

# ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL

SEASON 2019 – 2020



**FEDERATION INTERNATIONALE DE VOLLEYBALL**

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# Chapter 1

## INTRODUCTION

The FIVB ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL (hereinafter “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 as well as the instructions provided in this Manual. In case of discrepancy, the FIVB Sports Regulations 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 procedure.

If however, 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*

*The National Team period is from 16 May to 15 October and the National League season is from 16 October to 15 May.*

*Article 6.5.1.2*

*The duration of the transfer may extend to maximum one (1) National League season. The starting and ending date of the transfer must be indicated on the ITC. However, if the starting and ending dates of the transfer are not included on the certificate, it will finish on the last day (i.e. 15 May) of the National League season for which the ITC was approved.*

*Article 6.5.1.3*

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

*Article 6.5.1.4*

*All Clubs are obliged to release players under FIVB ITC to play with their respective National Team during the National Team period*

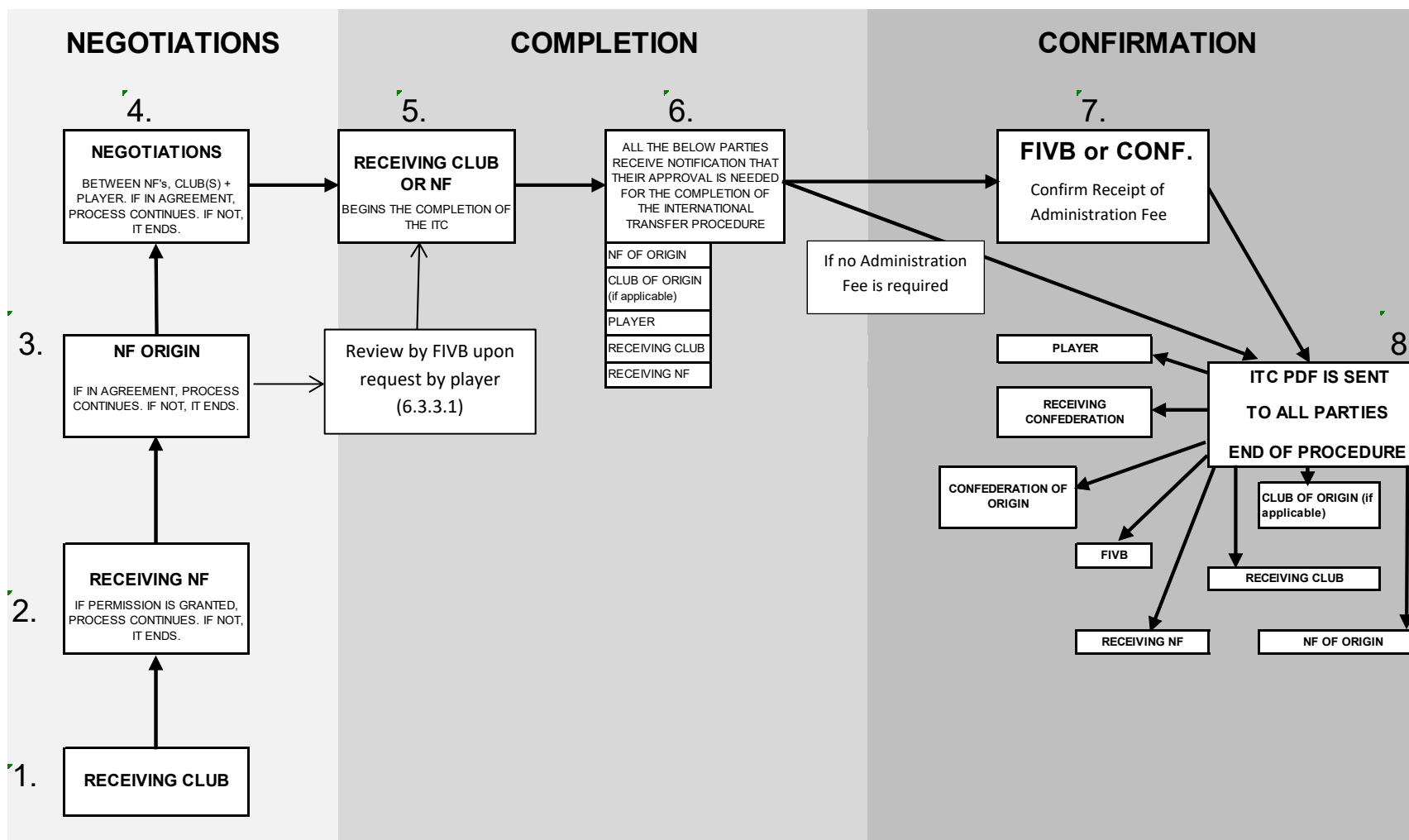
*Article 6.5.1.5*

*ITCs, regardless of the transfer period stated, may not be approved and, in any event, are not valid during the National Team period. For logistical reasons, however, a transfer procedure may be initiated on the ITC system as of 15 September. In any event, no transfer can be authorized prior to 16 October.*

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 6.3) of the FIVB Sports Regulations; 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 (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 disputes arising from the interpretation and/or application of these Regulations around the world*

### 6.3 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:*

- *6.3.1 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**
  
- *6.3.2 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.*
  
- *6.3.3 The Receiving Club negotiates the financial and transfer conditions for the transfer of the player with his Federation of Origin and, if the player is under contract with his current club beyond the scheduled transfer date (hereinafter "Club of Origin" – see also 6.3.8.2 for young players), also with his Club of Origin.
  - o *6.3.3.1 Upon request by the player, the FIVB may approve the ITC without the consent of the Federation of Origin in the event that the latter does not negotiate with the Receiving Club. The FIVB may require the payment of a transfer fee in favour of the Federation of Origin.*
  - o *6.3.3.2 The FIVB (or a Confederation, within its jurisdiction) may limit the amount payable for transfer fees to the Federation and Club of Origin.*
  - o *6.3.3.3 In the event that the transfer is exempted from the payment of an administration fee (see Appendix 1 to the FIVB Financial Regulations), 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.**

- 6.3.4 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 administration fee to the FIVB.
- 6.3.5 After all data has been verified by the FIVB Legal and Transfers Department and the receipt of the 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.
- 6.3.6 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 (of Origin, if any, and Receiving), and
  - d. The Confederation of Origin.
- 6.3.7 Immediately upon receipt of the PDF with the ITC duly completed, the player may be registered by the Receiving Federation and Confederation.

**Transfers of minors are generally prohibited. Please contact the relevant Confederation and/or FIVB for further information.**

## 2.2. PROCEDURE

### 2.2.1 Negotiations – before accessing the electronic System

#### 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 the permission, it will contact the Federation of Origin of the Player. The Federation of Origin will communicate with the player and with the Club of Origin of the player, if any.

If the Federation of Origin refuses to negotiate, refer to Article 6.3.3.1 of the FIVB Sports Regulations.

#### 2.2.1.4 Stage 3a

Review by FIVB upon request by the player

#### 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 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 in the System with their own Login 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. 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 System (**please note 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.

Should there be no requirement for an 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 administration fee payment according to the payment information inserted in the System. 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 payer will insert the payment information in the system either by completing the fields requested and/or by uploading the proof of payment document (preferably in PDF version). A blue dot will appear in the payment column of the specific Transfer indicating the payment details have been inserted.

- ii. The FIVB / CONFEDERATION shall check the proof of payment details received.
- iii. Once the FIVB / CONFEDERATION has verified that the payment has been received in the respective Bank account, it will give its final authorization in the system concerning the payment and the blue dot will disappear.

#### **2.2.3.2. Stage 8**

Once all parties have authorized the Transfer, the System will release the International Transfer Certificate to all parties.

TIP – The columns in the System 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: [www.fivb.org/vis2009](http://www.fivb.org/vis2009). 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 System 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 System, 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 that players and Clubs are registered in the System more than once.

### 3.3. FIVB PLAYER NUMBER

The Player number (6 digits) is either already existing in the VIS System or automatically allocated by the system when the National Federation creates a 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.

### 3.5. ITC NUMBER

A unique ITC number will be generated by the System.

### 3.6. SOFTWARE

As of this season, all users will need to download the free Silverlight software. If you have not already installed it on your computer, you will receive an automatic message requesting you to download it.

### 3.7. CLUB OF ORIGIN

The concept of Club of Origin refers **only** to a Club 1) located in the Federation of Origin of the player and 2) with which the player has a valid contract. The player has to provide a copy of his contract. This is mandatory.

If the conditions describe above are met, the International Transfer Certificate will also require the approval of the Club of Origin.

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

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

In case of dispute, see Chapter 9.2 below.

### 3.8. RELEASE

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

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

The respective Club or 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.

iii) In case of dispute regarding a player's release from an ITC: see Chapter 9.3 below.

### 3.9. SANCTIONS

#### Sanction for playing without an International Transfer Certificate

Article 23.4 of the FIVB Disciplinary Regulations provides as follows:


*23.4 Unauthorized registration or line-up of foreign players*


*23.4.1 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 CHF 30,000 for each player illegally registered or lined up.*


*23.4.2 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 illegal player. The league in question shall be fined CHF 5,000 for each player illegally registered or lined up.*


### 3.10. PROGRESS COLUMN

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

 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”

 The Transfer is still a draft until it is signed by the Club and by the Player

 The Transfer has been confirmed and released and some parties have approved the Transfer (indicated by the green section) but some parties still need to approve it (indicated by the red section)

 The Transfer has been approved by all parties and the certificate has been sent to all the respective parties.

### 3.11. 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).

Plays:  Beach volleyball  Volleyball  
 Active:  Beach volleyball  Volleyball

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 specially Articles 6.1.3; 6.1.4.; 6.1.5; 6.2; 6.2.1; 6.2.2.; 6.2.3) of the FIVB Sports Regulations; 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.*

## **6.2 FEES**

### *6.2.1 Administration fee to FIVB*

*a. The Receiving Club shall pay an administration fee to the FIVB for the international transfer of a player.*

*b. For the scale of administration fees, refer to the Appendix I to the FIVB Financial Regulations.*

*c. Parties claiming that their transfer is subject to payment of a reduced administration fee shall bear the burden of proving to the FIVB that the respective conditions of the FIVB Financial and Sports Regulations are met.*

### *6.2.2 Transfer fees*

*For the transfer fees payable to a player's Federation of Origin and Club of Origin (if any), refer to Article 6.3.3 of the FIVB Sports Regulations.*

### *6.2.3 Bilateral transfer agreements*

*a. 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 a transfer fee to the player's Federation of Origin and Club of Origin. For the avoidance of doubt, the administration fee payable to the FIVB (or to the respective Confederation) and the ITC procedure cannot be waived by an agreement between National Federations.*

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

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

## **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 or 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 Federation of Origin for players placed under 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 5,000 and CHF 20,000.

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

## Chapter 5

# 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 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 **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  
L 1940 Luxembourg*

**EURO Bank account:**

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

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

**Beneficiary:**

*Confédération Africaine de Volleyball (CAVB)  
26, rue Ahmed Taiseer  
Marwa Bldg Héliopolis  
11341 Le Caire - Egypte*

**Bank account:**

*Banque du Caire - ADLY- 19 Adly St. - Cairo – Egypt  
Account: 0030-605-0004770  
Swift: BCAIEG CX030*

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

**Beneficiary:**

*BANCO BDI, SA*

*Av. Sarasota #27, La Julia, Santo Domingo, Republica Dominicana*

*Swift: BBDIDOSD*

*For further credit to: Mr. Cristobal Marte Hoffiz*

*Cta. Presidente Confederación Norceca de Voleibol*

*Account No.: 4010018017*

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

**Beneficiary:**

*Thailand Volleyball Association (for AVC)*

*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 at least one of the three items below:

- a. Transfer Ref #:xxxx (this number is given once the Transfer is opened in the ITC System).
  - b. Player's name
  - c. Club's name
- The payment may be made at any point after the Transfer procedure has been initiated in the System. All payments shall be made electronically (not by check).
  - The proof of payment shall be sent to the FIVB either in a PDF format directly through the System or by filling in the appropriate fields in the payment area in the electronic Transfer System. See 2.2.3.1

## 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: <http://www.fivb.org/EN/FIVB/Legal.asp>*

- 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 [transfer@fivb.org](mailto:transfer@fivb.org) - Mr. Carlos Roberto de Assis and [vis.transfer@fivb.org](mailto:vis.transfer@fivb.org) - Mr Alberto Rigamonti respectively.

## 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:

<http://www.fivb.org/EN/FIVB/Legal.asp>

## Chapter 8

# REGISTRATION

The registration of a new Player or Club should only be done if the Federation is 100% sure that the respective person/entity is not already registered with another 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 the case that 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 providing us with a player's volleyball curriculum and a player's passport copy so the FIVB will analyse and decide which is the Federation of Origin of the player.**

### 8.1. PLAYER

A new Player may only be registered on 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 with 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 EXISTENCE OR NOT OF A CLUB OF ORIGIN

In case of dispute whether a club is the Club of Origin of a player, the FIVB will decide on the basis of the conditions of Article 6.3.3 of the FIVB Sports Regulations (i.e. if the player is under contract with a club located in the territory of the Federation of Origin of the player) are met.

### 9.3. 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 the Receiving Club's obligation to release players for National Team competitions (Articles 6.5.1 and 7.3.5), 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 to decide whether there is a valid contract binding the player with the Receiving Club until the end of the transfer period.*

6.10.2 *The FIVB may impose the sanctions provided in Article 18.3 on a player, a coach or a club who repeatedly fail to honour contracts or terminate them without just cause.*

#### **9.4. FINANCIAL DISPUTES**

Separate for Transfer and for information purpose only.

Article 18 of the FIVB Sports Regulations 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 season (as defined in Article 6.5.1.1) 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). 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 endeavors 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 (exaequo et bono). The FIVB may award a contribution towards the applicable handling fee to the prevailing party. It shall state brief reasons.*
- 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 VB 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 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

*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 to transfer internationally (for players);*
- d. Withdrawal or temporary suspension of a license (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.*

*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.org](http://www.fivb.org)**  
Château Les Tourelles, Edouard-Sandoz 2-4, 1006 Lausanne - Switzerland

- Specific IT issues: [vis.transfer@fivb.org](mailto:vis.transfer@fivb.org) – Mr. Alberto Rigamonti  
Direct Tel: +41 (21) 345 35 35 66
- All other issues: [transfer@fivb.org](mailto:transfer@fivb.org) – Mr. Carlos Roberto de Assis  
Tel: +41 (21) 345 35 35 Fax: +41 (21) 345 35 45
- For financial complaints queries, please contact [legal@fivb.org](mailto:legal@fivb.org)  
Tel: +41 (21) 345 35 35 Fax: +41 (21) 345 35 45

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

- **CEV – Confédération Européenne de Volleyball - [www.cev.lu](http://www.cev.lu)**  
488 Route de Longwy, L1940 Luxembourg  
**Contact:** Ms. Isabelle Collot  
**Tel:** +352 25 46 46 41  
**E-mail:** [transfers@cev.lu](mailto:transfers@cev.lu)  
**Fax:** +352 25 46 46 40
- **AVC – Asian Volleyball Confederation - [www.asianvolleyball.org](http://www.asianvolleyball.org)**  
Thailand Volleyball Association; No 286, Room No 2, 17<sup>th</sup> 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](mailto:champvbt@gmail.com)  
**Fax:** +66 (2) 170 9490
- **CAVB – Confédération Africaine de Volleyball - [www.cavb.org](http://www.cavb.org)**  
26, rue Ahmed Taiseer, Marwa Heliopolis, Cairo, Egypt  
**Contact:** Mrs. Howyda Mondy  
**Tel:** +202 (2) 414 4852  
**E-mail:** [cavb@link.net](mailto:cavb@link.net)  
**Fax:** +202 (2) 417 3368

- **CSV – Confederación Sudamericana de Voleibol - [www.voleysur.org](http://www.voleysur.org)**  
Av. Visconde de Pirajá 433, Sala 904, 22410003 Rio de Janeiro - Brésil  
**Contact:** Mr. Paulo Vitor Paladino **E-mail:** [paulovitor@voleysur.org](mailto:paulovitor@voleysur.org)  
**Tel:** +55 21 2132 7857 **Fax:** +55 21 2493 1179
- **NORCECA – North, Central American and Caribbean Volleyball Confederation - [www.norceca.org](http://www.norceca.org)**  
Pabellón de Voleibol, 3era planta, Av. Maximo Gomez, Esq 27 de Febrero, SANTO DOMINGO, Dominican Republic  
**Contact:** Mrs. Arateide Caceres **E-mail:** [norcecanfdirector@gmail.com](mailto:norcecanfdirector@gmail.com)  
**Tel:** +1 809-472 1222 **Fax:** +1 809 227 32 42

## Chapter 11

# IMPORTANT INFORMATION

### FOR PLAYERS

- The Federation of Origin of a player is the first National Federation where the player started his/her volleyball career/ first registered and/or obtained a licence to play volleyball / beach volleyball.
- 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.
- 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 Federation of Origin for a Club A is on loan to Club B in the same national championship, it will be necessary to release the ITC with Club A and start a new ITC procedure with Club B. Once the loan expires and the player goes back to Club A, it will be necessary to release the ITC with Club B and start a new ITC procedure with Club A.
- A player who plays outside his/her Federation of Origin without a valid International Transfer Certificate (approved by 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 Federation of Origin can request for the dispute to be solved through the FIVB/CEV/NORCECA Financial Dispute Procedure. Please note that Financial Dispute and Transfer 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;
- NFs 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 who has not respected the transfer procedure or who has not fulfilled the conditions agreed up on the ITC can be sanctioned as per Article 6.7.3 of the FIVB Sport Regulations and also as per the 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;
- The Receiving Club shall pay an administration fee to the player's Federation of Origin and to the Club of Origin (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 who has not respected the transfer procedure or who has not fulfilled the conditions agreed up on the ITC can be sanctioned as per the FIVB Sport Regulations Article 6.7.3.
- 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 under ITC for Receiving Club A is on loan to Club B in the same national Federation, it will be necessary to release the ITC with Club A and start a new ITC procedure with Club B. Once the loan expires and the player goes back to Club A, it will be necessary to release the ITC with Club B and start a new ITC procedure with Club A.
- A club who has a Financial Dispute with a player from a Federation other than the club's Federation can request for the dispute to be solved through the FIVB/CEV/NORCECA Financial Dispute Procedure.



## Chapter 12

### PLAYER MANUAL



## VIS SYSTEM



## Log-in



The screenshot shows the FIVB website's login interface. At the top, it says 'FIVB Fédération Internationale de Volleyball'. Below this is a 'Menu' button. The main content area is titled 'Identification' and contains the following elements:

- An information icon and a warning: 'You are entering a secured area. If you do not currently have a Username, please contact our webmaster before proceeding.'
- Input fields for 'Username:' and 'Password:'.
- A 'Login' button.
- Two checkboxes: 'Remember my username' and 'Remember my username and password'.
- A section titled 'I forgot my password' with a sub-instruction: 'If you forget your password, please enter your email address or username below and press the "Send my password" button.' Below this is an input field for 'Username/email address:' and a 'Send my password' button.
- A section titled 'Contact the webmaster' with input fields for 'Name:', 'Address:', 'Subject:', and a large text area for 'Message:'.
- A checkbox 'Send me a copy of the message' and a 'Send message' button.

You should have received an email with your log in details – if you have not, please check your spam folder and contact your federation/confederation

← Enter your Username  
← Enter your Password

← Tick box for the system to remember username  
← Tick box for the system to remember both username and password

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

## Player profile page

Menu 0 Volleyball clubs X Legacy tabs X

150815: \_Test Player

No.: 150815 No. conf.: Not visible

Last name: \_Test Gender: Male Federation: Luxembourg

First name: Player Plays:  Beach volleyball  Volleyball

Team name: Player\_Test Active:  Beach volleyball  Volleyball

Personal Physical Volleyball career Beach volleyball career Education Profile Family Miscellaneous Documents

Title (Mr./Ms./etc...): Mr Player \_Test

Address: boulevard Haussman

Zip code: 75000

City: Paris

Country: France

Email address: transfers@cev.lu

No. phone: Home: +33147788552 Office:

No. fax: Home: Office:

No. mobile: +33698652314

Birth: Date: 01/01/1980 Birth place: Paris

Nationality: France

Passport: No.: AA11XX222Z

Issued: 15/01/2015 Validity: 15/01/2025

Languages: French, English

Marital status: Unknown

Date of anti-doping course: Enter date

Modify Administration tools

Getting the player's data. Done in 0.364s

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 modify.

**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

Menu 0 Volleyball clubs x Legacy tabs x

150815: \_Test Player VB transfers

Progress	Season	No. *	No. FIVB	No. confed	Player	Gender	Player federation	Date from	Date to	From federation	From club	To federation	To club	Type	Payment
<div style="width: 100%; height: 10px; background-color: green;"></div>	2014/15	3595	150815		_Test Player	M	Luxembourg	16-Oct-2014	15-May-2015	Luxembourg		France	_TESTCLUBS	International	08-Sep-2014

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 red and green.

Once the transfer has been fully authorised, the Progress bar will be green.

If you wish to see all your transfers, please click on the drop down list "Season" below and "Update list"

Filter - One transfer displayed, from a total of one transfer

Gender: All No.:

Season: 2014/15 Status: All

Player no./name:

Confederation from: <all>

Federation from: <all> Or Federation to: <all>

Club from:

No. Certificate:

Type: All

Player federation: <all>

Confederation to: <all>

Federation to: <all>

Club to:

Update list Reset filter

## Transfers page – how to approve a transfer

**Transfer**  
 No.: 3595 Created: 08-Apr-2015 10:29:05 UTC No. certificate:  
 Season: 2014/15 Type: International  
 Dates: from 16-Oct-2014 to 15-May-2015 Contract: from 10-Sep-2014 to 15-May-2015  
 Contract document: [Upload](#) [Download](#) [View / Modify](#) [Delete](#)

**Player**  
 No. FIVB: 150815 Gender: Male  
 Name: \_Test Player Email address: transfers@cev.lu  
 Birthdate: 01-Jan-1980 Birth place: Paris  
 Nationality: FR  
 No. passport: AA11XX22ZZ Passport validity: 15-Jan-2025  
 Federation: Luxembourg CEV  
 Signature: Not signed [Sign Now](#)

**Origin**  
 Federation: Luxembourg CEV Not signed

**Destination**  
 Federation: France CEV Signed by TEST-NF-FRA at 08-Apr-2015 13:35:37 UTC  
 Club: \_TESTCLUBS Signed by TESTCLUBS at 08-Apr-2015 13:35:54 UTC

**Conditions**  
 The club has the obligation to release players for their National Teams at least 10 days before the starting date of the FIVB, World or Official competition for which they have been selected

**Payments**  
 Amount due to CEV: 1,650.00 EUR Remaining to pay: 1,650.00 EUR  
 Payments received:

Date	Details	Amount

**Communications**  
 No communication.  
[Modify](#)

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 player should click on "Sign now" to approve the transfer

The federation of origin still has to sign

The other parties have already signed

## Transfers page – how to approve a transfer

The screenshot displays the FIVB Transfers page for a specific transfer record. The transfer details include:

- Transfer No.:** 3595
- Created:** 08-Apr-2015 10:29:05 UTC
- Type:** International
- Season:** 2014/15
- Dates:** from 16-Oct-2014 to 15-May-2015
- Contract:** from 10-Sep-2014 to 15-May-2015

The player information is as follows:

- Player No.:** 150815
- Name:** \_Test Player
- Gender:** Male
- Birthdate:** 01-Jan-1980
- Nationality:** Luxembourg
- Passport:** AA11XX222Z
- Passport validity:** 15-Jan-2025
- Federation:** Luxembourg
- Signature:** Not signed

The origin and destination are:

- Origin:** Federation: Luxembourg, Not signed
- Destination:** Federation: France CEV, Club: \_TESTCLUBS

The dialog box 'Signature for player' contains the following text:

You asked to sign the transfer.  
Please note that the signature cannot be undone.

Please confirm the signature

Username: \$Player150815

Password:

Buttons: Accept, Cancel

The text 'The player should enter his/her password again to validate the transfer' is accompanied by a blue arrow pointing to the password field in the dialog box.

## My Account – modify username/password

Menu ⌵ Legacy tabs × [Click here to modify:](#)

**Global**

- Confederations
- National federations
- Events calendar
- Players

**Player**

- My data

**Volleyball**

- Competitions calendar
- Clubs
- Transfers

**Beach volleyball**

- Competitions calendar

**Tools**

- FIVB main site
- Close all tabs
- My account
- Who is online
- Logout

**My account** ×

Username: \$Player150815  ← Your Username

Password: ①②③④⑤⑥⑦⑧⑨⑩  ← Your Password

First name:

Last name:

Email address:

# login: 3

Last login: 09-Apr-2015 07:10:05 UTC

## Chapter 13

### CLUB MANUAL

# FIVB™



## VIS SYSTEM







## Log-in

**Identification**

You are entering a secured area.  
If you do not currently have a Username,  
please contact our webmaster before  
proceeding.

Username:

Password:

Remember my username  
 Remember my username and password

**I forgot my password**

If you forgot your password, please enter your email  
address or username below and press the "Send my  
password" button.

Username/email address:

**Contact the webmaster**

Name:

Address:

Subject:

Message:

Send me a copy of the message

← Enter your Username

← Enter your Password

← Tick box for the system to remember username

← Tick box for the system to remember both username and password

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



## 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 side bar menu on the left and a main content area on the right. The side bar menu is divided into four sections: Global, Club, Volleyball, and Tools. The Global section contains links for Confederations, National federations, Events calendar, and Players. The Club section contains a link for My data. The Volleyball section contains links for Competitions calendar, Clubs, and Transfers. The Tools section contains links for FIVB main site, Close all tabs, My account, Who is online, and Logout. The main content area shows a legacy tab for a club named '\_TESTCLUBS'. The club details include: No.: 10958, Name: \_TESTCLUBS, Active: checked, Federation: France, Club: Bob, Address: Bill, Profile: ?, Division: I, Teams: Men and Women (both checked), Sponsors: Mikasa, and Web site: www.testclub.com.

Club	Address	Teams
President:	Bob	
Contact person:	Bill	
Profile:	?	
Division:	I	
Teams:	<input checked="" type="checkbox"/> Men <input checked="" type="checkbox"/> Women	
Sponsors:	Mikasa	
Web site:	www.testclub.com	



## Landing page – modify data

**FIVB** Fédération Internationale de Volleyball

Menu: Global, Club, Volleyball, Tools

Legacy tabs: x

**\_TESTCLUBS**

No.: 10958 Name: \_TESTCLUBS

Active:  Federation: France

Club: Address Teams

President: Bob

Contact person: Bill

Profile: ?

Division: 1

Teams:  Men  Women

Sponsors: Mikasa

Web site: www.testclub.com

Modify Administration tools

← To modify your information, please click on Modify

## Chapter 14

# NATIONAL FEDERATION MANUAL



## VIS SYSTEM



## Create Championships Level

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

Code: BEN

Name: FEDERATION BENINOISE DE VOLLEY-BALL

Confederation:

Information Players Referees Volleyball clubs **Volleyball teams by division** Volleyball transfers

Gender:  Season:  Divisions:  Teams:

Non-assigned teams: 0

A- Click on the star button

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

**New season**

Name:

Dates: from  to

C- Please, click on “Divisions” and 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:

**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



**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 ▾ ✨

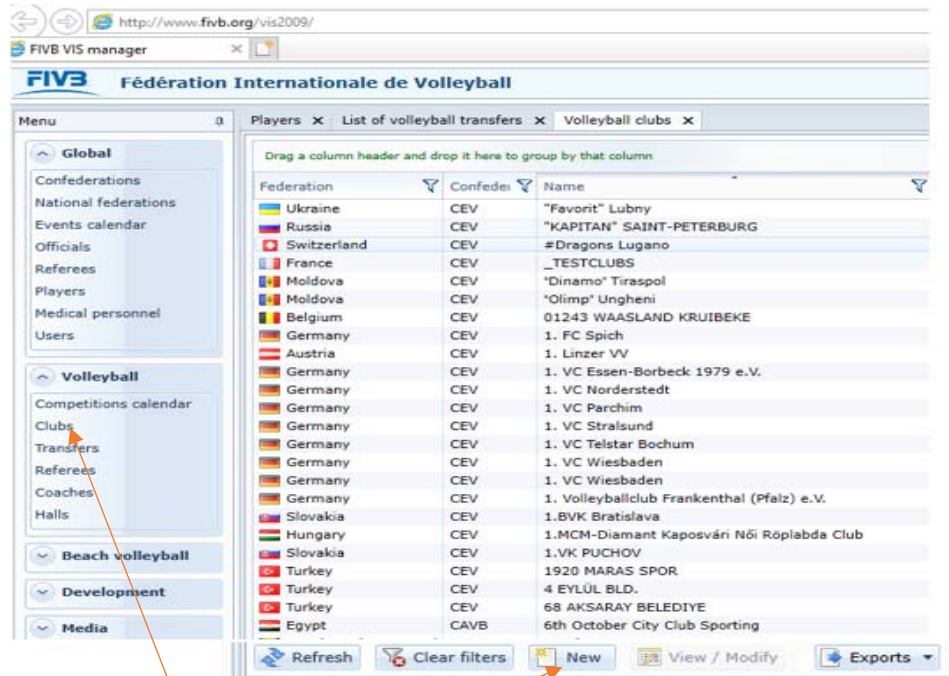
Championship dates: Start:  📅 End:  📅

Copy teams from previous season, if available

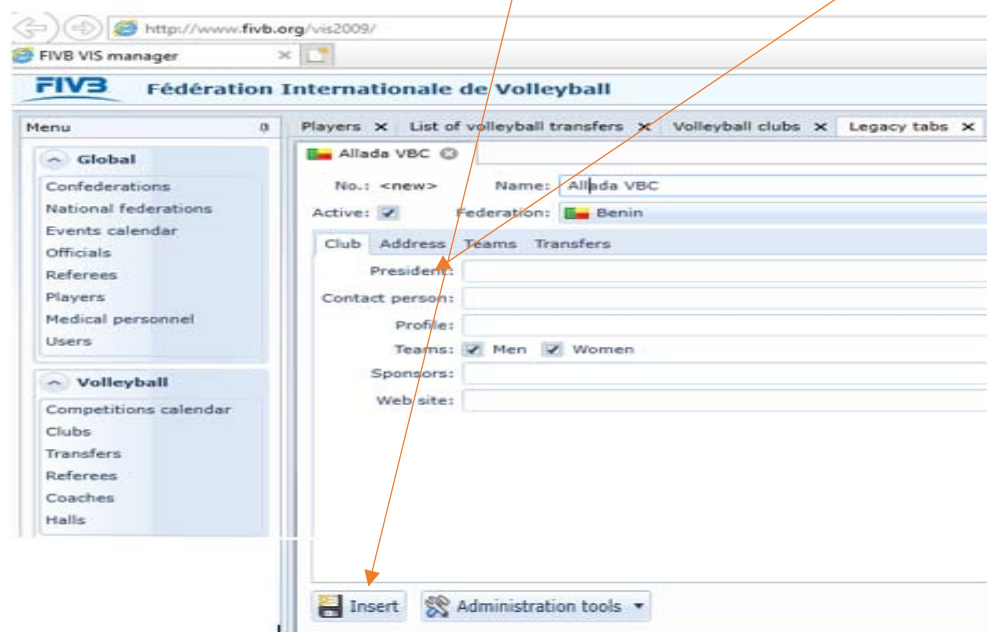
OK Cancel

## 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**. 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 main menu of the VIS Software. The 'Clubs' icon is highlighted with an orange arrow. Below the menu, a table titled 'Volleyball clubs' is displayed. The table has columns for NC, FEDERATION, CONFEDERATION, NAME, CITY, CONTACT, and a checkmark column. The data rows list various clubs from Albania and Argentina.

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	✓ DIEGO SOLIER

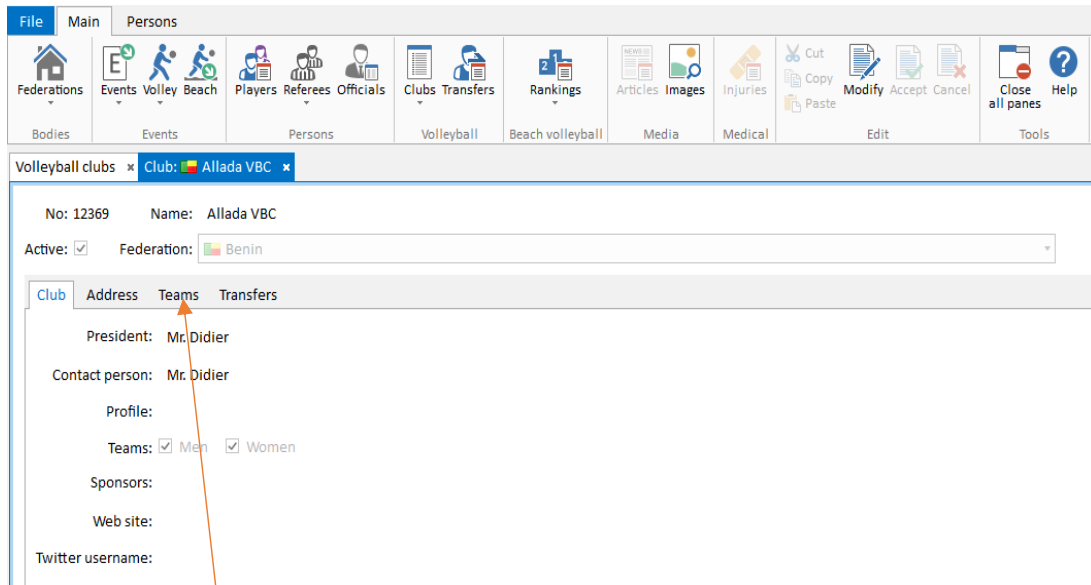
- 5- You will see a similar page as per the example (Club Allada VBC). Double click on the row

The screenshot shows a detailed view of the 'Allada VBC' club. The table has columns for NC, FEDERATION, CONFEDERATION, NAME, CITY, CONTACT, EMAIL ADDRESS, WEB SITE, USER, and GENDERS. The data row shows the club's details.

NC	FEDERATION	CONFEDERATION	NAME	CITY	CONTACT	EMAIL ADDRESS	WEB SITE	USER	GENDERS
12369	Benin	CAVB	Allada VBC	Cotonou	✓ Mr. Didier	<a href="mailto:aliyarofr@yahoo.fr">aliyarofr@yahoo.fr</a>		2	MW



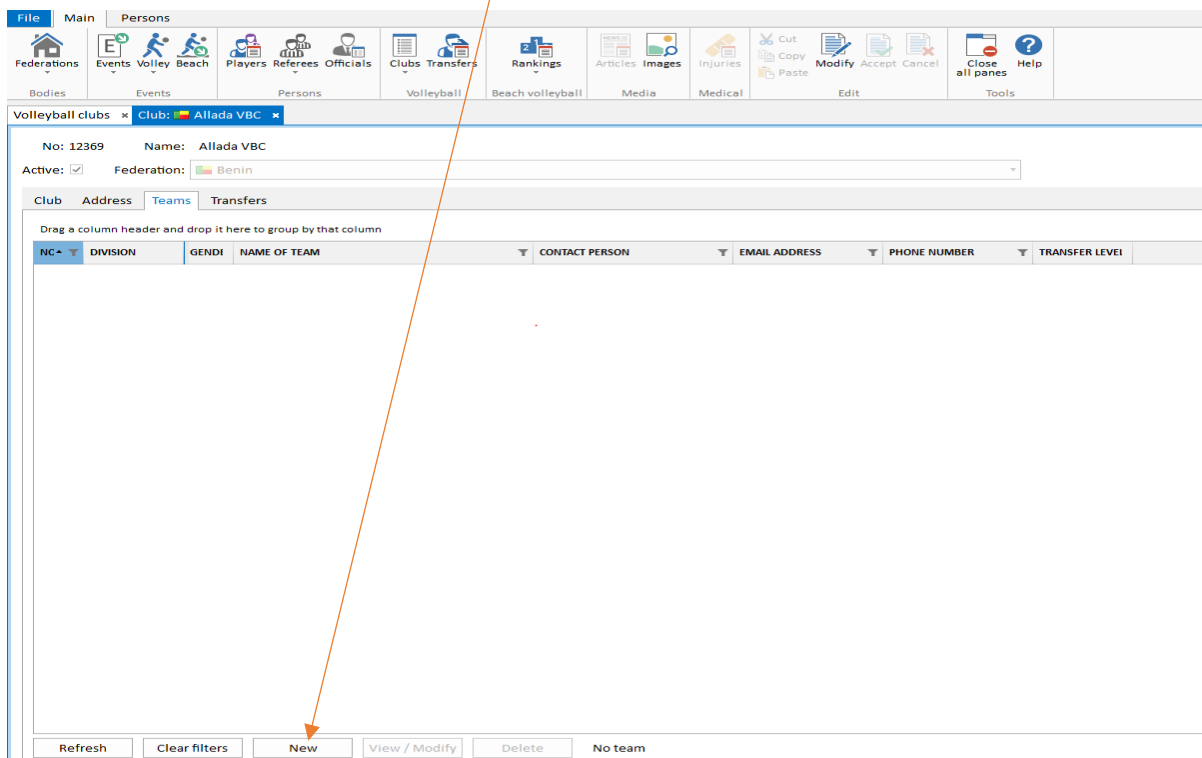
6- You will see a similar page as per the example (Club Allada VBC) below



## Adding Teams

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

8- You will have a similar page as per 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.

**New team** [X]

Name:

Gender:

10- You will see a similar page as below

No: 12369    Name: Allada VBC

Active:     Federation:

Club    Address    **Teams**    Transfers

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

NC*	DIVISION	GENDI	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.

**New team** [X]

Name:

Gender:

12- You will see a similar page as below

No: 12369    Name: Allada VBC

Active:     Federation:

Club    Address    **Teams**    Transfers

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

NC*	DIVISION	GENDI	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):

The screenshot shows the 'Volleyball teams by division' interface. At the top, the code is 'BEN', the name is 'FEDERATION BENINOISE DE VOLLEY-BALL', and the confederation is 'Confédération africaine de volleyball'. The interface has tabs for 'Information', 'Players', 'Referees', 'Volleyball clubs', 'Volleyball teams by division', and 'Volleyball transfers'. Below the tabs, there are filters for 'Gender: Men', 'Season: 2018/2019', and 'Divisions: +'. A 'Teams: Assign teams' button is visible. The main area is divided into two columns: 'Non-assigned teams: 1' containing 'Allada VBC' and 'Allada', and '1 - Ligue National A: 0 teams'.

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 screenshot shows the 'Volleyball teams by division' interface after team assignment. The 'Non-assigned teams' column now shows '0' teams, and the '1 - Ligue National A' column shows '1 teams', which includes 'Allada VBC' and 'Allada'. The 'Teams: Assign teams' button has been replaced by 'Accept teams assignments' and 'Cancel teams assignments' buttons. An orange arrow from the previous screenshot points to the 'Accept teams assignments' button.

- 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 Süd 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

The screenshot shows a software interface for adding players to a team. The main window is titled '1. Bundes-Liga Frauen - : Rote Raben Vilsbiburg'. It has several tabs: 'Volleyball clubs', 'Legacy tabs', and '1. Bundes-Liga Frauen - : Rote Raben Vilsbiburg'. The 'Players selection' dialog is open, showing a list of players with columns for 'No. FI', 'Last name', 'First name', 'Team/shirt n.', and 'Federati'. A red arrow points to the 'Last name' column header. The 'Players in the team' panel is empty. The interface includes buttons for 'Add', 'Remove', 'OK', and 'Cancel'. At the bottom, there are buttons for 'Refresh', 'Clear filters', 'New', and 'View / Modify'. The status bar shows 'No player'.

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	Aniane	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

You can select the players from the list

## Adding teams – adding players

The screenshot shows a software interface for managing volleyball clubs. The main window is titled 'Players selection' and displays a list of 'Selectable players' with columns for 'No. FI', 'Last name', 'First name', 'Team/shirt n.', and 'Federati'. A modal dialog box is open for player '100061: Bruhn Alexandra (Bruhn)', showing fields for 'No. shirt', 'Captain' checkbox, 'From' date, and 'To' date. A red arrow points to the 'Captain' checkbox. A text box on the right says '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

Players selection

No. Fl.	Last name	First name	Team/shirt n.	Federat.
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	Christan	Voss	Gerr
100164	Kuchenhoff	...	Kuchenho	Gerr
100165	Schweigler	...	Schweigle	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

Players in the team

No. fl.	No. player	Last name	First name
	100061	Bruhn	Alexandra

Question

Do you really want to remove this player?

Yes No

Refresh Clear filters New View / Modify One player displayed, from a single one

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





## Transfers page

Menu Legacy tabs x

Global  
Confederations  
National federations  
Events calendar  
Players

Club  
My data

Volleyball  
Competitions calendar  
Clubs  
Transfers

Tools  
FIVB main site  
Close all tabs  
My account  
Who is online  
Logout

VB transfers

Progress	Season	No.	No. FIVB	No. confed	Player	Gender	Player federation	Date from	Date to	From federation	From club	To federation	To club	Type	Payment	No. certificate
----------	--------	-----	----------	------------	--------	--------	-------------------	-----------	---------	-----------------	-----------	---------------	---------	------	---------	-----------------

- This page shows list of pending transfers for your club only
- You can sort the fields by clicking on the header
- You can move the headers and arrange them – click on selected header and drag

Transfers can only be initiated for a team if that team has been created in the club section

To create a new transfer, click on NEW

New View / Modify Exports

Filter - No transfer displayed, from an empty list

Gender: All No.:  
Season: 2014/15 Status: All Type: All  
Player no./name: Player federation: <all>  
Confederation from: <all> Confederation to: <all>  
Federation from: <all> Or Federation to: <all>  
Club from: Club to:

Update list Reset filter



## Transfers page – select player

Menu 0 Legacy tabs x

TESTCLUBS VB transfers New

**Step 1: player selection**

Please select the player to transfer and press the "Next" button.

No. FIVB	Last name	First name	Federation	Gender	Birthdate	Plays	Active	Name	Team/shirt name
100677	Holzer	Herwig	Austria	M	05-Jul-1966	VB	VB	Holzer Herwig	Holzer H.
100678	Noisternig	Christian	Austria	M	04-Jan-1972	VB	VB	Noisternig Christian	Noisternig
100720	Leitner	Gernot	Austria	M	21-May-1967	VB	VB	Leitner Gernot	Leitner G.
100721	Svoboda	Dieter Didi	Austria	M	23-Aug-1972	VB	VB	Svoboda Dieter Didi	Svoboda
100739	Goranson	Kjell Arne	Norway	M	13-Dec-1970	VB	VB	Goranson Kjell Arne	Goranson K.
100777	Berger	Nikolas "Niko"	Austria	M	18-Mar-1974	VB	VB	Berger Nikolas "Niko"	Berger N.
100799	Schroffenegger	Paul "Pauli"	Austria	M	30-Mar-1973	VB	VB	Schroffenegger Paul "Pauli"	Schroffenegger P.
100793	Nowotny	Robert "Nowo"	Austria	M	27-Jan-1974	VB	VB	Nowotny Robert "Nowo"	Nowotny
100947	Dambendzet	Nathalie	Hungary	F	05-Jul-1975	VB	VB	Dambendzet Nathalie	Dambendzet
101008	Marie	Adrienne	Australia	F	20-Nov-1972	VB	VB	Marie Adrienne	Marie
101074	Kostreševic	Boris	Austria	M		VB	VB	Kostreševic Boris	Kostreševic
101175	Sanchez Cordero	Jorge Luis "Bife"	Cuba	M	11-Nov-1970	VB	VB	Sanchez Cordero Jorge Luis "Bife"	Sanchez
101256	Ottman	Karl	Austria	M	27-May-1964	VB	VB	Ottman Karl	Ottman
101347	Sayfulin	Sergey	Russia	M	27-May-1968	VB	VB	Sayfulin Sergey	Sayfulin
101384	Togan	Erkan	Turkey	M	11-Apr-1974	V	V	Togan Erkan	Togan
101386	Mühlbauer	Kurt	Austria	M	20-Jan-1976	VB	VB	Mühlbauer Kurt	Mühlbauer
101409	Lewis	Daniel "Lew"	Canada	M	03-Apr-1976	VB	VB	Lewis Daniel "Lew"	Lewis Dan

Filter

Player FIVB No/Name:

Federation:

Gender:

Plays:

Active:

- Search for a player either by his/her name or by his/her FIVB player n°
- You can also sort by federation or/and gender
- Once you have selected a player, double-click on player's name or click next

Previous

## Transfers page – potential error message

The screenshot shows the 'List of volleyball transfers' page. A table lists players with columns for No. FIVB, Last name, First name, Team/shirt name, Gender, Birthdate, Plays, Active, Email address, and User. A dialog box titled 'Question' is overlaid on the table, displaying error messages. The dialog box contains the following text:

The following errors have been detected, please complete or correct the data and try again:

The following properties are missing:

- Birth place
- Passport validity date
- E-mail address
- Portrait photo

The following data are invalid:

- The player doesn't have a user account

Do you want to send an e-mail to the player so he/she can correct its data?

Yes No

In this example the player's profile has been created but not validated, i.e. an email has not been sent out to the player with his/her log-in details. Clicking on "YES" the player and his Federation of Origin will receive an email advising them to update/validated the player's profile (see below):

To whom it may concern

A transfer should be created for the following player, but some data of his/her profile is missing or incorrect:

No.:	100050
Name:	Hamilton Reid
Nationality:	New Zealand
Birthdate:	03-Apr-1969
Federation:	New Zealand

The following errors have been detected and should be corrected:

The following properties are missing:

- Birth place
- Passport validity date
- E-mail address
- Portrait photo

The following data are invalid:

- The player doesn't have a user account

If you need administrative help, please contact the FIVB Transfer department ([transfer@fivb.org](mailto:transfer@fivb.org)).

For technical support: [vis@fivb.org](mailto:vis@fivb.org).

Best regards,

FEDERATION INTERNATIONALE DE VOLLEYBALL

« Château Les Tourelles »

Edouard-Sandoz 2-4

1006 Lausanne/Switzerland

Tel. +41 21 345 35 35

Fax +41 21 345 35 45

[www.fivb.org](http://www.fivb.org)

## Transfers page – Club and Team of destination

Menu 0 List of volleyball transfers Legacy tabs x

New 0

Step 2: club and team of destination

Please select the club of destination and press the "Next" button.

Federation	Name	Genders	City	Contact	Email address	Web site	User	Confederation
Italy	New Team Volley UOHA ADU	M	UOHA del Loire	Guorsano Vito nicola	nicola@volleygoia.x	www.rs-volleygoia.x	SVUOALZU14	LEV
Italy	New Teamvolleyballate 3.0 Asd	M	Bollate	Guido Radice	lago1962@gmail.com	teamvolleybollate.com	Club12185	CEV
Italy	New Volley Libertas SGGRL	W	Aversa	Patrizia Raffaele	lucanodelavolley@gmail.com		Club10334	CEV
Ireland	Newbridge VC	W		Jan Kinkead	jan.kinkead@yahoo.co.uk	www.newbridgevolleyball.com/		CEV
England	Newcastle Staffs	M	Newcastle Under Lyme	David Lovell	david@lovell9.freemove.co.uk	www.nvc.co.uk	Club1188	CEV
Netherlands	Nest Volley Dordrecht	M	Henriek 1do Ambacht	Harjoen Zuerent	secretar@nestvolleydordrecht.nl	www.nestvolleydordrecht.nl/	Club29	CEV
France	NICE VB	M	Nice	Alan GREGES	nicevb@wanadoo.fr	www.nicevolleyball.fr/	Club17	CEV
Finland	NiceTeam Joensuu	W	Joensuu	Pasi Taskonen	pasi.taskonen@gmail.com	www.niceteam.fi/index.php	Club1097	CEV
Turkey	NIKSAR BELEDIYE	M	TOKAT	BULUT INAN KURT	bulutinan@hotmail.com		Club9465	CEV
Turkey	NELUPER BELEDIYE	W	BURSA	KEMAL DASTAN	rafufetedyepes@gmail.com		Club9451	CEV
France	NEMES VOLLEY-BALL	MW	NEMES	NEL MAURICE	contactnv@orange.fr		Club9903	CEV
Viet Nam	NINH BINH	M	NINH BINH	MR. PHAM VAN NAM	info@ninhbinh.gov.vn		AVC	
Serbia	NIS	M	Nis	HR. SVETOLAZEVIC Dragan	nisvolleyball@yahoo.com	www.nisvolleyball.com	Club1262	AVC
Thailand	NK FITNESS	M	bangkok	Taweesak Praithoon	tonn99@hotmail.com		Club12110	AVC
Libya	nogom surman	M	zawya	ahmed musbah	msgomo971@gmail.com		Club12397	CAVB
Hungary	NS Ropladba Klub	W	Nyiregyhaza	Kohalmi Richard	ns.ropladba@skidobal.com		Club11064	CEV
France	NOUVELLE GRAND VOLLEY-BALL	MW	LE PESSIEREUX CLUJ MADRID	HOMICHAIN CROICFC	alpb@skidobal.com		Club11064	CEV
Denmark	Nordenskov UIF Volley	M	Ansager	Peder Foldager	peder@hellehallen.dk	www.nuuf.dk	NUUF623	CEV
Scotland	North Lanarkshire	MW	Easton, Norwich	Sarah-Jane Ashford	sgend@hotmail.com	competition	Club11845	CEV
England	North Riding Eagles VC	W	Whitby	Kay Willis	kaywillis100@hotmail.com	competition	Club11351	CEV
England	Northampton	MW	Moulton	Tracy Newton	smileytw@aol.com	competition	Club1747	CEV
England	Northampton Roadets 1	MW	Northampton	Stephane Fu	steph.fu@yahoo.com	competition	Club1725	CEV
Russia	NOVA NOVOKUBYSHEVSK	M	Novokubyshevsk Samara	Sergey SKOROKHOV	novavolley@mail.ru		Club794	CEV
Italy	Nova Pool Volley Asd	M	Vicenza	Dalla Vecchia Gabriele	segreteria@novapoolvolley.it		Club12317	CEV
Serbia	NOVI PAZAR	M	Novi Pazar	HR. KOCA Fahrudin	aknovopazarjunior@hotmail.com	www.aknovopazar.rs	Club9991	CEV
Serbia	NOVI SAD	M	Novi Sad	HR. RASTIC Aleksandar	aknovosad.rs@gmail.com		Club10183	CEV
Serbia	NS-TIM	W	Novi Sad	HR. KLASNIC Dragan	draganki@telekom.rs		Club11819	CEV
Norway	NTHUD Volleyball	MW	Trondheim	Marthe Guro Arnesen	volleyball_feder@ntnu.no	www.ntnuvolleyball.no	Club842	CEV
Poland	NES Trojka	MW	Nalio nad Noteca	Nichol Nowak	michal.nowak@wp.pl	www.ntz1.nalio.pl	Club11796	CEV
Switzerland	NUC	W	Neuchatel	Gulkecht	jo@nucvolleyball.ch	www.nucvolleyball.ch	Club935	CEV

Filter

Active: Only active

Federation: Switzerland

Name: NUC

City:

Update list Reset filter

Previous Next

Search by Federation and then write the name of the Club and then click on "update list".

You can see a similar page as below as per example (Club NUC)

Menu 0 New 0

Step 2: club and team of destination

Please select the club of destination and press the "Next" button.

Federation	Name	Genders	City	Contact	Email address	Web site	User	Confederation
Switzerland	NUC	W	Neuchatel	Gulkecht	jo@nucvolleyball.ch	www.nucvolleyball.ch	Club935	CEV

Filter

Active: Only active

Federation: Switzerland

Name: NUC

City:

Update list Reset filter

Previous Next

Please click on "Next"

## Transfers page – Club and Team of destination

You can see a similar page as below with selected team/ division by default. Please double click on it

The screenshot displays a web application interface for managing volleyball transfers. The main window is titled "List of volleyball transfers" and shows a table with the following columns: Federation, Name, Genders, City, Contact, Email address, Web site, User, and Confederation. A row is visible for Federation "Switzerland" and Name "NUC". A modal window titled "Select a team" is open, showing a table with the following columns: Division, Gender, Code, Name of team, and ContactPerson. The first row in the modal is selected, with "ZL" in the Division column, "Men" in the Gender column, and "NUC" in the Name of team column. A red arrow points from the text "Please double click on it" to the "ZL" cell. The modal also has a "Cancel" button at the bottom.

## Transfers page – enter transfer details

Menu

- Global
  - Confederations
  - National federations
  - Events calendar
  - Officials
  - Referees
  - Players
  - Medical personnel
  - Users
- Volleyball
  - Competitions calendar
  - Clubs
  - Transfers
  - Referees
  - Coaches
  - Halls
- Beach volleyball
- Development
- Media
- Tools

List of volleyball transfers x Legacy tabs x

New

### Step 3: details

Please enter the following information for the transfer and press the "Next" button.

#### Transfer

Season: 2017/18

Type: No international rights


Dates: from  to

Contract: from  to

#### Conditions

You must contact the Federation of Origin to check if the player's transfer is subject to conditions. If there are any conditions, please insert them in accordance with the FIVB Sport Regulations.

#### National team

 FIVB International Transfer Certificates regardless of the transfer period stated are not valid during the National Team period. All Clubs are obliged to release players under FIVB International Transfer Certificate to play with their respective National Team during the following period: May 15 - October 15. For more complete information please read the section 2 of the FIVB Sports Regulations.

[FIVB Sports Regulations](#)

Previous Next

- The default Season is selected
- The transfer type is by default selected
- Enter transfer dates – i.e. corresponding the dates of the division championships
- Enter contract dates – can be different from transfer dates
- **Conditions** must be entered for genuine National Team players to allow them to participate in the released for National Team activities when applicable as per FIVB Sports Regulations 7.2.6 (you must write in the box) – if you do not enter conditions, you will be asked again before moving on the next screen
- **National Team** – Link to FIVB Sports Regulations



## Transfers page – player currently under ITC

**Step 2: details**

Please enter the following information for the transfer and press the "Next" button.

**Transfer**

Season: 2014/15  
Type: International  
Dates: from 16/10/2014 to 15/05/2015  
Contract: from 01/09/2014 to 15/05/2015

**Conditions**

You must contact the Federation of Volleyball in your country to check if the player's transfer is subject to conditions. If there are any conditions, please insert them in the "Comments" field.

The club has the obligation to release the player from the starting date of the FIVB, World or Continental Championships.

**National Team**

FIVB International Transfer Certificates regardless of the transfer period stated are not valid during the National Team period. All Clubs are obliged to release players under FIVB International Transfer Certificate to play with their respective National Team during the following period: May 15 - October 15.  
For more complete information please read the section 2 of the FIVB Sports Regulations.  
FIVB Sports Regulations

← This message will come up if the player is under a valid ITC for the current season – you will need to contact the player and ask him/her to be released from their current club if you want to hire him/her

## Transfers page – enter transfer details

The screenshot shows the 'Step 3: details' page for entering transfer information. The page includes a sidebar with navigation options like 'Global', 'Volleyball', 'Beach volleyball', 'Development', 'Media', and 'Tools'. The main content area has a 'Transfer' section with fields for 'Season' (2017/18), 'Type' (No international rights), 'Dates' (from 24.10.2017 to 20.07.2018), and 'Contract' (from and to dates). Below this is a 'Conditions' section with a warning icon and text: 'You must contact the Federation of Origin to check if the player's transfer is subject to conditions. If there are any conditions, please insert them in accordance with the FIVB Sport Regulations.' A 'Warning' dialog box is overlaid on the page, containing the text: 'Warning No conditions have been entered – please click ok to confirm you have checked with the Federation of Origin there are no condition for this ITC. Please note this action cannot be reversed.' The dialog box has 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button in the dialog box to the text below the screenshot.

If no conditions have been entered, please click on “OK”



## Transfers page – select club of origin (if applicable)

- If the player doesn't have club of origin, please click on

Step 4: club of origin

Please select the club of origin and press the "Next" button. [No club of origin](#)

Federation	Name	Gender	City	Contact	Email address	Web site	User	Confederation
Luxembourg	CHEV Dielirch	MW	Dielirch	Wagner Patrick	patrick.wagner@chev-volleyball.lu	www.chev-volleyball.lu	_Club9626	CEV
Luxembourg	CS GYM Volley	W	Luxembourg	Hastert Carlo	carlo.hastert@sp.etat.lu		_Club9617	CEV
Luxembourg	Escher VBC	MW	Esch-sur-Alzette	Pol Christophory	pol.christophory@shell.com	www.evbc.lu	_Club9615	CEV
Luxembourg	RSR Walfer	MW	Walferdange	Bras Marc	mex@cool.lu		_Club9621	CEV
Luxembourg	VBO Pétange	MW	Pétange	Leyder Jean-Marie	info@volley80.lu	www.volley80.lu	_Club9618	CEV
Luxembourg	VB Amber-Lénster	MW			kempy@pt.lu	www.vbal.lu		CEV
Luxembourg	VB Amber-Lénster	MW	Eisenborn	Sven Strasser	strasser.sven@hotmail.com	www.vbal.lu	\$Club9628	CEV
Luxembourg	VB Echternach	MW	Echternach	Ritter Kirsten	kik@bolig.lu		VBECHT	CEV
Luxembourg	VC Beckerich	MW	Beckerich	Kirtz Tom	kirtz@vcs.lu			CEV
Luxembourg	VC Belair (anc. VC Bonnevoie)	MW	Luxembourg	GRAINSON Fred	fred@vcb.lu	www.vcb.lu	_Club9614	CEV
Luxembourg	VC Fentange	MW	Fentange	Feyder Jacques	jacques.feyder@pt.lu	www.vcf.lu	_Club9624	CEV
Luxembourg	VC Lorentzweiler	MW	Lorentzweiler	Weirig Marcel	marcel.weirig@tango.lu		_Club9620	CEV
Luxembourg	VC Mamer	W	Mamer	Jeltz Fernand	jeltz@pt.lu		_Club9619	CEV
Luxembourg	VC Standard Wiltz	MW	Wiltz	König Serge	ksensg@pt.lu		\$Club9625	CEV
Luxembourg	VC Steinfort	MW	Steinfort	Erpelding Mireille	guy.erpelding@cosf.lu		\$Club9627	CEV
Luxembourg	VC Strassen	MW	Strassen	Hoffmann Claude	CLAUDE.HOFFMANN@bgl.lu	http://www.vcs.lu	_Club9622	CEV
Luxembourg	Volley Bortring	MW	Bortring	Wolter Deny	deny@pt.lu	www.volley-bortring.lu	_Club9623	CEV

Filter

Active:

Federation:

Name:

City:

- **Only select club of origin**

- 1- If the player is still under a valid contract with such club during the current season
- Or
- 2- If the player has a contract with a club of its Federation of Origin – the player has to provide with a copy of such contract (mandatory)

## Transfers page – summary

You will receive information regarding the payment (if applicable). Please click on “OK”

**Step 5: summary**

Please first save your transfer (Save as Draft) in order to keep your data.  
When saved you can start the procedure of the transfer by pressing the button "Initiate" (an email for approval is sent to the player and the receiving club).

**Transfer**  
Season: 2017/18  
Dates: from 24-oct-2017 to 20-jul-2018  
Type: No international rights

**Player**  
No. FIVB: 150815  
Name: \_Test Player  
Gender: Male  
Email address: transfer@fvb.org  
Birthdate: 01-janv-1980  
Birth place: Paris  
Nationality: France  
No. passport: AA11XX22ZZ  
Federation: Luxembourg CEV  
Passport validity: 15-janv-2025

**Origin**  
Federation: Luxembourg CEV

**Destination**  
Federation: Switzerland CEV  
Club: NUC  
Team: NUC - 2L - Level 4


**Conditions**

**Information**  
For all Transfers between two Federations affiliated to the same Confederation, the Transfer fee must be paid to the respective Confederation.  
For example, for the Transfer of a European player to a European Club, the Transfer fee payment will be made to CEV.  
On the other hand, for the Transfer of an African player to a European Club, the Transfer fee will be paid to the FIVB, as before.


Previous Save as draft Initiate

Now you should save your transfer by clicking on “save as draft”

## Transfers page – summary

New 

**Step 5: summary**


 Please first save your transfer (Save as Draft) in order to keep your data.  
When saved you can start the procedure of the transfer by pressing the button "Initiate" (an email for approval is sent to the player and the receiving club)

**Transfer**

Season:  Type:   
Dates: from  to  Contract: from  to

**Player**

No. FIVB:  Gender:   
Name:  Email address:   
Birthdate:  Birth place:   
Nationality:   
No. passport:  Passport validity:   
Federation:



**Origin**

Federation:   
Club:

**Release**

Club:

**Destination**

Federation:   
Club:   
Team: - - Level

**Conditions**

**Fee**

Beneficiary:  Amount:

[Previous](#) [Save as draft](#) [Initiate](#)

You need to click first on "save as draft".

## Transfers page - summary

The screenshot shows a web application interface for volleyball transfers. The interface is divided into a sidebar menu on the left and a main content area on the right. The sidebar menu includes categories like Global, Volleyball, Beach volleyball, Development, Media, and Tools. The main content area displays details for a specific transfer, including transfer information, player details, origin, destination, and communications. At the bottom, there are buttons for 'Initiate', 'Modify', 'Delete', and 'Administration tools'. A blue arrow points from the 'Initiate' button to the text below.

**Transfer**

No.: Draft  
Created: 14-août-2018 14:01:12 UTC  
Season: 2017/18  
Dates: from 24-oct.-2017 to 20-juil.-2018

No. certificate:  
Initiated / confirmed:  
Type: No international rights

**Player**

No. FIVB: 150815  
Name: \_Test Player  
Birthdate: 01-janv.-1980  
Nationality: France  
No. passport: AA11XX22ZZ  
Federation: Luxembourg CEV

Gender: Male  
Email address: transfer@fivb.org  
Birth place: Paris  
Passport validity: 15-janv.-2025

**Origin**

Federation: Luxembourg CEV

**Destination**

Federation: Switzerland CEV - Category 3  
Club: NUC  
Team: NUC - 2L - Level 4

**Communications**

No communication.

Initiate Modify Delete Administration tools

You can start the procedure of the transfer by clicking on "initiate". An email for approval will be sent to the player and the receiving club.

## Transfers page – summary

**Transfer**

No.: 4916 No. certificate:  
 Created: 14-aout-2018 14:01:12 UTC Initiated / confirmed: 14-aout-2018 14:20:18 UTC  
 Season: 2017/18 Type: No international rights  
 Dates: from 24-oct.-2017 to 20-juil.-2018

**Player**

No. FIVB: 150815 Gender: Male  
 Name: \_Test Player Email address: transfer@fivb.org  
 Birthdate: 01-janv.-1980 Birth place: Paris  
 Nationality: France  
 No. passport: AA11XX22ZZ Passport validity: 15-janv.-2025  
 Federation: Luxembourg CEV  
 Signature: Not signed

**Origin**

Federation: Luxembourg CEV Not signed

**Destination**

Federation: Switzerland CEV - Category 3 Not signed  
 Club: NUC Not signed   
 Team: NUC - 2L - Level 4

**Communications**

No communication.

Administration tools

The player and the club will receive an email advising them that a procedure has been initiated (see below):

To whom it may concern

The following transfer procedure has been initiated for:

Reference:	2017/18 - 4916
Player no.:	150815
Player name:	_Test Player
Nationality:	Luxembourg
Birthdate:	01-Jan-1980
Transfer period:	24-Oct-2017 - 20-Jul-2018
Type:	No international rights
NF of origin:	Luxembourg (LUX)
Club of origin:	()
Receiving NF:	Switzerland (SUI)
Receiving club:	NUC (SUI)
Receiving team:	NUC

Please login to the system at [www.fivb.org/vis2009/?PageType=VolleyTransfer&PageNo=58085](http://www.fivb.org/vis2009/?PageType=VolleyTransfer&PageNo=58085) in order to give your approval.

**NEW for smartphone/tablet users:** <https://app.fivb.com/volley/transfers/58085>

If you need administrative help, please contact the FIVB Transfer department ([transfer@fivb.org](mailto:transfer@fivb.org)).  
 For technical support: [vis@fivb.org](mailto:vis@fivb.org).

Best regards,

FEDERATION INTERNATIONALE DE VOLLEYBALL  
 « Château Les Tourelles »  
 Edouard-Sandoz 2-4  
 1006 Lausanne/Switzerland  
 Tel. +41 21 345 35 35  
 Fax +41 21 345 35 45  
[www.fivb.org](http://www.fivb.org)

## Transfers page – summary

**Transfer**

No.: 4916 No. certificate:

Created: 14-aout-2018 14:01:12 UTC Initiated / confirmed: 14-aout-2018 14:20:18 UTC

Season: 2017/18 Type: No international rights

Dates: from 24-oct.-2017 to 20-juil.-2018

**Player**

No. FIVB: 150815 Gender: Male

Name: \_Test Player Email address: transfer@fivb.org

Birthdate: 01-janv.-1980 Birth place: Paris

Nationality: France

No. passport: AA11XX22ZZ Passport validity: 15-janv.-2025

Federation: Luxembourg CEV

Signature: Signed by CarlosRdA at 14-aout-2018 14:37:35 UTC

**Origin**

Federation: Luxembourg CEV Not signed

**Destination**

Federation: Switzerland CEV - Category 3 Not signed

Club: NUC Signed by CarlosRdA at 14-aout-2018 14:37:23 UTC

Team: NUC - 2L - Level 4

**Payments**

Supervisor signature: Not signed

**Communications**

No communication.

Administration tools

Upon the signature of the Receiving Club and the Player, an email advising all parties that the transfer has been confirmed and is ready for signature by the other parties is sent (see below):

To whom it may concern

The following transfer procedure has been confirmed for:

<u>Reference:</u>	2017/18 - 4916
<u>Player no.:</u>	150815
<u>Player name:</u>	_ Test Player
<u>Nationality:</u>	Luxembourg
<u>Birthdate:</u>	01-Jan-1980
<u>Transfer period:</u>	24-Oct-2017 - 20-Jul-2018
<u>Type:</u>	No international rights
<u>NF of origin:</u>	Luxembourg (LUX)
<u>Club of origin:</u>	()
<u>Receiving NF:</u>	Switzerland (SUI)
<u>Receiving club:</u>	NUC (SUI)
<u>Receiving team:</u>	NUC

Please login to the system at [www.fivb.org/vis2009/?PageType=VolleyTransfer&PageNo=58085](http://www.fivb.org/vis2009/?PageType=VolleyTransfer&PageNo=58085) in order to give your approval.

**NEW for smartphone/tablet users:** <https://app.fivb.com/volley/transfers/58085>

If you need administrative help, please contact the FIVB Transfer department ([transfer@fivb.org](mailto:transfer@fivb.org)).  
For technical support: [vis@fivb.org](mailto:vis@fivb.org).

Best regards,

FEDERATION INTERNATIONALE DE VOLLEYBALL  
« Château Les Tourelles »  
Edouard-Sandoz 2-4  
1006 Lausanne/Switzerland  
Tel. +41 21 345 35 35  
Fax +41 21 345 35 45  
[www.fivb.org](http://www.fivb.org)

## Transfers page – transfer payment to be added

The screenshot shows the 'Transfer' page for a player named '\_Test Player' (No. 150815) from Luxembourg CEV to France CEV. A modal window titled 'Payment for a volleyball transfer' is open, allowing the user to enter payment details. The modal includes fields for 'Date of payment', 'Details', 'Reference', and 'Amount' (set to 1,650.00 EUR). Below these fields is a 'Proof of payment' section with 'Upload', 'View / Modify', 'Download', and 'Delete' options. A blue arrow points from the text 'The transfer's payment details should be entered here and a proof of payment uploaded' to the modal window.

**Payment for a volleyball transfer**

Club / national federation of destination

Date of payment:

Details:

Reference:

Amount: 1,650.00 EUR

Proof of payment

Upload View / Modify Download Delete

Confirm Cancel

## Transfers page – transfers list

The screenshot shows the 'Transfers list' page. At the top, there is a table with the following data:

Progress	Season	No.	No. FIVB	No.	Player	Gender	Player federation	Date from	Date to	From federation	From club	To federation	To club	Type	Payment
<span style="color: red;">■</span>	2014/15	3595	150815	<span style="color: red;">●</span>	_Test Player	M	Luxembourg	16-Oct-2014	15-May-2015	Luxembourg		France	_TESTCLUBS	International	08-Sep-2014

Below the table is a filter section with the following options:

- Filter - One transfer displayed, from a total of one transfer
- Gender: All
- Season: 2014/15
- Status: All
- No. Certificate:
- Type: All
- Player no./names:
- Player federation: <all>
- Confederation from: <all>
- Confederation to: <all>
- Federation from: <all>
- Federation to: <all>
- Club from:
- Club to:

Buttons: Update list, Reset filter

# Chapter 15

## PROCEDURE FOR INSERTING PLAYER'S PHOTO IN THE VIS

- 1- Please note you can only select and include 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

No.	FIVB No.	Last name	First name	Name	Team/short name	Gender	Federation	Confed.	Birthdate	Plays (vol)	Plays (beach vol)	Ac	Active	Nationality	Email address
165059		Cravera	Luca	Cravera Luca	Cravera	M	Italy	CEV	27-Jul-1997		*			Italy	lucacravera54@alice.it
119977		Cravet	Iulian	Cravet Iulian	Jaeson	M	Moldova	CEV						Moldova, Re	jaeson@mail.ru
147004		Cravet	Iulian	Cravet Iulian	Jaeson	M	Moldova	CEV	15-May-1985		*			Moldova, Re	iulian@volimeda.com
161676		Cravotto	Mattias	Cravotto Mattias	Cravotto	M	Uruguay	CSV	31-Oct-2000					Uruguay	mattiascravotto@gmail.com
169700		Crawford	Caroline	Crawford Caroline	Crawford	F	United States	NORCECA	05-Mar-2002	*				United States	cpcrawford@gmail.com
117282		Crawford	Mona	Crawford Mona	Crawford	F	Barbados	NORCECA	08-Jun-1978					Barbados	lms@volleybarbados.com
112028		Crawford	Therese	Crawford Therese	Crawford	F	United States	NORCECA	26-Aug-1976	*				United States	theresecrawford@gmail.com
113370		Crawford	Therese	Crawford Therese	Crawford	F	United States	NORCECA	26-Aug-1976	*				United States	theresecrawford@gmail.com
117314		Crawford-Crooks	Georgette	Crawford-Crooks Georgette	Crooks	F	Jamaica	NORCECA	21-Nov-1972	*				Jamaica	georgette@volleyballjamaica.org
169074		Crawford-Wallace	Nathan	Crawford-Wallace Nathan	Nathan	M	Barbados	NORCECA	28-Jan-2002	*				Barbados	nwallace54@hotmail.com
164853		Crida_test	Super Crida	Crida_test Super Crida	Crida_test	M	FIVB		22-Apr-1997	*				Switzerland	super@volleyball.ch
145821		Crisan	Lauren	Crisan Lauren	Crisan	F	United States	NORCECA	18-Jan-1990	*				United States	lcrisan@gmail.com
139201		Cresse	Amadonia	Cresse Amadonia	Cresse	F	Virgin Islands	NORCECA	09-Jul-1979	*				Virgin Islands	amadonia@hotmail.com
155195	64268	Cremaschi	Erika	Cremaschi Erika	Cremaschi	F	Italy	CEV	05-Jan-1988	*				Italy	erikacremaschi@alice.it
121776		Crepue	Damian	Crepue Damian	Damian	M	Virgin Islands	NORCECA	28-Jun-1975	*				Virgin Islands	damiancrepue@yahoo.com
115851		Criev	Pablo	Criev Pablo	Criev	M	Argentina	CSV	12-Jun-1989	*				Argentina	pablo_criev@hotmail.com
101054		Crespo	Javier	Crespo Javier	Crespo	M	Spain	CEV		*				Spain	javiercrespo@hotmail.com
143678		Crespo	Yoselyn	Crespo Yoselyn	Crespo	F	Mexico	NORCECA	24-Nov-1997	*				Mexico	yoselyncrespo@yahoo.com
102485		Cresspo Valle	Milagros Victoria	Cresspo Valle Milagros Victoria	M. Cresspo	F	Cuba	NORCECA	04-Feb-1979	*				Cuba	victoriacresspo@inter.cu
166050		Cresswell	Audine	Cresswell Audine	Cresswell	F	United States	NORCECA	05-Sep-1995	*				United States	acresswell11@gmail.com
102963		Crettenand	Cinzia "Tchi"	Crettenand Cinzia "Tchi"	Crettenand	F	Switzerland	CEV	02-Dec-1976	*				Switzerland	crettenand@hotmail.com
128056		Cretu	Gheorghe	Cretu Gheorghe	Cretu	M	Romania	CEV	08-Aug-1968	*				Romania	gheorghecretu@yahoo.com
112071	12526	Creus	Sebastian	Creus Sebastian	Creus	M	Italy	CEV	21-Nov-1981	*				Italy	larrydebourg@hotmail.com
150926		Crevant	Benjamin	Crevant Benjamin	Benjamin Crevant	M	France	CEV	12-Mar-1987	*				France	benjamin.crevant@gmail.com
120200		Crewe	Angela	Crewe Angela	Crewe	F	Australia	AVC		*				Australia	angrecrewe@hotmail.com
112149		Cricca	Emanuele	Cricca Emanuele	Cricca	M	Italy	CEV	07-Jan-1981	*				Italy	emanuelecricca@yahoo.com
119722		Crider	Kasey	Crider Kasey	Crider	M	United States	NORCECA	13-Apr-1989	*				United States	carla.hall@usev.org
100272		Crieland	Heleen	Crieland Heleen	H.Crieland	F	Netherlands	CEV	01-Oct-1967	*				Netherlands	heleencrieland@gmail.com
100271		Crieland	Lilian or Lil	Crieland Lilian or Lil	L.Crieland	F	Netherlands	CEV	21-Nov-1964	*				Netherlands	lilcrieland@gmail.com
114048		Crimes	Alexis	Crimes Alexis	Crimes	F	United States	NORCECA	12-Jun-1986	*				United States	lil_mccrimesh@hotmail.com
115358		Crina Mariana	Hosu	Crina Mariana Hosu	Hosu	F	Romania	CEV	11-Sep-1980	*				Romania	hrydel@vol.ro
148362		Crolio Vasquez	Miguel Angel	Crolio Vasquez Miguel Angel	Miguel	M	Ecuador	CSV	04-May-2002	*				Ecuador	miguelangel.crolio.9@hotmail.com
157189		Crisan	Lauren-Andrei	Crisan Lauren-Andrei	Crisan	M	Romania	CEV	14-Feb-1998	*				Romania	crisan.lauren@gmail.com
126528		Crisan	Margareta Fidela	Crisan Margareta Fidela	Crisan	F	Romania	CEV	09-Jun-1961	*				Romania	crisanfidela@yahoo.com
113996		Crisanti	Lucia	Crisanti Lucia	Crisanti	F	Italy	CEV	16-Mar-1986	*				Italy	luc_4@hotmail.it
135241		Crisostomo	Meagan	Crisostomo Meagan	Crisostomo	F	Guatemala	NORCECA	05-Nov-1993	*				Guatemala	meaganvolleyball@gmail.com
138425		Crisostomo	Meagan	Crisostomo Meagan	Crisostomo	F	Guam	AVC	05-Nov-1993	*				Guam	meaganvolleyball@gmail.com
169723		Crisp	Blake	Crisp Blake	Crisp	M	United States	NORCECA	02-Jul-1999	*				United States	blakecrisp007@gmail.com
145523		Cristaldi	Alessia	Cristaldi Alessia	Cristaldi	F	Italy	CEV	12-Jul-1987	*				Italy	alex.cristaldi@gmail.com

Please, choose the player



You will see a similar page as below

The screenshot shows the FIVB player profile page for 'Crda\_test Sup' (No.: 164653). The page is divided into several sections: Personal, Physical, Social media, Volleyball career, Volleyball transfers, Beach volleyball career, Beach volleyball transactions, Education, Profile, Family, Miscellaneous, and Documents. The 'Personal' section is active, showing fields for Title, Address, Zip code, City, Country (Switzerland), Email address (transfer@fivb.org), No. phone (Home, Office), No. fax (Home, Office), No. mobile, Birth Date (4/22/1997), Place (SUI), Country, Nationality (Switzerland), Passport No. (YA220454), Issued (4/22/2014), Validity (4/22/2024), Languages, Marital status (Unknown), Previous names, and Date of anti-doping course. A 'No image' placeholder is visible next to the 'Actions for image' dropdown menu. At the bottom left, there is a 'Modify' button and an 'Administration tools' dropdown menu.

3- Click on “Modify” and then on “Actions for image” and then click on “new” and then search the photo in the desktop

4- You will see a similar page as below

This screenshot shows the same FIVB player profile page as above, but with a 'Portrait photo' dialog box open. The dialog box contains a silhouette of a person's head and shoulders, a text box with instructions: 'You must submit an identity portrait photo, in JPEG format. The image must be suited for printing, so the minimum accepted image has the following size: 590 x 710 pixels. Any image that has not this minimum size will be rejected.', and a 'Select a portrait photo' button. At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. A red arrow points from the 'OK' button in the dialog box to the 'Modify' button in the previous screenshot.

5- Click on “OK”

6- You will see a similar page as below

The screenshot displays the FIVB user management interface. The main content area shows a user profile for '164653: Crda\_test Sup'. The profile includes fields for personal information (Title (Mr./Ms./etc...), Address, Zip code, City, Country: Switzerland, Email address: transfer@fivb.org), physical information (No. phone: Home, Office; No. fax: Home, Office; No. mobile), and career information (Birth: Date: 4/22/1997, Place: Lausanne, Country: Switzerland; Nationality: Switzerland; Passport: No.: YA220454, Issued: 4/22/2014, Validity: 4/22/2024). At the bottom, there are buttons for 'Save changes', 'Cancel changes', and 'Administration tools'. Red arrows point from the text instructions below to the 'Save changes' and 'Administration tools' buttons.

7- Click on “Save changes” (maybe you must logout and then login in the VIS to go to the item 18)

8- Click on “Administration tools” and then click on “Create user account”