

**The 2015 Asian Women’s Club Volleyball Championship  
(Qualification Tournament for 2016 Women’s World Club Championship)**

**COMPETITION REGULATIONS**

**1. ORGANIZER**

The Volleyball Federation of Vietnam, affiliated to AVC, has been entrusted with the organization of the 2015 Asian Women’s Club Volleyball Championship on 12-20 September 2015.

Address: The Volleyball Association of Vietnam  
36 Tran Phu Street,  
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**2. COMPETITION CALENDAR**

Arrival of AVC officials and C/C members: 9 September 2015  
Arrival of teams and accompanying referees: 10 September 2015  
Competition days: 12-20 September 2015  
Departure day: 21 September 2015  
Arrival & departure airport is Hanoi International Airport

**3. HOST CITY AND HALLS**

City: Ha Nam  
Training Hall: TBD  
Competition Hall: Ha Nam Competition Hall

**4. PARTICIPATING TEAMS**

- 4.1 The 2015 Asian Women’s Club Volleyball Championship is open to the AVC affiliated member federations that respect their obligations and financial responsibilities with regard to the FIVB and AVC and have sent to AVC and the Organizer the official entry for the Championship according to AVC Regulations.
- 4.2 The number of club teams for the hosting National Federation is one, but in case of less than 8 participating teams, one additional entry will be allowed for the hosting National Federation.
- 4.3 Two foreign players, with valid International Transfer Certificate, in each team are allowed to play on court, but there are more than two foreign players, with valid

International Transfer Certificate, in each team are allowed to be listed at their O-2 bis Form.

- 4.4 Once the passport has been checked and accepted by AVC Control Committee, the Organizer will issue the ID cards valid for the Championship.
- 4.5 Teams may change up to two players registered on the O-2bis Form, due to medical reasons or force majeure duly proven, in the period between the Preliminary Inquiry and the General Technical Meeting. In this case, the new player must have been listed upon the O-2 Form and can play at any moment upon arrival after having been accredited by the AVC Control Committee. The expenses incurred in changing the players are at full cost to the National Federation. No changes will be allowed after the commencement of the General Technical Meeting.

## **5. ENTRIES, TEAM INFORMATION, DRAWING OF LOTS AND FEE**

- 5.1 Not later than 31 December 2014, each member federation must send its official entry to AVC and the Organizer to confirm its participation.

Late entry before 1 February 2015 is possible with a US\$500 fine.

Not later than 15 February 2015, AVC will reconfirm the participating teams:-

- Organizer 1 team
  - Top 10 ranked teams of previous championship 10 teams
  - Representatives of 5 zones 5 teams
- Totals 16 teams

In case of not more than 16 national entries, all teams will participate the championship. If there are more than 16 national entries, AVC will inform Zonal Vice Presidents to organize qualification tournaments to select the qualified team to participate the championship within 31 May 2015

If no qualification tournament will be conducted, the concerned Zonal Vice President has the right to choose the qualified team and inform AVC within 31 May 2015.

- 5.2 Not later than 12 June 2015, each entered team must send the O-2 Form, two (2) personal photos of each member, a team photo, and sports biography of the team to AVC and to the Organizer.
- 5.3 The drawing of lots will be held on the occasion of the AVC Board of Administration Meeting or not later than 12 July 2015 (2 months before the first day of the championship).
- 5.4 Within 10 days after the drawing of lots, the Organizer will have to prepare the timetable for daily matches and submit it to AVC for approval.
- 5.5 During the Preliminary Inquiry, each participating team must submit its final list of twelve (12) players (O-2bis Form) to the AVC Control Committee. These 12 players must be chosen among the 19 players indicated in the O-2 Form.
- 5.6 The entry fee US\$900 and the partial payment for accommodation of the participating teams must be paid to the Organizer in cash during the Preliminary

Inquiry. If not, they have to pay for their accommodation directly to the hotel and shall not be allowed to participate in the championship.

## 6. COMPETITION SYSTEM

- 6.1 For 16 participating teams
- 6.1.1 Preliminary round (24 matches) 3 days  
 16 teams will be distributed into 4 pools and 4 teams in each pool.  
 The teams will play round robin in each pool.
- 6.1.2 Play off 1-8 and 9-16 (16 matches) 2 days  
 For 1-8: 1<sup>st</sup> and 2<sup>nd</sup> of each pool will be distributed into  
     Pool E: A1, A2, C1, C2  
     Pool F: B1, B2, D1, D2  
 They will play round robin in each pool but the teams who have already played each other in the preliminary round will not play again but the score in the preliminary round will be brought to this round for ranking consideration.  
 For 9-16: 3<sup>rd</sup> and 4<sup>th</sup> of each pool will be distributed into  
     Pool G: A3, A4, C3, C4  
     Pool H: B3, B4, D3, D4  
 The same system as 1-8 will be applied.
- 6.1.3 Semi-finals 9-16 and Quarter-finals 1-8 (8 matches) 1 day  
 Semi-finals 13-16: G3 – H4 / H3 – G4  
 Semi-finals 9-12: G1 – H2 / H1 – G2  
 Quarter-finals 1-8: E1 – F4 / F1 – E4 / E2 – F3 / F2 – E3
- 6.1.4 Finals 9-16 and Semi-finals 1-8 (8 matches) 1 day  
 Finals 15-16: Loser (G3-H4) – Loser (H3-G4)  
 Finals 13-14: Winner (G3-H4) – Winner (H3-G4)  
 Finals 11-12: Loser (G1-H2) – Loser (H1-G2)  
 Finals 9-10: Winner (G1-H2) – Winner (H1-G2)  
 Semi-finals 5-8: Loser (E1-F4) – Loser (F2-E3)  
                     Loser (F1-E4) – Loser (E2-F3)  
 Semi-finals 1-4: Winner (E1-F4) – Winner (F2-E3)  
                     Winner (F1-E4) – Winner (E2-F3)
- 6.1.5 Finals 1-8 (4 matches) 1 day  
 Finals 7-8: Loser - Loser (of Semi-finals 5-8)  
 Finals 5-6: Winner - Winner (of Semi-finals 5-8)  
 Finals 3-4: Loser - Loser (of Semi-finals 1-4)  
 Finals 1-2: Winner - Winner (of Semi-finals 1-4)  
                     All together are 60 matches 8 days
- 6.2 In case of less than 16 teams, the competition system is subject to the exact number of participating teams. AVC will forward to each participating member federation a finalized competition system and competition calendar two months before the Championship.
- 6.3 Free Warm-up time
- 6.3.1 The participating team can use the competition court in free time before the official protocol being started when a warming up court is not available inside the competition venue.

- 6.3.2. A team with extra members who are not on the official list (i.e., 2<sup>nd</sup> coach and/or trainer) may be on the competition court during the free warm-up time, but the extra members of the team must leave the court upon instruction by the referees before the official protocol is started.

## **7. INSPECTIONS AND DRAWING OF LOTS**

- 7.1 The organizer should strictly follow the AVC competition guidelines and regulations.
- 7.2 AVC will make an inspection at the Organizer's expenses to the host city if it is necessary. And the Organizer has no right to change the competition facilities and hotels after the final inspection.
- 7.3 The organizer should present a visual preparatory report (DVD, CD-ROM) at AVC Board of Administration Meeting. The report should include a proof letter that guarantees the support of the Government authority.
- 7.4 The drawing of lots will be held on the occasion of the AVC Board of Administration Meeting or not later than 12 July 2015 (2 months before the first day of the championship).
- 7.5 Within 10 days after the drawing of lots, the Organizer will have to prepare the timetable for daily matches and submit it to AVC for approval.

## **8. ORDER OF MATCHES AND ORGANIZER'S RIGHTS**

- 8.1 The order of matches in preliminary round is assigned by the drawing of lots in accordance with the Berger Table.
- 8.2 Because this is first U23 Championship organized in Asia, the seeding of the teams will be in accordance with the results of the 17<sup>th</sup> Asian Junior Women's Volleyball Championship in 2014.
- 8.3 The Organizer has the right to choose one match of each pool in preliminary round if the pool is composed of not more than 4 teams. In case of 5 teams, or more in each pool, the Organizer has the right to choose two matches of each pool.
- 8.4 The Organizer has the right to change the timetable and order of matches for TV broadcasting reasons and with the approval of AVC Control Committee. Each team must be informed of the timetable changes at least 24 hours before the match.
- 8.5 The Organizer has the duty to prepare additional manual scoreboards for substitution in case that the electronic scoreboard is out of order.

## **9. CLASSIFICATION OF TEAMS**

- 9.1 Team who won more matches will get better ranking.
- 9.2 The following points shall be taken into account to decide the ranking:
- |                      |  |
|----------------------|--|
| Match won 3:0 or 3:1 | The winner will get 3 points; The loser will get 0 point |
| Match won 3:2        | The winner will get 2 points; The loser will get 1 point |
| Forfeit:             | 0 point  |

- 9.3 If they still have equal scores, the ranking shall be decided by the quotient of the whole sets won and lost.
- 9.4 If two or more teams have equal set quotient, the ranking shall be decided by the quotient of the points won and lost for the whole matches.
- 9.5 If two teams are still have equal point quotient, priority shall be given to the winning team according to the result of the match played between these two teams.
- 9.6 If a team declares its forfeit during a match, it will be excluded from the Championship and all the results of the matches that already played during the respective rounds will be nullified. The respective opponent teams will be declared winners of the respective matches.

## **10. CONDUCTING OF THE COMPETITIONS**

- 10.1 The 1<sup>st</sup> Asian Women's U23 Volleyball Championship will be conducted by the AVC Control Committee under the leadership of the AVC President or his representative.
- 10.2 FIVB, International, and International Candidate referees accompanying with the teams and from the organizing country will officiate in this Championship.

## **11. MEDICAL SERVICES AND CONTROL**

- 11.1 All players are obliged to present a health certificate (M-3 form), issued not more than two months before the competition by the competent authority in their country, which the health of the competitor and the understanding and agreement of the competitor in the FIVB Anti-Doping Rules are clearly stated. This health certificate must be countersigned by the National Federation and the competitor who thus both take the responsibility for the validity of such certificate.
- 11.2 The Organizer is obliged to nominate a medical director in charge of all medical affairs during the championship.
- 11.3 Very well before the event, the medical director appointed by the Organizer must contact with the AVC Secretariat and AVC Medical Delegate in charge of the event to report progression of preparations for the medical affairs including doping control testing. Following items should be included in the report.
  - 11.3.1 Name of the doping control officers (DCO) who should be authorized by World Anti-Doping Agency (WADA).
  - 11.3.2 Name list of doping control team headed by DCO accredited by WADA. The team should be consisted with two (minimum) chaperons and two (minimum) technicians to collect urine samples.
  - 11.3.3 Name list of medical support team that should be consisted with sports physicians and other medical doctors, physiotherapists, registered nurses.
  - 11.3.4 Name list of designated hospitals and clinics suitable for the event.
  - 11.3.5 Photocopy of the contract between the organizer and WADA Accredited Laboratory.
- 11.4 First aid and medical treatment will be provided by the Organizer under the control of the AVC Control Committee.
- 11.5 Doping Control shall be conducted in accordance with the FIVB Medical Regulations.

- 11.5.1 The Organizer is obliged to prepare doping control station, adequate number of the equipment, and personnel, according to the FIVB Medical Regulations and WADA Code.
- 11.5.2 The Organizer must be responsible to carry the collected and sealed samples to designated WADA accredited laboratory within due time according to the AVC requirements.
- 11.6 Referees' medical check and alcohol test will be conducted by the local medical team nominated by the Organizer under control of the AVC Control Committee. The Organizer is obliged to prepare all equipments and official forms generated by the FIVB needed for the medical check according to the FIVB Medical Regulations.
- 11.7 The Organizer is requested to provide appropriate room, forms and equipment for the Medical Delegate Meeting that would be held after the General Technical Meeting or earlier upon request from the AVC Control Committee.
- 11.8 All team delegations are recommended to take out their own liability and medical insurance.

## **12. PRELIMINARY INQUIRY**

- 12.1 Team delegations must arrive at least 48 hours before the start of the competition and be available for the Preliminary Inquiry.
- 12.2 Team managers, coaches and doctors must be present at the Preliminary Inquiry and must bring the following documents:
  - O2-bis form
  - Passports of all players
  - Health Certificate for all players (M3)
  - Team Doctor's FIVB Identity Card
  - Team Physiotherapist's FIVB Identity Card
  - Journalist Accreditation
  - Samples of captain's uniforms (3 colors)
  - Advertising Approval Certificate
- 12.3 The Preliminary Inquiry will be carried out in accordance with the FIVB General Regulations.

## **13. GENERAL TECHNICAL MEETING**

- 13.1 Team managers, head coaches and doctors must be present in the General Technical Meeting.
- 13.2 The General Technical Meeting will be carried out in accordance with the FIVB General Regulations.

## **14. TRAINING**

- 14.1 The organizer must prepare a training schedule, in which each team is guaranteed the exclusive use of a training gym for 1.5 hours per day.
- 14.2 Each team will have at least one hour training on each competition court before their first match.

- 14.3 Trainings must not be scheduled at the same time as the Preliminary Inquiry and the General Technical Meeting.

## **15. PRESS CONFERENCE**

The head coach and team captain or the player requested by the press must be available for the press conference immediately after each match.

## **16. OFFICIAL VOLLEYBALL RULES AND BALLS**

- 16.1 The competition shall be played in accordance with the FIVB Rules of the Game in force. All necessary interpretations will be made before the competition during the Refereeing Clinic and the General Technical Meeting.
- 16.2 The referee candidates should get the recognition and credit from FIVB Referee Commission when they participate in an AVC zonal championship as the referee.
- 16.3 The Championship will be played with the MIKASA Volleyball MVA200.

## **17. UNIFORMS**

- 17.1 The playing uniform must be in conformity with FIVB standards. Each team must have available three sets of playing uniforms of a different color. The players' numbers on the uniforms must be the same as on the O-2, O-2bis forms. Any improper use of uniform color shall get penalties. Details see Article 19.5.
- 17.2 The playing uniforms of the team captain must be presented during the Preliminary Inquiry.
- 17.3 The team officials on the bench, as approved in the Preliminary Inquiry, must confirm to either of the following dress code options:
- 17.3.1 All to wear their official warming up suit and polo shirt of the same color and style, or
- 17.3.2 All to wear dress jacket, collared dress shirt, tie and formal slacks of the same color and style, or
- 17.3.3 All to wear dress jacket, collared dress shirt, tie and formal slacks of the same color and style except the trainer who may wear the official warming up suit and polo shirt.
- 17.3.4 The penalty for non-compliance of the dress code for team officials on the bench will be that the team officials concerned will not be allowed to sit on the team bench and must leave the competition control area and thus will have no further contact with the team until they respect the approved dress code.
- 17.4 The teams are allowed to have 300 sqm. publicity of main sponsor in front of the players' uniform and 50 sqm. publicity of minor sponsor on both shoulders of the players' uniform. Any improper use of uniform color shall get penalties. Details see Article 19.5.

- 17.5 The playing uniforms of the team captain must be presented during the Preliminary Inquiry.
- 17.6 Team accompanying referees must bring their own refereeing uniform.

## **18. COMPLAINTS**

- 18.1 All complaints must be presented in writing by team manager or head coach to the AVC Control Committee members on duty within 30 minutes after the match.
- 18.2 Complaints about the result of a match must be accompanied by a deposit of US\$300 cash (or the equivalent in local currency) for each complaint.

## **19. SANCTIONS**

- 19.1 Negligence in regard to the competition or late forwarding of the team entry and / or O-2 Form: US\$500 fine.
- 19.2 Non (or incomplete) forwarding of team and players photos, sports biographies, or payment of entry fee: US\$500 fine.
- 19.3 If the National Federation that made a national entry for the Championship happens to cancel its participation, the penalty will imposed by AVC:
  - 19.3.1 After the deadline of entry until drawing of lots: US\$3,000.
  - 19.3.2 After the drawing of lots until one month prior to the Championship: US\$5,000.
  - 19.3.3 Less than one month to a week prior to the opening day of the Championship: US\$10,000.
  - 19.3.4 7 days or less prior to the opening day of the Championship: US\$20,000.
- 19.4 If there is no accompanying referee included in the participating team, the penalties of US\$2,000(Two Thousand US Dollar only) will be imposed on this team in order for AVC to nominate a neutral referee from nearby country to officiate the championship.
- 19.5 The penalty of US\$500 will be imposed to a team which does NOT wear the assigned uniform colour as indicated on the O-1 Form until the official protocol of the match being started.
- 19.6 If the penalty fee is not paid, the National Federation will be suspended until payment has been made (transit period in one month after the invoice is issued).
- 19.7 The penalty fee should be paid by the National Federation involved to the AVC account.
- 19.8 AVC officials should check carefully the dates of the birth for the players of participating teams. The passport must be considered as the only valid reference for their birth certificate. When it is evident that a player who participates in the championship deceives his/her birth date, that person should be sanctioned.
- 19.9 If a participating team returns back to their home before finishing all the matches, this team should be sanctioned.
- 19.10 Players not complying with the Eligibility Rules defined by Article 5 of the FIVB General Regulations for International Competitions or who do not present the Health Certificate (M-3) as required in Article 11.1 of the same Regulations will not be allowed to compete.



- 19.11 Players who refuse to undergo doping control test will be automatically disqualified. The team concerned will lose the match to its opponent 0-3 (0-25, 0-25, 0-25).
- 19.12 Voluntary forfeit of a team before or during a match entails its exclusion from the Championship with the following consequences:
  - 19.12.1 From the moment the team must cover its own expenses.
  - 19.12.2 Damages and other sanctions may be decided by the AVC Board of Administration. All matches previously played will be declared forfeited 0-3 (0-25, 0-25, 0-25).

## **20. COMPOSITION OF THE DELEGATION**

- 20.1 Each delegation will be composed of maximum 20 (twenty) members as follows: 12 players, 1 Team Manager, 1 Head Coach, 1 Assistant Coach, 1 Second Assistant Coach, 1 Accompanying Referee (International or International Candidate), 1 FIVB Accredited Doctor, 1 FIVB Accredited Physiotherapist, 1 Press Officer with a proper ID, if any.
- 20.2 Each delegation must have one accompanying referee (international or candidate). If not, penalties shall be incurred as per Article 19.4
- 20.3 Up to 2 extra officials may be added to the delegation of a team. They will be accredited if their expenses have been paid before the Championship.
- 20.4 The team officials to be seated on the bench may not be changed after General Technical Meeting except for a medical emergency case.
- 20.5 The number of players of each delegation represented at the competition must include in a minimum 9 players. If the team has less than 9 players, the penalty of US\$ 2,000 per player will be imposed to this team.

## **21. FINANCIAL CONDITIONS**

- 21.1 Each delegation will take care of the following expenses:
  - 21.1.1 US\$900 as national entry fee.
  - 21.1.2 Airfares of the team to and from Hanoi International Airport.
  - 21.1.3 US\$50 per person per day for the partial payment for accommodation with full board and snack. Payment should be made to the Organizer during the Preliminary Inquiry.
  - 21.1.4 Penalties incurred as per Article 19.
  - 21.1.5 Full payment of accommodation with full board for extra persons, if any.
  - 21.1.6 Extra luggage charge is to be covered by the team delegation.
  - 21.1.7 Any extra expenses not covered in the Organizers' commitments.
- 21.2 The expenses to be covered by the Organizer:
  - 21.2.1 Difference of the partial payment for accommodation with full board for the players and team officials.
  - 21.2.2 Accommodation with full board for the AVC Control Committee members, referees and a Press Delegate nominated by AVC (all single rooms).
  - 21.2.3 Internal transport from/to Hanoi International Airport, and local transport.
  - 21.2.4 Medical first aid.

- 21.2.5 Laundry of player's game uniform each competition day (one pair of socks, one pair of shirt and short worn during the match).
- 21.2.6 Prepare the demonstrative teams and personnel for theoretical and practical Refereeing Clinics according to the competition calendar.
- 21.2.7 Production of 20 ad-panels on the court (size: 1m high x 3.4 m long as one ad-panel). The Organizer must be in accordance with the contract of AVC and AVC official sponsors. If not, the Organizer shall be sanctioned or seriously reminded.
- 21.2.8 If the delegation arrives one day earlier or leaves one day later than the schedule due to the lack of flight availability of the hosting city, the Organizer must not charge any extra costs, but partial payment.
- 21.3 AVC will cover the following expenses:
  - 21.3.1 Airfare of the Control Committee members to and from Hanoi International Airport (economy class).
  - 21.3.2 US\$60 per diem, from the arrival day to the departure day of their duties for C/C members.
  - 21.3.3 Per diem for accompanying referees.
  - 21.3.4 Doping test analysis at WADA-Accredited Laboratory.
  - 21.3.5 Any other expenses approved by the AVC Board of Administration.
- 21.4 The revenues of the Organizer:
  - 21.4.1 100% of entry fees
  - 21.4.2 100% of ticket sales
  - 21.4.3 50% of international & 100% of domestic TV rights
  - 21.4.4 100% of merchandising rights
  - 21.4.5 14 ad-panels on the court (size: 1 m x 3.4 m), with positions to be approved by AVC
- 21.5 The revenues of AVC
  - 21.5.1 50% of international TV rights
  - 21.5.2 6 ad-panels on the court (size: 1 m x 3.4 m), including the ad-panels for the official ball manufacturer.

## **22. ADVERTISING BOARDS**

- 22.1 The Organizer must strictly follow the guideline for the installation of advertising board as specified by FIVB and AVC.
- 22.2 The Organizer must send the layout of advertising panel and banners inside the competition hall to AVC for approval.
- 22.3 The layout of competition hall must be controlled by AVC Control Committee before and during the championship.
- 22.4 The organizer should place the advertising boards around the playing area of the main court even if the organizer does not have sponsors for the competition.

## **23. AWARDS**

- 23.1 Trophies shall be awarded by AVC and the Organizer to the teams ranked 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places in the Championship.
- 23.2 Trophies for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> winners must be prepared by the Organizer.

- 23.3 Medals shall be prepared by the Organizer, and to be awarded to the players of the teams finishing in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places.
- 23.4 Should the third party wish to award additional prizes, must have the approval and permission of AVC Control Committee Chairman.
- 23.5 The individual awards shall include: one Most Valuable Player, two Best Outside Spikers, two Best Middle Blockers, one Best Opposite, one Best Setter and one Best Libero. All individual awards shall be chosen within the top 4 teams and awarded with as major criteria of evaluation the results of the VIS statistical data, with a final decision to be taken by the AVC Control Committee. And the MVP may be selected from the winner of the championship. The individual awards must be prepared by the Organizer.

**24. DAILY BULLETIN**

Copies of a Daily Bulletin will be distributed by the Organizer to the AVC Head Office, all participating teams, referees and AVC Control Committee members, from the day before the start of competition (i.e. at the General Technical Meeting) until the day after competition.

**25. VIS-SYSTEM**

The Organizer takes care of the results and statistics according to FIVB VIS-System.

**26. UNFORESEEN ITEMS**

Any matters not mentioned in the present Regulations should be decided by the President of AVC in consultation with the Organizing Federation.

**27. COMPETITION MANUAL**

AVC Competition Manual will be officially effective for the 2015 Asian Women's Club Volleyball Championship.

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