.2021 17:20, Contract: 01.08.2021 -> 31.08.2021), 'Origin' (Federation: France (CEV)), and 'Destination' (Federation: Italy (CEV), Club: Volley Milano s.r.l., Team: Gi Group Monza). Two red arrows point to 'Sign' buttons: one in the 'Signature' field of the Player section and one in the 'Origin' Federation field.

The player should click on “Sign” to approve the transfer. The Federation of Origin still has to sign.

My Account – modify username/password

Click on your name, then, " My account"

Edit Account

My Account

First Name

Last Name

Email

Save

Credentials

Password

Update Password

Signed in as **SPlayer120511**

My Profile

My Account

Sign out

Update your Username and/or email then click on "save".

Enter your new Password then click on "update Password"

Chapter 13

CLUB MANUAL

FIVB™



VIS SYSTEM





Log-in



Sign in to your account

Username

Enter your Username

Password

[Forgot Your Password?](#)

Enter your Password



Reset your password

Username

Enter Username (VIS name) or email address you registered on the system if you have forgotten your password

[Or Sign In](#)

Landing page – side bar menu

[List of confederations contact details and information →](#)
[List of national federations contact details and information →](#)
[List of players contact details and information →](#)
[Current club details →](#)
[List of current transfers for the current club →](#)
[This is where you can change your club Username and Password →](#)

The screenshot shows a web interface with a 'Menu' sidebar on the left and a 'Legacy tabs' area on the right. The sidebar contains sections for 'Global', 'Club', 'Volleyball', and 'Tools'. The 'Legacy tabs' area displays club information for 'TESTCLUBS', including fields for 'No.', 'Name', 'Active', 'Federation', 'Club', 'Address', 'Teams', 'President', 'Contact person', 'Profile', 'Division', 'Teams', 'Sponsors', and 'Web site'.

Landing page – modify data

The screenshot shows the 'Modify' form for the club 'TESTCLUBS'. The form includes fields for 'No.', 'Name', 'Active', 'Federation', 'Club', 'Address', 'Teams', 'President', 'Contact person', 'Profile', 'Division', 'Teams', 'Sponsors', and 'Web site'. A 'Modify' button is located at the bottom left of the form area.

← To modify your information, please click on Modify

Chapter 14

NATIONAL FEDERATION MANUAL

FIVB™



VIS SYSTEM



Confédération
Européenne de
Volleyball



Create Championships Level

- These instructions are addressed to the National Federations which will create for the first time their Championship Levels using the VIS Software (example below):

Code: BEN

Name: FEDERATION BENINOISE DE VOLLEY-BALL

Confederation: Confédération africaine de volleyball

A- Click on the star button

B- Fill in the new season as below and then click on OK

Click on "Divisions"

C- click on star button to open the Window “New division”. Please fill in as it is showed in the next item (D).

New division

Confederation volleyball transfer level:

Level:

Name:

Description:

Existing: From: To:

OK Cancel

Add division in season

Division: All the existing divisions are already in the season

Championship dates: Start: End:

Copy teams from previous season, if available

OK Cancel

New division

Confederation volleyball transfer level: Highest

Level: 1

Name: Ligue National A

Description:

Existing: From: 15.10.2015 To:

OK Cancel

D- Click on OK and then fill in the Championship dates “Start” and “End” and then click on OK.

Add division in season

Division: 1 - Ligue National A

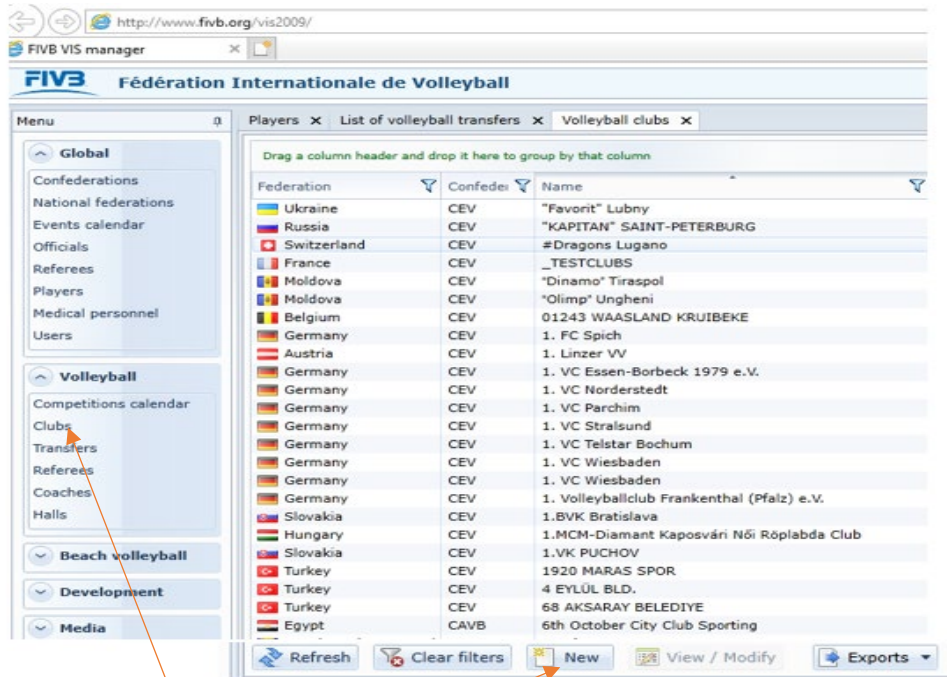
Championship dates: Start: End:

Copy teams from previous season, if available

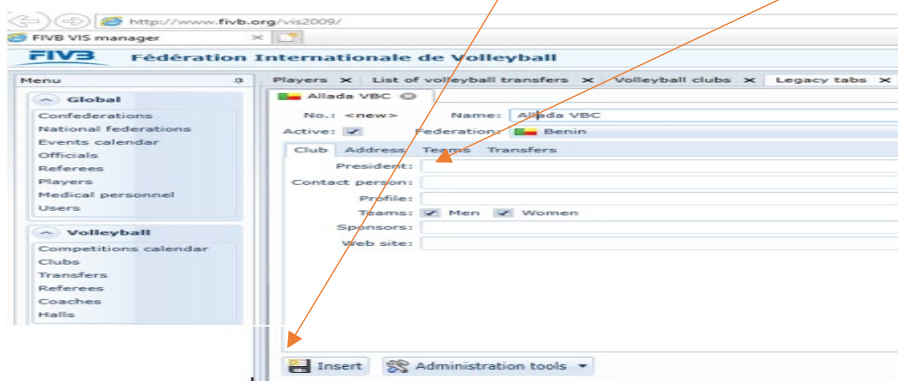
OK Cancel

Adding Clubs

- The National Federations must create Club's profile using the VIS Web platform (VIS 2009):



- 1- Click on "Clubs" and then
- 2- Click on "New"
- 3- You will have a similar page as the example (NF-BEN) filling the Club and Address and then clicking on Insert



- 4- Once the Club is created (VIS 2009) it is automatically registered in the **VIS Software and the VIS WebManager**. You can then find it by clicking on

Clubs and by typing the name of the Club (ex: Allada VBC) by clicking on this icon and then filter

The screenshot shows the 'Persons' menu in the software interface. Below the menu is a table titled 'Volleyball clubs' with the following data:

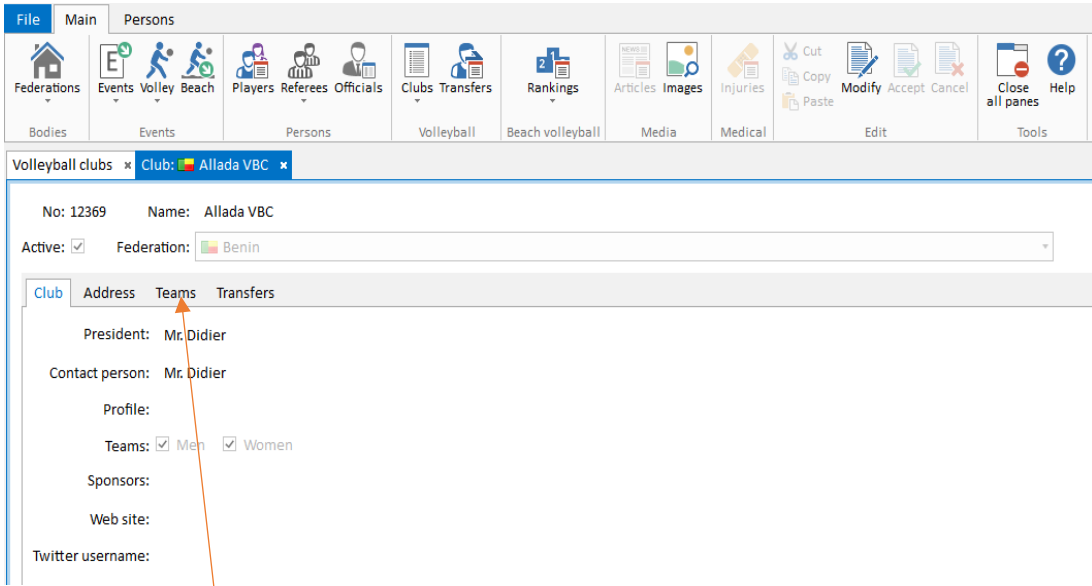
NC*	FEDERATION	CONFEDERATION	NAME	CITY	CONTACT
1	Albania	CEV	STUDENTI	Tirana	SAKO Arben
2	Albania	CEV	TIRANA	Tirane	Angelo Koleka
3	Albania	CEV	TEUTA	Durres	Emiljan JANI
4	Argentina	CSV	Azul Voley Club	Azul	Castro Diego
5	Argentina	CSV	C. A. Belgrano		Rizzone Facundo
6	Argentina	CSV	Ciudad de Bolivar	San Carlos de Bolivar	Rizzone Facundo
7	Argentina	CSV	C. A. Boca Juniors	CABA	Alejandro Ricci
8	Argentina	CSV	C.S.y D.Huracán		Arribas Diego
9	Argentina	CSV	La Union Formosa	Formosa	Lorena De Armas
10	Argentina	CSV	Asociación Deportiva Centenario	Neuquén	Carod Leonardo
11	Argentina	CSV	Obras Sanitarias de San Juan	San Juan	DIFGO SOLIER

5- You will see a similar page as per the example (Club Allada VBC). Double click on the row

The screenshot shows a detailed view of the 'Allada VBC' club row. The table has the following data:

NC*	FEDERATION	CONFEDERATION	NAME	CITY	CONTACT	EMAIL ADDRESS	WEB SITE	USER	GENDERS
12369	Benin	CAVB	Allada VBC	Cotonou	Mr. Didier	alivarofr@yahoo.fr		2	MW

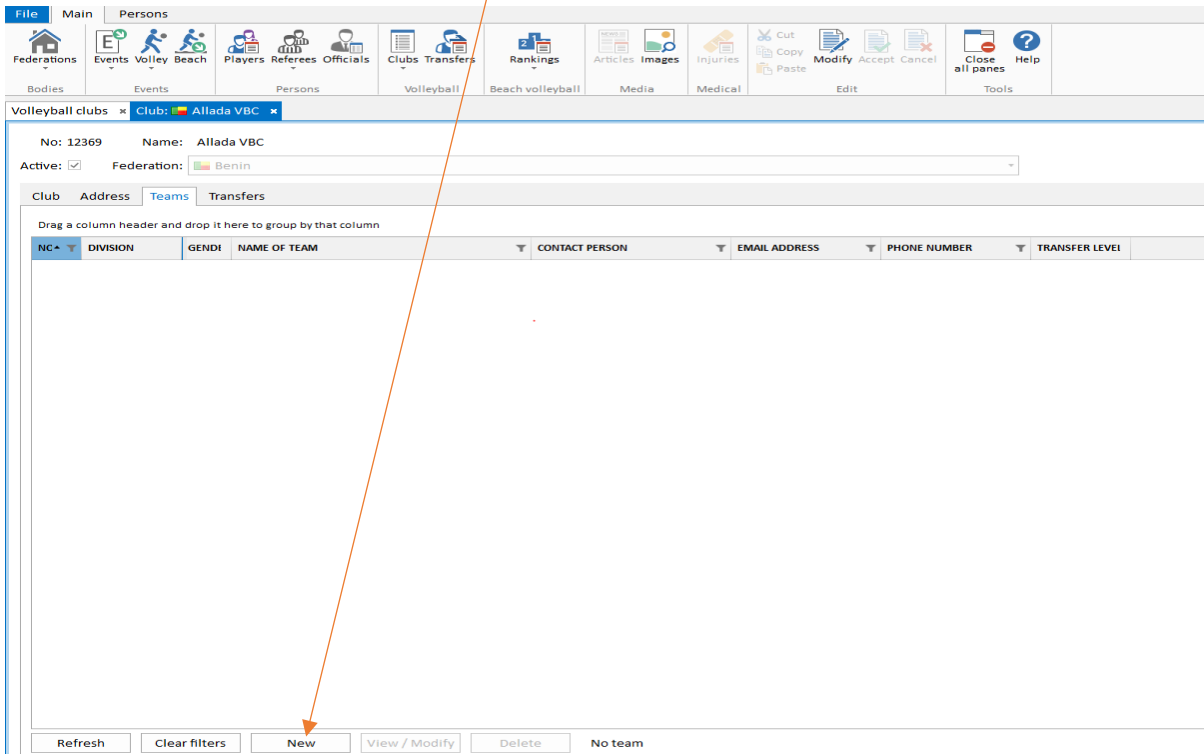
6- You will see a similar page as per the example (Club Allada VBC) below



Adding Teams

7- Click on Teams to create the name and gender of the Teams

8- You will have a similar page as per the example (Club Allada VBC) here below. Please click on “new”



9- When pop-up window New Team opens (see below), please insert the name of the Team and Gender and then click on OK.

10- You will see a similar page as below

No: 12369 Name: Allada VBC

Active: Federation: ■ Benin

Club Address **Teams** Transfers

Drag a column header and drop it here to group by that column

NC*	DIVISION	GEND	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	TRANSFER LEVEL
5157		Men	Allada				

11- If you have more Teams in the Club, please follow the sequence from the item 8 by clicking on “new” and then item 9. The pop-up window New Team opens (see below) for you to insert the name of the Team and Gender and then click on OK.

12- You will see a similar page as below

No: 12369 Name: Allada VBC

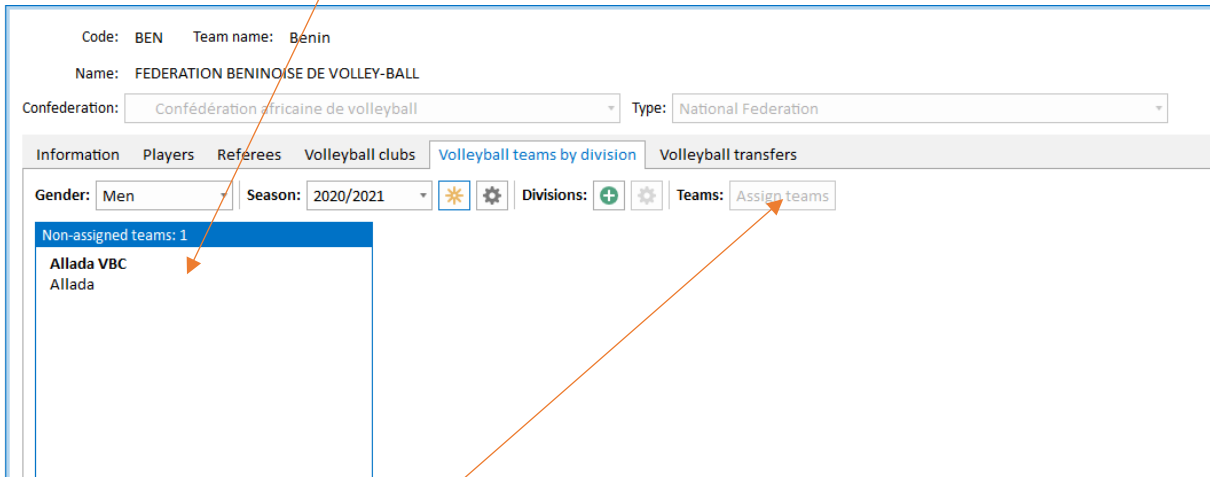
Active: Federation: ■ Benin

Club Address **Teams** Transfers

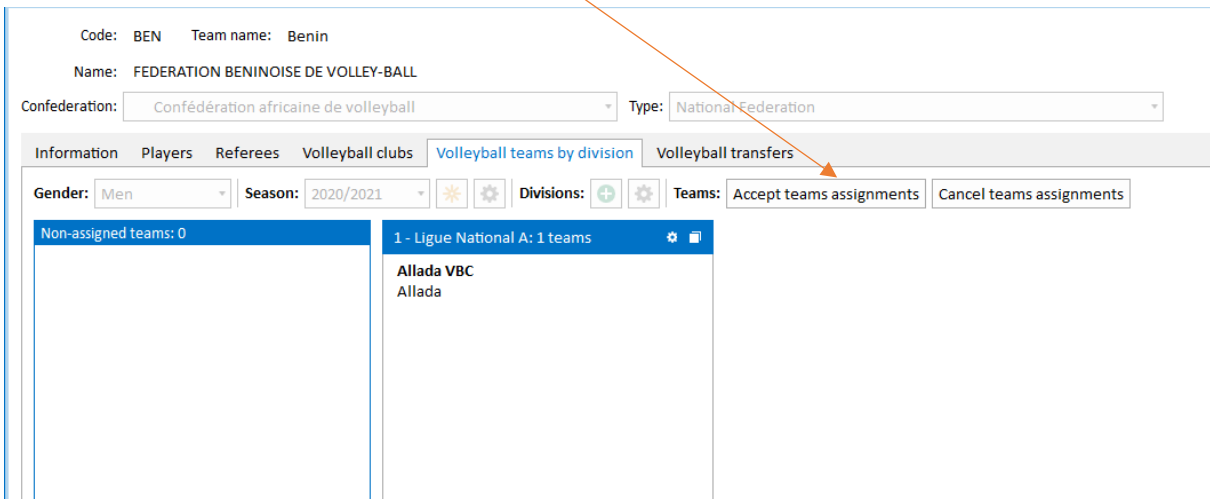
Drag a column header and drop it here to group by that column

NC*	DIVISION	GEND	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	TRANSFER LEVEL
5157		Men	Allada				
5158		Wom...	Allada				

13- Once the new season and the division have been updated you will find all teams in the “Non-assigned” column (see below):



14-Now you have to allocate the relevant club to the relevant division. You have to click on “assign teams” and drag the teams from “Nom-assigned teams” and drop them in the chosen division. After you have moved/updated the relevant teams to their new division click on “Accept teams assignments” (see below):



- The National Federation can start updating the others existing divisions following the same procedure as above.

Adding teams – contact details & officials names

Federation: Germany Gender: Women Division: W - 1. Bundes- Liga Frauen

Code: Name: Rote Raben Vilsbiburg

Sponsors:

Information Players

Contact

Contact: André Wehnert

Phone number: +49 8741/3545

Fax number: + 49 8741/8143

Email address: bundesliga@roteraben.de

Officials

Function	Name	Country	Id
Team manager:			
Head coach:			
Assistant coach:			
2nd assistant coach:			
Doctor:			
Physiotherapist:			
Journalist:			

To access the Information tab, please click twice on the team name

Rote Raben Vilsbiburg

No.: 1041 Name: Rote Raben Vilsbiburg

Active: Federation: Germany

Club Address Teams

Division Gender

1. Bundes- Liga Frauen	Women
2. Bundes- Liga Sud Frauen	Women

You can then fill in all the team contact details (phone, email, etc) and officials names

Adding teams – adding players

Federation: Germany Gender: Women Division: W - 1. Bundes- Liga Frauen

Code: Name: Rote Raben Vilsbiburg

Sponsors:

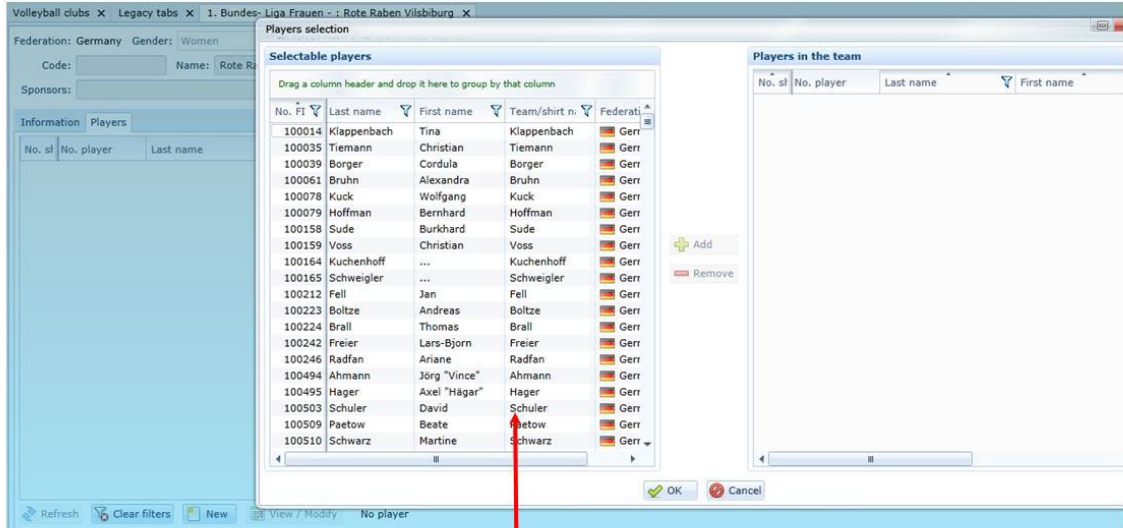
Information Players

No. sl	No. player	Last name	First name	Team name	Federation
--------	------------	-----------	------------	-----------	------------

You can add players to your teams by clicking on New

Refresh Clear filters New View / Modify No player

Adding teams – adding players



You can select the players from the list

Adding teams – adding players

100061: Bruhn Alexandra (Bruhn)

No. shirt: Captain

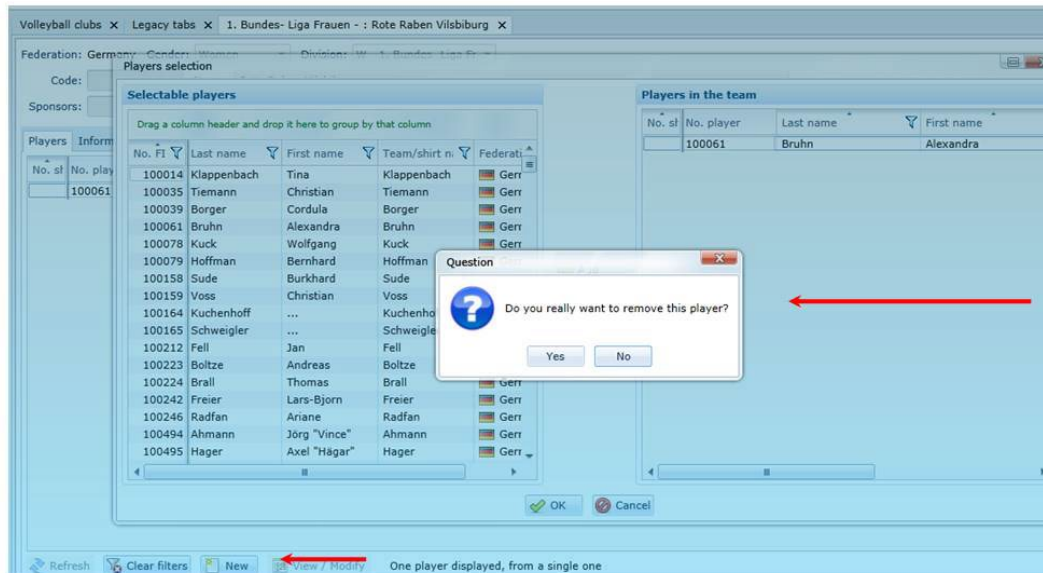
From: Enter date To: Enter date

OK Cancel

You can fill in all the players details before adding the player in your team

No. FI	Last name	First name	Team/shirt n.	Federati
100014	Klappenbach	Tina	Klappenbach	Gerr
100035	Tiemann	Christian	Tiemann	Gerr
100039	Borger	Cordula	Borger	Gerr
100061	Bruhn	Alexandra	Bruhn	Gerr
100078	Kuck	Wolfgang	Kuck	Gerr
100079	Hoffman	Bernhard	Hoffman	Gerr
100158	Sude	Burkhard	Sude	Gerr
100159	Voss	Christian	Voss	Gerr
100164	Kuchenhoff	...	Kuchenhoff	Gerr
100165	Schweigler	...	Schweigler	Gerr
100212	Fell	Jan	Fell	Gerr
100223	Boltze	Andreas	Boltze	Gerr
100224	Brall	Thomas	Brall	Gerr
100242	Freier	Lars-Bjorn	Freier	Gerr
100246	Radfan	Ariane	Radfan	Gerr
100494	Ahmann	Jörg "Vince"	Ahmann	Gerr
100495	Hager	Axel "Hägar"	Hager	Gerr
100503	Schuler	David	Schuler	Gerr
100509	Paetow	Beate	Paetow	Gerr
100510	Schwarz	Martine	Schwarz	Gerr

Adding teams – removing players



- To remove players,
- Click on New
 - Click on the player you want to remove
 - Click on "-"
 - Click "yes"

Transfers page

To create a new transfer, click on “Volleyball” then, click on “Transfers” then, click on “Create”

STATUS	NO BY	SEASON	NO PLAY	NO CONF	L	PLAYER	FEDERATION	FROM	TO	TO FED.	TO CLUB
Draft		2021/22	120511	6742		Ivan Zaytsev (M)	Italy (ccv)	10 Feb 2022	10 Apr 2022	Austria (ccv)	SK Aich/Dob
Released	5512	2021/22	120511	6742		Ivan Zaytsev (M)	Italy (ccv)	10 Sep 2021	10 Aug 2022	Switzerland (ccv)	Lausanne Université Club
Active	5511	2021/22	185165		-18	Teodora Duric (F)	Serbia (ccv)	10 Sep 2021	10 May 2022	Tunisia (ccv)	UNION SPORTIVE DE CARTHAGE
Released	5510	2021/22	119800	1642		Earvin Ngapeth (M)	France (ccv)	15 Sep 2021	05 May 2022	Switzerland (ccv)	Lausanne Université Club
Active	5509	2021/22	120511	6742		Ivan Zaytsev (M)	Italy (ccv)	19 Sep 2021	10 Feb 2022	Switzerland (ccv)	Lausanne Université Club
Released	5508	2021/22	184227	88624	-18	Lea Mitras (F)	Slovenia (ccv)	10 Sep 2021	10 May 2022	Tunisia (ccv)	CLUB FEMMIN DE CARTHAGE
Draft		2021/22	119800	1642		Earvin Ngapeth (M)	France (ccv)	10 Oct 2021	05 May 2022	Switzerland (ccv)	Lausanne Université Club
Draft		2021/22	153200			Daniela Lavik (W)	Italy (ccv)	10 Oct 2021	05 May 2022	Switzerland (ccv)	Lausanne Université Club
Released	5507	2021/22	184595			Emily Heinzelman (F)	United States (ncvccv)	10 Sep 2021	10 Jul 2022	France (ccv)	26VB-GUILHERAND-GRANDES VOLLEY-BALL
Active	5506	2021/22	185165		-18	Teodora Duric (F)	Serbia (ccv)	10 Dec 2021	10 Aug 2022	Tunisia (ccv)	UNION SPORTIVE DE CARTHAGE

The following page opens

Click on “Select a Player”

New Transfer

Save

Player

Select a Player

Contract

Contract: dd/mm/yyyy → dd/mm/yyyy
Contract start date is required. Contract end date is required.

Reference:
Optional: Contract reference between the club and the player.

Federation of Origin

A player must be selected to show Origin's information.

Destination Club

A player must be selected to select destination.

First Transfer Details

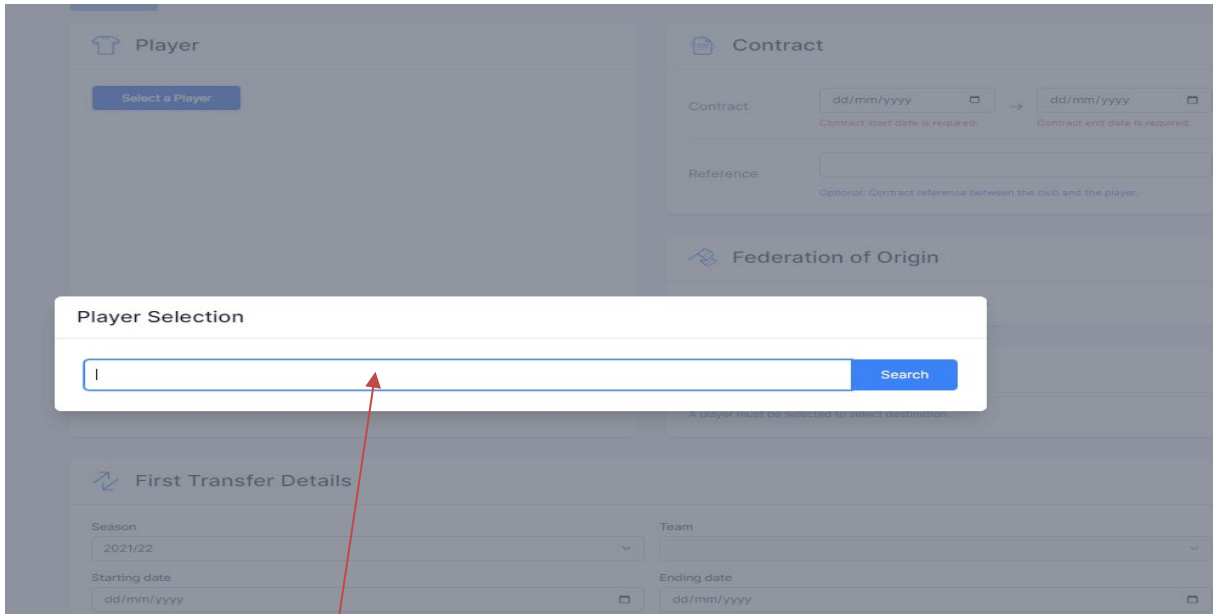
Season: 2021/22 | Team:

Starting date: dd/mm/yyyy | Ending date: dd/mm/yyyy
Starting date is required. Ending date is required.

Conditions:
You must contact the Federation of Origin to verify if the player's transfer is subject to conditions.

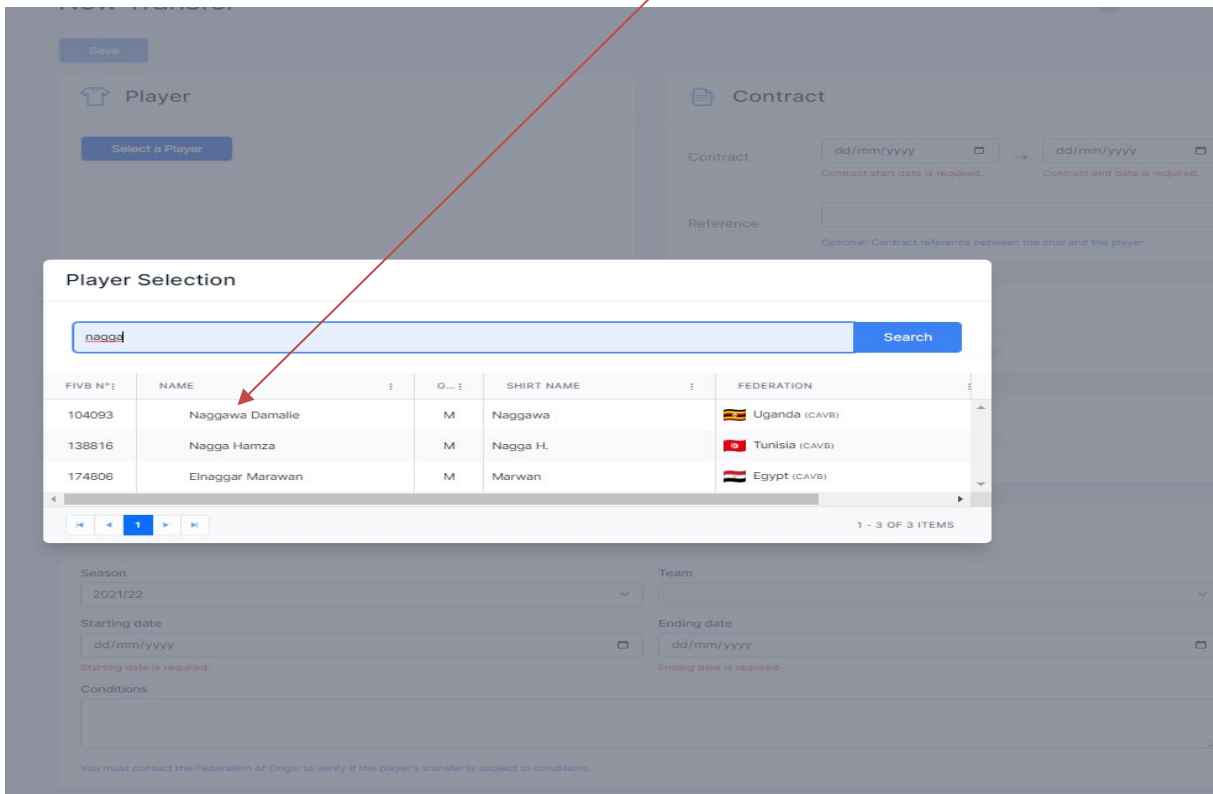
Save

Transfers page- Select player



Search for a player either by his/her name or by his/her FIVB player N°.

Once you have selected a player, double click on the player's name.



Transfers page – Club and Team of destination

In the section “destination Cub” click on “Select a Club”

New Transfer

Club Selection

FIVB N°:	FEDERATION	NAME	CITY
11090	Switzerland		
12018	Italy	Cuneo Granda Volley ssd arl	Cuneo
12599	Estonia	LotusTimber/Neemeco SK	Tallinn
9978	Ukraine	"Favorit" Lubny	Lubny
813	Russia	"KAPITAN" SAINT-PETERBURG	Saint-Peterburg
13422	Kazakhstan	"Ushkyn-Kokshetau" JSC	Kokshetau
13759	Ukraine	"Volleyball club Reshetulivka"	Reshetulivka
12136	Switzerland	#Dragons Lugano	Lugano
9980	Bosnia and Herzegovina	"MAJEVICA" LOPARE	Lopare
10291	Germany	1. FC Spich	Troisdorf
7643	Austria	1. Linzer VV	Linz an der Donau
10819	Germany	1. VC Essen-Borbeck 1979 e.V.	Oberhausen
1058	Germany	1. VC Norderstedt	Norderstedt
1053	Germany	1. VC Parchim e.V.	Parchim
1062	Germany	1. VC Stralsund	Stralsund
11413	Germany	1. VC Telstar Bochum	Bochum
1044	Germany	1. VC Wiesbaden	Wiesbaden
12002	Germany	1. Volleyballclub Frankenthal (Pfalz) e.V.	Frankenthal (Pfalz)
11083	Slovakia, Republic of	1. BVK Bratislava	Bratislava
368	Hungary	1. MCM-Diamant Kaposvári Női Röplabda Club	Kaposvár
9947	Slovakia, Republic of	1. VK PUCHOV	Puchov
11484	Türkiye	1920 MARAS SPOR	KAHRAMANMARAS
12943	Türkiye	1920 MARASSPOR	KAHRAMANMARAS
13602	France	2GVB- GUILHERAND-GRANGES VOLLEY-BALL	GUILHERAND-GRANGES
9503	Türkiye	4 EYLÜL BLD.	

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You must contact the Federation of Origin to verify if the player's transfer is subject to conditions.

Save

Write the name of the Club and then click on “Search”.

Double click on the Club’s name

Player

Hamza Nagga ♂
32 years old

FIVB No: 138816

Birth date: 29 May 1990 (TUNIS - TUNISIA)

Nationality: Tunisia

Passport: C569955 VALIDITY
11 Nov 2024 ✓

Email: hamzanagga2019@gmail.com

Remove

Contract

Contract: →
Contract start date is required. Contract end date is required.

Reference:
Optional: Contract reference between the club and the player.

Federation of Origin

Current: Tunisia (CAVB)

Destination Club

Federation: France (CEV)

Club: 2GVB-GUILHERAND-GRANGES VOLLEY-BALL Change

First Transfer Details

Season: Team:
Team is required.

Starting date:
Starting date is required.

Ending date:
Ending date is required.

Conditions:

You must contact the Federation of Origin to verify if the player's transfer is subject to conditions.

Remove

- Select a team
- Enter the contact details
- Enter the reference of the contract – i.e Number of the contract
- Enter transfer dates – i.e. corresponding to the dates of the division championships
- Specific conditions can be entered here. Please note that General Conditions are automatically included in the ITC. (see section 3.4 of the Manual).

Now you should save your transfer by clicking on “Save”

Transfers page – Initiate transfer

Transfer
Mehdi Mhidi

Initiate
Delete
Modify

Player

Hamza Nagga

32 years old

FIVB No: 138816

Birth date: 29th May 1990 (TUNIS - TUNISIA)

Nationality: Tunisia

Passport: C569955 VALIDITY 11 Nov 2024

Email: hamzanagga2019@gmail.com

International Transfer

Status: Draft

Created Date: 11th Aug 2022 16:27 created by mehdimhidi

Contract

Dates: 10th Sep 2021 → 10th May 2026

Reference: test

Federation of Origin

Current: Tunisia

Destination

Federation: France

Club: 2GVB-GUILHERAND-GRANGES VOLLEY-BALL

↻ 2021/22
Draft

Dates: 11th Sep 2021 → 10th May 2022

Conditions: None

Payments: No fee to be paid. Update Fee

Short Term Assignment of the ITC (Loan): None (Coming soon)

Team: REGIONAL REGIONAL

Type: No International Rights

Modify

↻ 2022/23
Planned

↻ 2023/24
Planned

↻ 2024/25
Planned

↻ 2025/26
Planned

An ITC can be granted in accordance with the duration of the player’s contract with the Receiving Club for a period of up to a maximum of five (5) consecutive National League seasons.

You may initiate the draft ITC only for the next season – i.e. Draft: season 2022/2023

ITCs for the next seasons will appear as “planned”

To initiate the ITC, click on “Initiate”

Transfers page – Initiate transfer

Once the transfer is initiated, the Player and the Receiving Club must sign (see Chapter 12).

You will receive information regarding the payment (if applicable).

Click on “Add Payment”

The screenshot shows a transfer page for the 2021/22 season (#5514). The page is in an "In Progress" state. Key details include:

- Dates:** 11th Sep 2021 → 10th May 2022
- Team:** Suntory Sunbirds
- V-LEAGUE DIVISION:** 1
- Type:** International
- Payments:** Amount due: CHF 2,000.00. Status: In Process. Balance: CHF 2,000.00. An "Add Payment" button is visible.
- Payment Information:** Beneficiary: Fédération Internationale de Volleyball (FIVB), Chemin Edouard-Sandoz 2-4, 1006 Lausanne. Bank Information: Banque Cantonale Vaudoise, Case Postale 300, CH-1001 LAUSANNE. Account: CH05 0076 7000 K538 0206 3, Account: K 5380.20.63, SWIFT/BIC: BCVLCH2LXXX. Reference: VT-5514.
- Short Term Assignment of the ITC (Loan):** None (Coming soon).

The transfer’s payment details should be entered here

The proof of payment must be uploaded here.

The "Add Payment" modal form contains the following fields:

- Received On:** A date input field with a placeholder "dd/mm/yyyy" and a calendar icon. A red error message "Received On is required." is displayed below it.
- Amount Received (CHF):** A text input field.
- Proof of payment:** A file upload field with the text "No file chosen".
- Buttons:** "Cancel" and "Confirm" buttons at the bottom right.

Chapter 15

PROCEDURE FOR INSERTING PLAYER'S PHOTO IN THE VIS

- 1- Please note that you can only select and include a player's photo for the players who belong to your federation
- 2- Please click on the player's profile for whom you want to insert a photo

VIS – Player's list

Players Mehdi Mhidi

FIVB ID	NAME	G.	SHORT NAME	FEDERATION	CON.	BIRTHD.	A	A	A	NATIONALITY	EMAIL	USER
192670	dowe john	M	dowe	Switzerland	CEV	12 Dec 1999	✓	✓	✓	Switzerland	mhidi@fivb.com	
192669	mehdi mehdi	M	mehdi	Tunisia	CAVB	17 Oct 1989	✓	✓	✓	Tunisia	mehdi.mg@fivb.com	
192668	dowe john	F	SSSS	Italy	CEV	10 May 2003				Italy		
192667	dowe john	F	dowe	Italy	CEV	10 May 2001				Italy		
192666	deo johnty	M	deo	Chile	CSV	10 Dec 1987				Chile	deofew@fivb.com	
192665	dom samy	M	dom	Chile	CSV	12 Jan 1988				Chile	er@ew@dfdf.com	
192664	eau Evian	M	eau	France	CEV	10 Oct 1999	✓	✓	✓	France	eau@evian@hotmail.com	
192663	test 2 fivb	F	twr2	Ivory Coast	CAVB	15 Dec 1977				Ivory Coast		
192662	dowe john	M	dowe	France	CEV	10 Oct 1999	✓	✓	✓	France	john.dowe@fivb.com	
192661	matata hakuna	M	matata	Tunisia	CAVB	10 Apr 2004				Tunisia		
192660	matata hakuna	M	matata	Switzerland	CEV	22 Oct 1988				Switzerland		
192659	matata hakuna	M	matata	Switzerland	CEV	22 Oct 1988				Switzerland		
192658	matata hakuna	M	matata			22 Oct 1988						
192657	null null	M										
192656	null null	M										
192655	null null	M										
192654	null null	M										
192653	tatael adriana	F	tatael	Romania	CEV	22 May 1990				Romania		
192652	tatael adriana	F	tatael	Romania	CEV	22 May 1999				Romania		
192651	dowe john	M	dowe	Tanzania	CAVB	10 Oct 1945				Tanzania		
192650	dowe john	M	dowe	Tanzania	CAVB	10 Oct 1945				Tanzania		
192649	dowe john	M	dowe	Tanzania	CAVB	10 Oct 1945				Tanzania		
192648	mehdi maher	M	mehdi	Tunisia	CAVB	24 Aug 1991				Tunisia		

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Please, choose the player

You will see a similar page as below. Click on “Modify”

The screenshot shows the 'Player Page' for a user named Mehdi Mhidi. The page is divided into several sections: Profile, Personal, Sport, Localisation, and Physical. The 'Personal' section contains fields for First name (john), Last Name (doe), Gender (Female), Birthdate (2003-05-10), Birth Place, Nationality (Italy), Passport, Passport Validity, and Passport Document. The 'Sport' section includes Federation (Italy), Shirt Name (\$\$\$\$), and three categories: VOLLEY, BEACH, and SNOW, each with 'Currently active in' and 'Played in' toggle switches. The 'Localisation' section has fields for Address, Complement, Zip Code, City, and Country. The 'Physical' section has fields for Height (cm) and Weight (kg), both currently set to N/A. A 'Modify' button is located in the top right corner of the profile section, indicated by a red arrow.

Click on “upload a file” and follow the onscreen instructions. You can also drag and drop the photo here.

The screenshot shows the 'Player Edition' form. At the top, there is a red error message: "There are 1 errors with your profile. Mandatory field missing: E-mail address". Below the error message is a blue 'Save' button. The form is divided into sections: Personal, Sport, Localisation, and Physical. The 'Personal' section has fields for First name (john), Last name (doe), Gender (Female), Birthdate (10/05/2003), Birth Place, Nationality (Italy), Passport, Passport Validity (dd/mm/yyyy), and Passport Document. There is a dashed box for uploading a profile picture with the text "Upload a file or drag and drop PNG, JPG, GIF up to 30MB". The 'Sport' section includes Federation (Italy), Shirt Name (\$\$\$\$), and three categories: VOLLEY, BEACH, and SNOW, each with 'Currently active in' and 'Played in' toggle switches. The 'Localisation' section has fields for Address, Complement, Zip Code, City, and Country (Select the Country). The 'Physical' section has fields for Height (cm) and Weight (kg). A red arrow points from the text above to the 'Upload a file' button.

Click on “save”.