ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL

SEASON 2018 – 2019
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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

1. RECEIVING CLUB
   - If permission is granted, process continues. If not, it ends.

2. RECEIVING NF
   - If permission is granted, process continues. If not, it ends.

3. NF ORIGIN
   - If in agreement, process continues. If not, it ends.

4. NEGOTIATIONS BETWEEN NF’s, CLUB(S) + PLAYER. IF IN AGREEMENT, PROCESS CONTINUES. IF NOT, IT ENDS.

5. RECEIVING CLUB OR NF BEGINS THE COMPLETION OF THE ITC

6. ALL THE BELOW PARTIES RECEIVE NOTIFICATION THAT THEIR APPROVAL IS NEEDED FOR THE COMPLETION OF THE INTERNATIONAL TRANSFER PROCEDURE:
   - NF OF ORIGIN
   - CLUB OF ORIGIN (if applicable)
   - PLAYER
   - RECEIVING CLUB
   - RECEIVING NF

7. CONFIRM RECEIPT OF TRANSFER FEE

8. CONFIRM RECEIPT OF ADMINISTRATION FEE

   If no Administration Fee is required

END OF 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, Confederaions 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. 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:

- **Yellow** The Transfer is still a draft and has not yet been confirmed and released to all parties for approval

- **Green and Red** 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)

- **Green** 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 FIVB/Confederation will 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).

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
  L1940 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: BCAIEGCX030
• 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 - 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 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.

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.

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:

18.1. 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
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 financial complaints queries, please contact 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
  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, Bangkapi; 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. Visconde de Piraja 433, Sala 904, 22410003 Rio de janeiro - Brésil
  Contact: Mr. Paulo Vitor Paladino E-mail: paulovitor@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: norcecanfddirector@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;
- 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 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.
Log-in

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

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

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”
Transfers page – how to approve a transfer

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

The 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 player should enter his/her password again to validate the transfer.
My Account – modify username/password

Click here to modify:

← Your Username
← Your Password
Chapter 13

CLUB MANUAL

VIS SYSTEM
Log-in

- 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
Landing page – modify data

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:** Confédération africaine de volleyball

A- Click on the star button

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

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

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

10- You will see a similar page as below

<table>
<thead>
<tr>
<th>Club</th>
<th>Address</th>
<th>Name: Allada VBC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Active: on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Federation: Benin</td>
</tr>
</tbody>
</table>

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 window]

12- You will see a similar page as below

<table>
<thead>
<tr>
<th>Club</th>
<th>Address</th>
<th>Name: Allada VBC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Active: on</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Federation: Benin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Division</th>
<th>Gender</th>
<th>Name of Team</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Phone Number</th>
<th>Transfer Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>5157</td>
<td>Men</td>
<td>Allada</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5158</td>
<td>Women</td>
<td>Allada</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13- Once the new season and the division have been updated you will find all teams in the “Non-assigned” column (see below):

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

- The National Federation can start updating the others existing divisions following the same procedure as above.
### Adding teams – contact details & officials names

<table>
<thead>
<tr>
<th>Federation</th>
<th>Germany</th>
<th>Gender</th>
<th>Women</th>
<th>Division</th>
<th>W - 1. Bundesliga Frauen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Information: Players

**Contact**
- **Contact:** Andrea Walter
- **Phone number:** +49 6741/3545
- **Fax number:** +49 6741/3143
- **Email address:** bundesliga@rotenbaeke.de

#### Officials

<table>
<thead>
<tr>
<th>Function</th>
<th>Name</th>
<th>Country</th>
<th>Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Head coach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant coach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd assistant coach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physiotherapist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journalist</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Club Address: Teams**
- **Division:** Women
  - 1. Bundesliga Frauen Women
  - 2. Bundesliga Süd Frauen Women

**You can then fill in all the team contact details (phone, email, etc) and officials names**
Adding teams – adding players

<table>
<thead>
<tr>
<th>Federation</th>
<th>Gender</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>Women</td>
<td></td>
<td>Rote Raben Vilsbiburg</td>
</tr>
</tbody>
</table>

You can add players to your teams by clicking on New.
Adding teams – adding players

You can select the players from the list
Adding teams – adding players

<table>
<thead>
<tr>
<th>No.</th>
<th>Last name</th>
<th>First name</th>
<th>Team/short</th>
<th>Federation</th>
</tr>
</thead>
<tbody>
<tr>
<td>100006</td>
<td>Brune Alexandra</td>
<td>Brune</td>
<td></td>
<td></td>
</tr>
<tr>
<td>100005</td>
<td>Tiemann Christian</td>
<td>Tiemann</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100004</td>
<td>Berger Cornelia</td>
<td>Berger</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100003</td>
<td>Brune Alexandra</td>
<td>Brune</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100002</td>
<td>Kuck Wolfgang</td>
<td>Kuck</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100001</td>
<td>Hoffmann Bernhard</td>
<td>Hoffmann</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100000</td>
<td>Suile Burkhard</td>
<td>Suile</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100019</td>
<td>Voss Christian</td>
<td>Voss</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100018</td>
<td>Krutholz Hannes</td>
<td>Krutholz</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100017</td>
<td>Schwagler Hannes</td>
<td>Schwagler</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100016</td>
<td>Pell Jan</td>
<td>Pell</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100015</td>
<td>Doehl Hannelore</td>
<td>Doehl</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100014</td>
<td>Brill Thomas</td>
<td>Brill</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100013</td>
<td>Preier Lari</td>
<td>Preier</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100012</td>
<td>Raffel Ariane</td>
<td>Raffel</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100011</td>
<td>Ahmann Jörn</td>
<td>Ahmann</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100010</td>
<td>Haeper Axel</td>
<td>Haeper</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100009</td>
<td>Schulz David</td>
<td>Schulz</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100008</td>
<td>Partne Brute</td>
<td>Partne</td>
<td>Germany</td>
<td></td>
</tr>
<tr>
<td>100007</td>
<td>Martin Martine</td>
<td>Martin</td>
<td>Germany</td>
<td></td>
</tr>
</tbody>
</table>
Adding teams – removing players

To remove players,
- Click on New
- Click on the player you want to remove
- Click on “*”
- Click “yes”
Transfers page

- 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

- Gender: M/F
- Season: 2014/15
- Federation: All
- Player no./name:
- Confederation from: All
- Federation from: All
- Club from:
- No. Certificate
- Player federation: All
- Confederation to: All
- Federation to: All
- Club to:
- Type: All

Update list, Asset file!
### Transfers Page - Select Player

#### Step 1: Player Selection

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

<table>
<thead>
<tr>
<th>No.</th>
<th>FIVB</th>
<th>Last name</th>
<th>First name</th>
<th>Federation</th>
<th>Gender</th>
<th>Birthdate</th>
<th>Plays</th>
<th>Active</th>
<th>Name</th>
<th>Team/squad name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>190957</td>
<td>Redenhammer</td>
<td>Christian</td>
<td>Austria</td>
<td>N</td>
<td>09-Jul-1946</td>
<td>VB</td>
<td>VB</td>
<td>Redenhammer Christian</td>
<td>Redenhammer</td>
</tr>
<tr>
<td>2</td>
<td>190979</td>
<td>Lethner</td>
<td>Gerold</td>
<td>Austria</td>
<td>M</td>
<td>21-May-1967</td>
<td>VB</td>
<td>VB</td>
<td>Lethner Gerold</td>
<td>Lethner G.</td>
</tr>
<tr>
<td>3</td>
<td>190978</td>
<td>Svidolida</td>
<td>Doli Doli</td>
<td>Austria</td>
<td>M</td>
<td>22-Aug-1972</td>
<td>VB</td>
<td>VB</td>
<td>Svidolida Doli Doli</td>
<td>Svidolida D.</td>
</tr>
<tr>
<td>4</td>
<td>190980</td>
<td>Grenz</td>
<td>Karl-Arne</td>
<td>Germany</td>
<td>M</td>
<td>15-Dec-1970</td>
<td>VB</td>
<td>VB</td>
<td>Grenz Karl-Arne</td>
<td>Grenz K.</td>
</tr>
<tr>
<td>6</td>
<td>190977</td>
<td>Schnepp</td>
<td>Rolf &quot;Rolf&quot;</td>
<td>Sweden</td>
<td>M</td>
<td>28-Mar-1972</td>
<td>VB</td>
<td>VB</td>
<td>Schnepp Rolf &quot;Rolf&quot;</td>
<td>Schnepp R.</td>
</tr>
<tr>
<td>7</td>
<td>190978</td>
<td>Wenzel</td>
<td>Peter</td>
<td>Germany</td>
<td>M</td>
<td>05-Jul-1975</td>
<td>VB</td>
<td>VB</td>
<td>Wenzel Peter</td>
<td>Wenzel P.</td>
</tr>
<tr>
<td>8</td>
<td>190979</td>
<td>Dierschke</td>
<td>Ruth</td>
<td>Germany</td>
<td>F</td>
<td>05-Jul-1975</td>
<td>VB</td>
<td>VB</td>
<td>Dierschke Ruth</td>
<td>Dierschke R.</td>
</tr>
<tr>
<td>10</td>
<td>191104</td>
<td>Kerescsics</td>
<td>Borus</td>
<td>Hungary</td>
<td>M</td>
<td>05-Jul-1975</td>
<td>VB</td>
<td>VB</td>
<td>Kerescsics Borus</td>
<td>Kerescsics B.</td>
</tr>
<tr>
<td>12</td>
<td>191200</td>
<td>Ottman</td>
<td>Karl</td>
<td>Austria</td>
<td>M</td>
<td>23-May-1964</td>
<td>VB</td>
<td>VB</td>
<td>Ottman Karl</td>
<td>Ottman K.</td>
</tr>
<tr>
<td>13</td>
<td>191201</td>
<td>Reh</td>
<td>Bernd</td>
<td>Germany</td>
<td>M</td>
<td>27-Mar-1968</td>
<td>VB</td>
<td>VB</td>
<td>Reh Bernd</td>
<td>Reh B.</td>
</tr>
<tr>
<td>14</td>
<td>191204</td>
<td>Toplik</td>
<td>Erich</td>
<td>Germany</td>
<td>M</td>
<td>11-Aug-1974</td>
<td>VB</td>
<td>VB</td>
<td>Toplik Erich</td>
<td>Toplik E.</td>
</tr>
<tr>
<td>15</td>
<td>191206</td>
<td>Ruhbauer</td>
<td>Kurt</td>
<td>Austria</td>
<td>M</td>
<td>20-Jan-1976</td>
<td>VB</td>
<td>VB</td>
<td>Ruhbauer Kurt</td>
<td>Ruhbauer K.</td>
</tr>
<tr>
<td>16</td>
<td>191400</td>
<td>Lewis</td>
<td>Daniel &quot;Dan&quot;</td>
<td>Canada</td>
<td>M</td>
<td>03-Apr-1976</td>
<td>VB</td>
<td>VB</td>
<td>Lewis Daniel &quot;Dan&quot;</td>
<td>Lewis D.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>No.</th>
<th>100000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Hamilton Reid</td>
</tr>
<tr>
<td>Nationality</td>
<td>New Zealand</td>
</tr>
<tr>
<td>Birthdate</td>
<td>03-Apr-1969</td>
</tr>
<tr>
<td>Federation</td>
<td>New Zealand</td>
</tr>
</tbody>
</table>

The following errors have been detected and should be corrected:

- Birthplace
- 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).

For technical support: user@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
Transfers page – Club and Team of destination

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)

Please click on “Next”
You can see a similar page as below with selected team/division by default. Please double click on it.
Transfers page – enter transfer details

- 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

Please enter the following information for the transfer and press the 'Save' button.

Transfer
- Season: 2014/15
- Type: International
- Dates: From 01/01/2015 to 15/06/2015

Conditions:
- You must confirm the Federation of Beach Handball if the transfer is subject to permission. If
- There are any conditions, please send them.

The club has the obligation to enter starting data of the player to the FIVB, and in

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 15).

Nationale Terms:
- FIVB International Transfer Certificates, regardless of the transfer period date, are not valid during the National Team period. All clubs are required to release players under FIVB International Transfer Certificate to play with their respective National Teams during the National Team period.

For more details, please refer to the section 2 of the FIVB Sport 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

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

  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”

Now you should save your transfer by clicking on “save as draft”
Transfers page – summary

You need to click first on “save as draft”.

<table>
<thead>
<tr>
<th>Transfer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Season:</td>
<td>Type:</td>
</tr>
<tr>
<td>Dates: from to</td>
<td>Contract: from to</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Player</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No. FIVB:</td>
<td>Gender:</td>
</tr>
<tr>
<td>Name:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Birthdate:</td>
<td>Birth place:</td>
</tr>
<tr>
<td>Nationality:</td>
<td>Passport validity:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Origin</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federation:</td>
<td>Club:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Release</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Club:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federation:</td>
<td>Club:</td>
</tr>
<tr>
<td>Team:</td>
<td>- - Level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conditions</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary:</td>
<td>Amount:</td>
</tr>
</tbody>
</table>
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.
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 club: Switzerland (SUI)
- Receiving team: NUC

Please login to the system at [www.fivb.org](http://www.fivb.org) in order to give your approval.

NEW for smartphone/tablet users: [https://app.fivb.com/volley/transfers/58085](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).

Best regards,

FEDERATION INTERNATIONALE DE VOLLEYBALL
Château Les Trouillots
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

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:

<table>
<thead>
<tr>
<th>Reference: 7017716 - 4916</th>
</tr>
</thead>
<tbody>
<tr>
<td>Player no.: 150815</td>
</tr>
<tr>
<td>Player name: Test Player</td>
</tr>
<tr>
<td>Nationality: Luxembourg</td>
</tr>
<tr>
<td>Birthdate: 01-Jan-1980</td>
</tr>
<tr>
<td>Transfer period: 24-Oct-2017 - 20-Jul-2018</td>
</tr>
<tr>
<td>Type: No international rights</td>
</tr>
<tr>
<td>NF of origin: Luxembourg (LUX)</td>
</tr>
<tr>
<td>Club of origin:</td>
</tr>
<tr>
<td>Receiving NF: Switzerland (SUI)</td>
</tr>
<tr>
<td>Receiving club: NUC (SUI)</td>
</tr>
<tr>
<td>Receiving team: NUC</td>
</tr>
</tbody>
</table>

Please login to the system at www.fivb.org/vb2009/?pageType=VolleyTransfer&PageID=50085 in order to give your approval.

NEW for smartphone/tablet users: https://app.fivb.org/volley/transfers/50085

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

Best regards,

FEDERATION INTERNATIONALE DE VOLLEYBALL
* Château Les Tourelles *
Edouard-Sandoz 2-4
1000 Lausanne (Switzerland)
Tel. +41 21 345 35 35
Fax +41 21 345 35 45
www.fivb.org
Transfers page – transfer payment to be added

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

Transfers page – transfers list
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

Please, choose the player
You will see a similar page as below

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

5- Click on “OK”
6- You will see a similar page as below

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”