

ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL

SEASON 2015 – 2016



FEDERATION INTERNATIONALE DE VOLLEYBALL

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Chapter 1

INTRODUCTION

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

The International Transfer Procedure must follow the guidelines set out in the FIVB Sports Regulations in conjunction with this Manual. In case of discrepancy, the FIVB Sports Regulations shall prevail.

It must be emphasized that player agents may not receive login details from the FIVB or from any other party to access the FIVB International Transfer System. The FIVB will issue a Circular regarding the licensing of player agents during the 2014/15 season, in accordance with the approved and published FIVB Agent Regulations.

Confederation responsibility

The five continental confederations have since the 2010/2011 season a larger share of control over International Transfers. For International Transfers within a Confederation (for example, between two European National Federations), the Confederation in question shall be the governing body of the 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 45.5.1.3.

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

Article 45.5.1.4.

All Clubs are obliged to release players under FIVB International Transfer Certificate to play with their respective National Team during the National Team period.

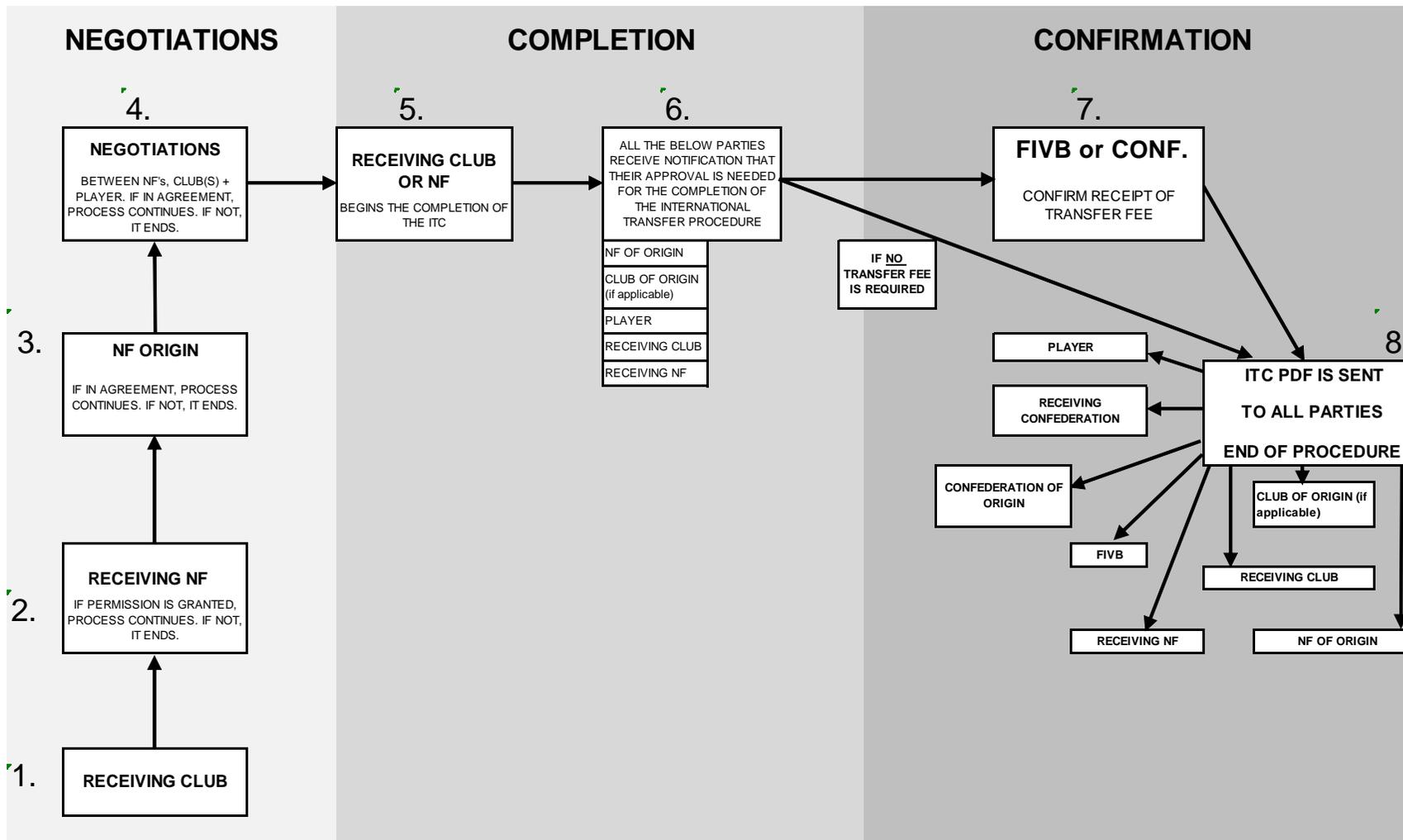
Article 45.5.1.5

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 authorised prior to 16 October.

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

Chapter 2

FLOW CHART & PROCEDURE



2.1 FLOW CHART

The Flow Chart has been developed according to Articles 45 et seq. (and especially Article 45.3) of the FIVB Sports Regulations; which provide as follows:

45. TRANSFER OF PLAYERS

Note:

International transfers between two National Federations belonging to the same Confederation are subject to the FIVB Regulations (which prevail over any Confederation'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.

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.

45.3 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:

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

- a) Informs its own NF (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.*

45.3.2 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.

45.3.3 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 45.3.8.2 for young players), also with his Club of Origin.

45.3.3.1 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.

45.3.3.2 The FIVB (or a Confederation, within its jurisdiction) may limit the amount payable for transfer fees to the Federation and Club of Origin.

45.3.4 Once all 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.

45.3.5 After all data has been verified by the FIVB Transfer 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.

45.3.6 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.*

45.3.7 Immediately upon receipt of the PDF with the ITC duly completed, the player may be registered by the Receiving Federation and Confederation.

45.3.8 Special provisions for young players;

45.3.8.1 Transfer of minors

a) International transfer of players is not allowed before the 1st of January of the calendar year during which they turn 18. In exceptional cases the FIVB may authorise the transfer if the interested parties establish that the transfer has no links to volleyball (e.g. family relocation due to parents' change of workplace).

b) No administration fee shall be paid to FIVB for transfers authorized under paragraph (a) above. In case the parties involved cannot agree on the transfer fee to be paid to the Club / Federation of Origin, the FIVB will determine the amount of the fee after studying the positions of the parties.

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 45.3.3.1 of the FIVB Sports Regulations.

2.2.1.4 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.
- Once all data is inserted, a summary will be shown. If all data is correct, the ITC may be created by selecting “confirm” and the ITC will be released to all parties for approval or a draft ITC may be created. **The draft ITC gives the Federation of Origin the possibility to insert the conditions of the Transfer as agreed with the Receiving Club / Federation.**
- The draft ITC is saved in the System until it is confirmed and may be changed should there still be further issues to discuss between the parties. **After confirmation, no data can be changed. If a modification is needed, a new Transfer will have to be created.**
- Once satisfied that all data is complete and accurate, the final approval is given to the draft and the transfer will be opened and shared with all the other parties concerned.
- The party opening the new ITC will have the choice to approve the ITC at this stage or during 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 enter the System with using 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. 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; stage 8 is the next step.

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 into the system either by completing the fields requested or by uploading the proof of payment document (preferably in PDF version). A blue ball 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 ball 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 ranked according to your preference. After ranking one column, another may be ranked 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. 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 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 newly created by the National Federation. 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) shall not appear on the ITC.

3.5 ITC NUMBER

A unique ITC number will be generated by the System.

3.6 SOFTWARE

All users will need to download the free Silverlight software. If not already installed in your computer, you will receive an automatic message requesting you to download it.

3.7 CLUB OF ORIGIN

An International Transfer Certificate will need the approval of a Club of Origin only if the player being transferred has a contract in place with a Club in his/her Federation of Origin.

If the player is under contract with his current club beyond the scheduled transfer date (thereinafter "Club of Origin"), the Receiving Club shall negotiate the financial and transfer conditions for the transfer of the player also with his 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 in the System and initiate the release procedure, 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 and the player can be free to play for another 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 advised 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 i) are not applied.

- 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 14.4 of the FIVB Disciplinary Regulations provides as follows:

14.4 Unauthorized registration or line-up of foreign players

14.4.1 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.

14.4.2 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 still a draft and has not yet been confirmed and released to all parties for approval

 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

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 45 et seq. (and specially Articles 45.1.3; 45.1.4.; 45.1.5; 45.2) of the FIVB Sports Regulations; which provide as follows:

45.1.3 Rules for international transfers

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

45.1.4 Players subject to transfer procedure

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

45.1.5 Compulsory transfer formalities

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

45.2 FEES

45.2.1 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 Appendix 1 of 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.

45.2.2 Transfer fees

For the transfer fees payable to a player's Federation of Origin and Club of Origin (if any) refer to Article 45.3.3 of the FIVB Sports Regulations.

45.2.3 Bilateral transfer agreements

a) Two (2) NFs may reach an agreement under which transfers of players from one NF 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 NFs.

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

c) Each NF may not conclude more than three (3) bilateral agreements.

45.2.4 In the event of a Change of Federation of Origin as a special case, refer to Article 44.4.2.

SPECIAL PROVISIONS FOR THE CEV

The FIVB Board has accepted the proposal of the Confédération Européenne de Volleyball (CEV) regarding the application of a special scale to be used 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 45.6.2 of the FIVB Sports Regulations provides as follows:

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

The decision of whether to issue an International Transfer Certificate to a player under the FIVB Umbrella (the FIVB acts as Federation of Origin) is taken by the FIVB on a case by case basis.

The fee for an International Transfer of a player protected under the FIVB Umbrella is determined by the FIVB and may vary between CHF 5,000 and CHF 20,000.

Chapter 5

ADMINISTRATION FEE PAYMENT

5.1 PROCEDURE

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

5.1.1.1 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:

*UBS SA
Case Postale
CH-1002 LAUSANNE / Switzerland
Account: 0243-146146.04A
BIC Code (Swift Address): UBSWCHZH80A
IBAN: CH98 0024 3243 1461 4604A*

5.1.1.2 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
L1940 Luxembourg*

EURO Bank account:

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

5.1.1.3 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: BCAIEGXCX030*

- 5.1.1.4 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

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

Beneficiary:

Confederação Sul Americana De Voleibol (CSV)
Av. das Américas 700/ Bl 6
22640-100 Rio de Janeiro, BRA

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

- 5.1.1.6 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

5.1.2 **IMPORTANT INFORMATION**

When making the payment please state in the payment Reference one or more 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

5.1.3 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).

5.1.4 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

5.2 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>

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 - Mr. Carlos Roberto de Assis and 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 2, Chapter 9. You may find them together with all FIVB Regulations under:

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

Chapter 8

REGISTRATION

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). 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.

Note 2: Before registering a new player, each Federation is responsible for the control of the player's status with regards to residence, nationality and eligibility to represent that Federation. **A photo of the player is compulsory for the player profile.** 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 it is affiliated to. 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.

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. Please make a thorough search (e.g. using the player's different last names) before registering a new profile.

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 45.8 of the FIVB Sports Regulations provides as follows:

45.8 NATIONAL LAW

45.8.1 Local Court decisions

Decisions concerning international transfers of players based on the laws of a country and against the rights of a foreign NF or against the FIVB Constitution or transfer regulations are not binding on the FIVB.

45.8.2 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.

45.8.3 Other affiliated NFs must not allow a team which has a player who has not complied with FIVB transfer rules after notice from the FIVB to play in its territory.

45.8.4 Clubs or players recurring to local civil courts to settle transfer disputes without prior FIVB agreement will be subject to suspension. The club will lose the right to register and 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 45.3.3 (i.e. if the player is under contract with the club) are met.

9.3 DISPUTES REGARDING THE RELEASE OF A PLAYER DURING THE ITC PERIOD

The FIVB will decide in accordance with Article 45.10.1 of the FIVB Sports Regulations, which provides as follows:

45.10.1 Subject to the Receiving club's obligation to release players for National Team competitions (Article 45.5.1) 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.

9.4 FINANCIAL DISPUTES ARISING FROM A CONTRACT OF A PLAYER UNDER ITC

Article 45.11 of the FIVB Sports Regulations provides as follows:

45.11 FINANCIAL Disputes BETWEEN CLUBS, PLAYERS, COACHES

45.11.1 Procedure before FIVB/Confederation

- a) A club, a player or a coach 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 or a coach. It can also decide financial disputes of an international dimension between a coach and a National Federation.
- c) The Complaint and the Reply shall include a summary of facts as well as specific requests for relief. The complaining party shall have the burden of proving its allegations. The FIVB may request further submissions and translations into English from the parties.
- d) The FIVB conducts the procedure expeditiously – and endeavours to complete it within 2 months from filing of the complaint – in accordance with guidelines to be established by the FIVB. The decision will be taken on a balance of probabilities and by applying general principles of justice and fairness without reference to any particular national or international law (*ex aequo et bono*). It shall state brief reasons.
- e) 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.
- f) The FIVB may set a final time limit for the parties’ compliance with its decision and also determine that non-compliance will result into the imposition of sanctions under Article 45.11.3 below. Said sanctions may apply automatically after the lapse of the time limit.
- g) 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.

45.11.2 FIVB Tribunal and CAS

- a) Within fourteen (14) days from notification of the decision under Article 45.11.1 above, any affected party may request that the case be reviewed by the FIVB Tribunal.
- b) The procedure before the FIVB Tribunal is set out in the FIVB Tribunal Regulations.
- c) Decisions of the FIVB Tribunal can only be appealed to the Court of Arbitration for Sport (CAS), Lausanne, Switzerland and any such appeal must be lodged with CAS within twenty-one (21) days from the receipt of the decision. Decisions of the FIVB / Confederation under Article 45.11.1 above may not be appealed to the FIVB Appeals Panel.

45.11.3 If a NF, club, coach 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;
- c) Prohibition of receiving an ITC (for clubs) or prohibition to transfer internationally (for players);
- d) Prohibition of registering and lining-up foreign players in any competition (for clubs);
- e) Prohibition of participating in international competitions.

The above sanctions can be applied more than once.

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 the FIVB:

FIVB – Fédération Internationale de Volleyball - www.fivb.org

Château Les Tourelles, Edouard-Sandoz 2-4, 1006 Lausanne - Switzerland

- Specific IT issues: vis.transfer@fivb.org – Mr. Alberto Rigamonti
Direct Tel: +41 (21) 345 35 35 66
- All other issues: transfer@fivb.org – Mr. Carlos Roberto de Assis
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**
488 Route de Longwy, L1940 Luxembourg
Contact: Ms. Isabelle Collot **E-mail:** transfers@cev.lu
Tel: +352 25 46 46 41 **Fax:** +352 25 46 46 40
- **AVC – Asian Volleyball Confederation - www.asianvolleyball.org**
Thailand Volleyball Association; No 286, Room No 2, 17th Floor; Main Building of Sports Authority of Thailand; Huamark, Bangkok; BANGKOK 10240, Thailand
Contact: Mr. Somchai DONPRAIYOD **Email:** champvbt@gmail.com
Tel: +66 (2) 170 9491 or +66 (2) 170 9492 or +66 (2) 170 9493 **Fax:** +66 (2) 170 9490
- **CAVB – Confédération Africaine de Volleyball - www.cavb.org**
26, rue Ahmed Taiseer, Marwa Heliopolis, Cairo, Egypt
Contact: Mrs. Howyda Mondy **E-mail:** cavb@link.net
Tel: +202 (2) 414 4852 **Fax:** +202 (2) 417 3368
- **CSV – Confederación Sudamericana de Voleibol - www.voleysur.org**
Av. das Américas No 700, Bloco 6, Sala 232, Shopping Citta América, 202640-100 RIO DE JANEIRO, Brasil
Contact: Mr. Mauricio Levy Neto **E-mail:** mauriciolevy@voleysur.org
Tel: +55 21 2132 7857 **Fax:** +55 21 2493 1179
- **NORCECA – North, Central American and Caribbean Volleyball Confederation - www.norceca.org**
Pabellon de Voleibol, 3era planta, Av. Maximo Gomez, Esq 27 de Febrero, SANTO DOMINGO, Dominican Republic
Contact: Mrs. Arateide Caceres **E-mail:** norcecanfdirector@gmail.com
Tel: +1 809-472 1222 **Fax:** +1 809 227 32 42

Chapter 11

IMPORTANT INFORMATION

Important information for PLAYERS:

- All foreign players who are registered with a National Federation (Federation of Origin) must have an International Transfer Certificate in order to be eligible to play for another National Federation (Receiving Federation) Championships/ Cup/ other official event;
- In the event the player has dual nationality (two passports from different countries), 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: Player has nationality ARG and POR - player wants to play in POR
 1. Player's federation of origin is ARG
→ Will require an ITC regardless of nationality being POR
 2. Player federation of origin is POR
→ Will NOT require an ITC since federation of origin is POR

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

- 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 for 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.

Important information for RECEIVING FEDERATIONS:

- 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;
- For players who have dual nationalities and who are not already registered on the FIVB VIS System, the Receiving Federation must provide the FIVB with copies of both passports.

- 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 the FIVB Sport Regulations Article 45.7.3.

Important information for RECEIVING CLUBS:

- 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 transfer fees to the player's Federation of Origin and 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 45.7.3.
- 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

FIVB Fédération Internationale de Volleyball

Menu

Identification

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

Username:

Password:

Login

Remember my username
 Remember my username and password

^ I forgot my password

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

Username/email address:

Send my password

^ Contact the webmaster

Name:

Address:

Subject:

Message:

Send me a copy of the message

Send message

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

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.: AA11XX22ZZ

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

Global

Player

My data

Volleyball

Competitions calendar

Clubs

Transfers

Beach volleyball

Tools

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 federati	From clul	To federation	To club	Type	Payment
	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"

New View / Modify Exports

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

Gender: All No.:

Season: 2014/15 Status: All No. Certificate:

Player no./name: Type: All

Confederation from: <all> Player federation: <all>

Federation from: <all> Confederation to: <all>

Club from: Federation to: <all>

Club to:

Update list Reset filter



Transfers page – how to approve a transfer

Menu

Legacy tabs X

150815 _Test Player

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 shows the FIVB Transfers page for a specific transfer. The transfer details include:

- Transfer:** No.: 3595, Created: 08-Apr-2015 10:29:05 UTC, No. certificate: [blank], Season: 2014/15, Type: International, Dates: from 16-Oct-2014 to 15-May-2015, Contract: from 10-Sep-2014 to 15-May-2015.
- Player:** No. FIVB: 150815, Name: _Test Player, Gender: Male, Email address: transfers@cev.lu, Birthdate: 01-Jan-1980, Birth place: Paris, Nationality: [blank], No. passport: AA11XX22ZZ, Federation: Luxembourg, Passport validity: 15-Jan-2025.
- Origin:** Federation: Luxembourg, Not signed.
- Destination:** Federation: France CEV, Signed by: [blank], Club: _TESTCLUBS, Signed by: [blank].
- 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.
- Communications:** No communication.

A dialog box titled "Signature for player" is open, prompting the user to confirm the signature. The dialog box 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: [input field]

Accept Cancel

The player should enter his/her password again to validate the transfer



My Account – modify username/password

Menu ⌵ Legacy tabs ×

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

[Click here to modify:](#)

My account ×

Username: \$Player150815

Password: ①②③④⑤⑥⑦⑧⑨⑩

First name:

Last name:

Email address:

login: 3

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

[← Your Username](#)

[← Your Password](#)





Chapter 13

CLUB MANUAL
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:

Login

Remember my username
 Remember my username and password

^ I forgot my password

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

Username/email address:

Send my password

^ Contact the webmaster

Name:

Address:

Subject:

Message:

Send me a copy of the message

Send 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 club details form on the right. The side bar menu is titled 'Menu' and contains four main sections: 'Global', 'Club', 'Volleyball', and 'Tools'. The 'Global' section includes 'Confederations', 'National federations', 'Events calendar', and 'Players'. The 'Club' section includes 'My data'. The 'Volleyball' section includes 'Competitions calendar', 'Clubs', and 'Transfers'. The 'Tools' section includes 'FIVB main site', 'Close all tabs', 'My account', 'Who is online', and 'Logout'. The club details form is titled 'Legacy tabs' and shows the club name '_TESTCLUBS' with a search icon. It includes fields for 'No.: 10958', 'Name: _TESTCLUBS', 'Active: ', 'Federation: France', 'Club', 'Address', 'Teams', 'President: Bob', 'Contact person: Bill', 'Profile: ?', 'Division: I', 'Teams: Men Women', 'Sponsors: Mikasa', and 'Web site: www.testclub.com'.



Landing page – modify data

FIVB Fédération Internationale de Volleyball

Menu Legacy tabs X

- Global
- Club
- Volleyball
- Tools

_TESTCLUBS

No.: 10958 Name:

Active: Federation:

Club Address Teams

President:

Contact person:

Profile:

Division:

Teams: Men Women

Sponsors:

Web site:

← To modify your information, please click on Modify



Adding teams

- Levels have been created in the VIS system in order to facilitate the allocation of the administrative fee per championship level
- The National Federations must first **create**/amend their Championship Levels (example below – click on Modify to add level)

Code: POL					
Name: POLSKI ZWIAZEK PILKI SIATKOWEJ					
Confederation: CEV					
Volleyball divisions					
Name of transfer level	Level	Gender	Name	Valid from	Valid to
Highest	1	M	Top League - Plus Liga	03-août-2015	
Highest	1	W	Top League - Orlen Liga	03-août-2015	
2nd Highest	2	M	2nd highest league	03-août-2015	
2nd Highest	2	W	2nd highest league	03-août-2015	
3rd Highest	3	M	3rd highest league	03-août-2015	
3rd Highest	3	W	3rd highest league	03-août-2015	

- It is the NF responsibility to keep their levels updated with the correct data as it impacts on the administration fee allocation

No team can be added unless Championship Levels have been defined

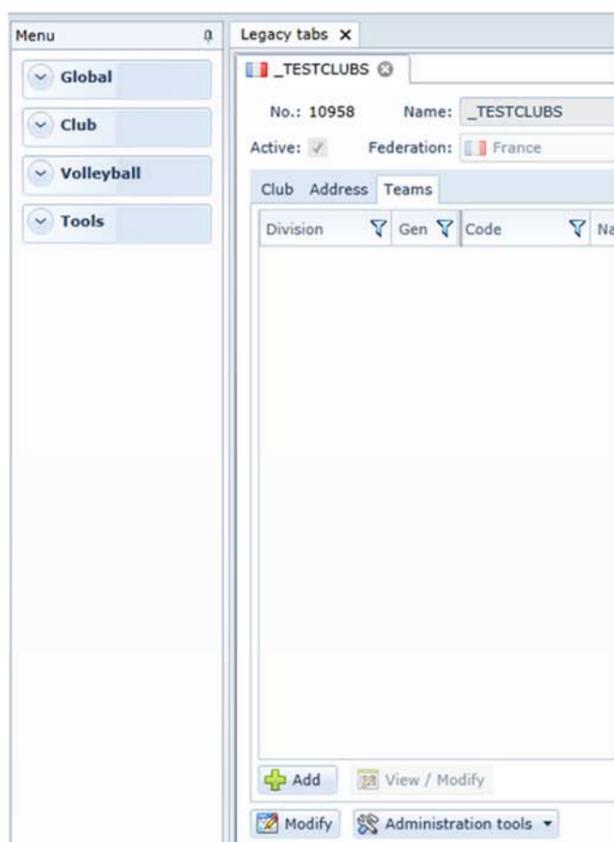


Adding teams

A club can be made up of one or several teams playing at various levels and of various genders.

In order for the right fee to be allocated to the right division, clubs are requested to create an entry for each of their team in the VIS system.

Each team will have its own level, its own players list and its own contact details.



← To add a team, please click on Add



Adding teams – new team

Legacy tabs X

_TESTCLUBS X

No.: 10958 Name: _TESTCLUBS

Active: Federation: France

Club Address Teams

Division	Gen	Code	Name	ContactPerson
----------	-----	------	------	---------------

New team

Name:

Gender:

Division:

Created:

- ← Enter the team name
- ← Select the gender
- ← Select the division (data pre-entered by the NF)
- ← Date of creation (today's date)



Adding teams – new team

You can have as many teams as you wish, each with their own team name and contact person/details

Legacy tabs x Volleyball clubs x

Rote Raben Vilsbiburg

No.: 1041 Name: Rote Raben Vilsbiburg

Active: Federation: Germany

Club Address Teams

Division	Gender	Code	Name	ContactPerson	Email address	Phone number
1. Bundes- Liga Frauen	Women		Rote Raben Vilsbiburg	André Wehnert	bundesliga@roteraben.de	+49 8741/3545
2. Bundes- Liga Süd Frauen	Women		Rote Raben Vilsbiburg II	Menfrad Stiegler	verein@roteraben.de	08741/1415



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: Division:

Code: Name:

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



No player



Adding teams – adding players

The screenshot shows a software interface for managing volleyball clubs. The main window is titled "1. Bundes-Liga Frauen - : Rote Raben Vilsbiburg". It has tabs for "Information" and "Players". The "Players" tab is active, showing a table with columns "No. sl", "No. player", and "Last name". A "Players selection" dialog box is open, showing a list of players with columns "No. FI", "Last name", "First name", "Team/shirt n.", and "Federati". A red arrow points to the "Add" button next to the player list. The "Players in the team" dialog box is also open, showing a table with columns "No. sl", "No. player", "Last name", and "First name".

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

You can select the players from the list



Adding teams – adding players

Volleyball clubs x Legacy tabs x 1. Bundes- Liga Frauen - : Rote Raben Vilsbiburg x

Federation: Germany Gender: Women

Code: Name: Rote R

Sponsors:

Information Players

No. sl	No. player	Last name
--------	------------	-----------

Players selection

Selectable players

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

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

100061: Bruhn Alexandra (Bruhn)

No. shirt: Captain

From: To:

OK Cancel

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

Refresh Clear filters New View / Modify No player

Adding teams – removing players

The screenshot shows a software application window titled "1. Bundes- Liga Frauen - : Rote Raben Vilsbiburg". The interface is divided into several sections:

- Players selection:** A table with columns: No. FI, Last name, First name, Team/shirt n., and Federati. It lists various players like Klappenbach, Tiemann, Borger, Bruhn, etc.
- Players in the team:** A table with columns: No. sl, No. player, Last name, and First name. It shows one player: No. sl 100061, No. player Bruhn, Last name Alexandra, First name Bruhn.
- Bottom toolbar:** Contains buttons for Refresh, Clear filters, New, and View / Modify. A red arrow points to the "New" button.
- Dialog box:** A "Question" dialog box with a question mark icon and the text "Do you really want to remove this player?". It has "Yes" and "No" buttons.

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



Transfers page

Menu

- 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

Legacy tabs X

_TESTCLUBS 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.: No. Certificate: Type: All

Season: 2014/15 Status: 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 Legacy tabs

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

Legacy tabs: _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 "Niki"	Austria	M	18-Mar-1974	VB	VB	Berger Nikolas "Niki"	Berger N.
100779	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	Kostresevic	Boris	Austria	M		VB	VB	Kostresevic Boris	Kostresevic
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	Muhlbauer	Kurt	Austria	M	20-Jan-1976	VB	VB	Muhlbauer Kurt	Muhlbauer
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



Transfers page – enter transfer details

Menu Legacy tabs

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

Legacy tabs: _TESTCLUBS VB transfers New: 144904 - QUISTORFF

Step 2: details

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

Transfer

Season: 2014/15
Type: International
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.

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

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](#)

- ← The default season is selected
- ← The transfer type is by default international (with fees)
- ← Enter transfer dates – i.e. from today's date to 15th May of the following year
- ← Enter contract dates – can be different from transfer dates
- ← Conditions must be entered for genuine National Team players to allow them to participate in/be released for National Team activities when applicable – if you do not enter conditions, you will be asked again before moving on to the next screen

← [Link to FIVB Sports Regulations](#)



Transfers page – player currently under ITC

The screenshot shows the FIVB website interface for the 'Transfers' page. The page title is 'FIVB Fédération Internationale de Volleyball'. The main content area is titled 'Step 2: details' and contains a form for entering transfer information. The form fields are:

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

Below the form, there is a section titled 'Conditions' with the following 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 Sports Regulations.' Below this, there is a red error message box that reads: 'Please note that the player is under a valid ITC for this season and needs to be released from his current Club (see the International Transfer Manual; page 10).'

At the bottom of the page, there is a section titled 'National team' with a warning icon and the following text: '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 – select club of origin (if applicable)

Menu

- 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

Legacy tabs X

- _TESTCLUBS
- VB transfers
- New: 150815 - _Test Playe

Step 3: club of origin

Please select the club of origin and press the "Next" button. [No club of origin](#) ← If no club of origin, click there

Federation	Name	Genders	City	Contact	Email address
France	_TESTCLUBS	MW	Paris	Bill	transfers@cev.lu
France	A.L. DE CAUDRY	M	CAUDRY	MARC COLLIN	alcaudry@voila.fr
France	A.S. ILLAC V.B.	MW	ST JEAN D'ILLAC	M. JEAN-MARIE HOST	asi-volley@orange.fr
France	A.S. ORANGE NASSAU	M	ORANGE	VALERIE PURPAN	valerie.purpan@bbox.fr
France	A.S.U.LYON VOLLEY-BALL	M	LYON	Krasimir TODOROV	secretariat@asulvolley.com
France	A.S.V.E.L.	MW	VILLEURBANNE	PHILIPPE GONDARD	philcomvolley69@gmail.com
France	ACBB	MW	78580	FRANCOIS FOCARD	jfocard@club-internet.fr
France	AILES SP BOUGUENAI REZE	MW	REZE	BERTHELOT MICKAEL	asbr.volley@free.fr
France	AIX UNIVERSITE CLUB VOLLEY-BALL	M	Aix En Provence		
France	AMICAL CS CORMEILLAIS	MW	CORMEILLES EN PARISIS	ANQUETIN Rémy, Treasurer	acsc-volley95@hotmail.fr
France	AMICALE LAIQUE DE CANTELEU...	MW	Maromme	Mr WISNIEWSKI Herve	contact@alcm.fr
France	AMICALE LAIQUE FJEP CEBAZAT	MW	CHATEAUGAY	CAROLINE MONESTIER	caromonest@yahoo.fr
France	AMICALE SPORT LANDAISE	MW	LES LANDES GENUSSON	GUILLAUME PAPIN	guillaumepapin@laposte.net
France	AMIENS LONGEAU METROPOLE VB	W	MOREUIL	MR Bernard COUILLET	b.couillet@orange.fr
France	AMIENS METROPOLE V.B.	MW	AMIENS	DJOU DI SOFIANE	djoudisof@yahoo.fr
France	AMIENS VOLLEY METROPOLE	M	AMIENS	Mr. NAOUR Ali	alinaour@hotmail.fr
France	AMSL FREJUS	MW	FREJUS	M. TATINCLAUX LUDOVIC	ludotatin@yahoo.fr
France	ANGLLET OLYMPIQUE	MW	ANGLLET	VIDAL BRUNO	bruno.vidal.66@sfr.fr
France	ANNEMASSE VOLLEY 74	MW	ANNEMASSE	ANNEMASSE VOLLEY	av74.contact@free.fr
France	ANTONY VOLLEY	MW	ANTONY	BA DJAMI	antonyvolley@gmail.com
France	ARAGO SETE VOLLEY-BALL	M	Sete	secrétariat	contact@aragodesete.fr
France	AS CALUIRE ET CUIRE	MW	CALUIRE	MOUCHET CATHERINE	admivolleycaluire@gmail.com
France	AS CANNES VB	M	CANNES LA BOCCA	Pierre-Emmanuel FRANCHET	contact@ascannesvolley.com
France	AS CESSON ST BRIEUC	MW	ST QUAY PORTRIEUX	PELLE MARC	cesson.volleyball@gmail.com

Filter

Active: Only active

Federation: France

Name:

City:

← Only select a club of origin
- if the player is still under a valid contract with such club during the current season
or
- If the player has a contract with the National Federation of Origin club



Transfers page – club of destination

The screenshot shows the 'Transfers page – club of destination' interface. On the left is a sidebar menu with categories: Global, Volleyball, Beach volleyball, Development, Media, and Tools. The 'Volleyball' section is expanded, and 'Transfers' is highlighted with a pink arrow. The main content area is titled 'Step 4: club of destination' and contains an information icon and the instruction: 'Please select the club of destination and press the "Next" button.' Below this is a table with columns: Federation, Name, Genders, and City. The table shows a row for 'France' with the name '_TESTCLUBS' and 'MW' gender. Below the table is a 'Select a team' dialog box with columns: Division, Gender, Code, Name, and Contact. The dialog shows 'Ligue A' for Division, 'Women' for Gender, and 'Team B' for Name. At the bottom of the dialog are 'OK' and 'Cancel' buttons. At the bottom of the main page are 'Previous' and 'Next' buttons.

← You should only see your club's name

← Click on it and then select the relevant team



Transfers page – summary

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

Volleyball clubs x Legacy tabs x

VB transfers x New: 152039 - De Tant Arr x

Step 5: summary

Please check all information and if OK, please select "Confirm" to release the Transfer to all parties for approval.
A draft may also be saved however if the information is not accurate, it must be deleted and a new procedure opened.

Transfer

Season: 2015/16 Type: International
Dates: from 11-août-2015 to 15-mai-2016

Player

No. FIVB: 152039	Gender: Female
Name: De Tant Amber	Email address: amberdetant@hotmail.be
Birthdate: 22-mars-1998	Birth place:
Nationality: BE	
No. passport:	Passport validity:
Federation: Belgium CEV	

Getting image please wait

Origin

Federation: Belgium CEV

Destination

Federation: France CEV
Club: _TESTCLUBS
Team: Team B - Ligue A

Conditions

Fee

Beneficiary: CEV Amount: 1'920.00 EUR

Previous Save as draft **Confirm**

You need to save the transfer as draft before you can confirm it



Transfers page – summary

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

Volleyball clubs x Legacy tabs x

VB transfers x 152039 De Tant Amber x

Transfer

No.: Draft Created: 11-août-2015 14:32:23 UTC No. certificate:
Season: 2015/16 Type: International
Dates: from 11-août-2015 to 15-mai-2016
Contract document: [Upload](#) [Download](#) [View / Modify](#) [Delete](#)

Player

No. FIVB: 152039 Gender: Female
Name: De Tant Amber Email address: amberdetant@hotmail.be
Birthdate: 22-mars-1998 Birth place:
Nationality: Belgium
No. passport: Passport validity:
Federation: Belgium CEV

Origin

Federation: Belgium CEV

Destination

Federation: France CEV
Club: _TESTCLUBS
Team: Team B - Ligue A

Payments

Amount due to CEV: 1'920.00 EUR

Communications

No communication.

[Confirm](#) [Modify](#) [Delete](#) ← You need to click on Confirm to see the transfer as "Draft"



Transfers page – potential error message

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

Transfer

No.: Draft 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:  Luxembourg CEV

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

Origin

Federation:  Luxembourg CEV

Destination

Federation:  France CEV

Club:  _TESTCLUBS

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

Communications

No communication.

Confirm Modify Delete

Error

You cannot confirm the transfer until the following data is completed:

- Player's account has been created.

Please update data and confirm later.

If you cannot edit some of the data, please contact your national federation.

Meanwhile, you can save the transfer as a draft.

OK

← 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. You will need to ask the player's federation of origin to update/validate the player's profile.



Transfers page – transfers list

Menu 0 Legacy tabs x Players 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.	Player	Gender	Player federation	Date from	Date to	From federation	From club	To federation	To club	Type	Payment	No. certificate
	2014/15	Draft	150815		• _Test Player	M	Luxembourg	16-Oct-2014	15-May-2015	Luxembourg		France	_TESTCLUBS	International		

New View / Modify Exports

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

Gender: All No.:

Season: 2014/15 Status: All No. Certificate:

Player no./name: Type: All

Confederation from: <all> Player federation: <all>

Federation from: <all> Confederation to: <all>

Club from: Federation to: <all>

Club to:

Update list Reset filter



Transfers page – transfer to be validated

The screenshot displays the FIVB Transfers page for a specific transfer record. The page is divided into several sections:

- Transfer:** No.: Draft, Created: 08-Apr-2015 10:29:05 UTC, No. certificate: [blank], 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, Name: _Test Player, Gender: Male, Email address: transfers@cev.lu, Birthdate: 01-Jan-1980, Birth place: Paris, Nationality: [blank], No. passport: AA11XX22ZZ, Passport validity: 15-Jan-2025, Federation: Luxembourg CEV.
- Origin:** Federation: Luxembourg CEV.
- Destination:** Federation: France CEV, Club: _TESTCLUBS.
- 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.
- Communications:** No communication.

At the bottom of the page, there are buttons for **Confirm**, **Modify**, and **Delete**. A confirmation dialog box is overlaid on the page, asking "Do you really want to confirm this transfer?" with "Yes" and "No" buttons. A pink arrow points to the "Transfers" link in the left sidebar, and a blue arrow points from the dialog box to the "Confirm" button at the bottom of the page.

Click on "Confirm" and then "yes" to ask all the parties to validate the transfer.



Transfers page – transfer to be validated

Menu

- 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

Legacy tabs: Players

VB transfers | 150815 _Test Player

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:
No. passport: AA11XX22ZZ Passport validity: 15-Jan-2025
Federation: Luxembourg CEV
Signature: Not signed

Origin

Federation: Luxembourg CEV Not signed

Destination

Federation: France CEV Not signed
Club: _TESTCLUBS Not signed [Sign Now](#)

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 No payment received.
[New payment](#) [View / Modify payment](#)

Communications

No communication.

[Modify](#)

The transfer is ready to be validated, all parties have received an email advising them of the transfer creation (see below)

08/04/2015 13:13

FIVB Transfer Department <transfer@fivb.org>
FIVB International Transfer: 0_Test Player - Confirmed

To whom it may concern

The following transfer procedure has been initiated for:

Reference:	2014/15 - 3095
Player no.:	150815
Player name:	_Test Player
Nationality:	()
Birthdate:	01-Jan-1980
Transfer period:	16-Oct-2014 - 15-May-2015
Type:	International
NF of origin:	France (FRA)
Club of origin:	()
Receiving NF:	France (FRA)
Receiving Club:	_TESTCLUBS (FRA)

Please login to the system at www.fivb.org/vb2009/?page=VolleyTransfer&PageNo=43116 in order to give your approval.

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

Best regards,

FEDERATION INTERNATIONALE DE VOLLEYBALL
Château Les Tourelles
Edouard-Sandor 2-4
1006 Lausanne/Switzerland
Tel: +41 21 345 33 25
Fax: +41 21 345 33 43
www.fivb.org

The club has to sign the transfer and then pay the fee (when indicated) and enter the details by clicking on "New Payment"



Transfers page – transfer payment to be added

Menu Legacy tabs x Players 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

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:
No. passport: AA11XX22ZZ
Federation: Luxembourg CEV
Signature: Not signed

Origin
Federation: Luxembourg CEV

Destination
Federation: France CEV
Club: _TESTCLUBS

Conditions
The club has the obligation to release players for their National Team competition for which they have been selected

Payments
Amount due to CEV: 1,650.00 EUR No payment received.
New payment View / Modify payment

Communications
No communication.

Modify

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

The transfer's payment details should be entered here and a proof of payment uploaded

Payment for a volleyball transfer

Club / national federation of destination

Date of payment: 08/09/2014
Details: 3595 _Test Player
Reference: transfer fee
Amount: 1,650.00 EUR

Proof of payment
Upload View / Modify Download Delete

Confirm Cancel



Transfers page – transfers list

Menu

- 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

Legacy tabs x Players x

_TESTCLUBS x VB transfers x

Progress	Season	No.	No. FIVB	No.	Player	Gender	Player federation	Date from	Date to	From federation	From club	To federation	To club	Type	Payment
	2014/15	3595	150815		_Test Player	M	Luxembourg	16-Oct-2014	15-May-2015	Luxembourg		France	_TESTCLUBS	International	08-Sep-2014

New View / Modify Exports

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

Gender: All No.:

Season: 2014/15 Status: All

No. Certificate:

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



My Account – modify username/password

FIVB Fédération Internationale de Volleyball

Menu Legacy tabs

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

Legacy tabs: My account

Username: TESTCLUBS

Password:

First name:

Last name:

Email address:

login: 2

Last login: 20-Mar-2015 11:12:46 UTC

Click here to modify:

→ Your Username

→ Your Password

