

The 2013 Asian Women’s Club Volleyball Championship

REGULATIONS

1. ORGANIZER

The Volleyball Federation of Vietnam, affiliated to AVC, has been entrusted with the organization of the 2013 Asian Women’s Club Volleyball Championship.

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2. COMPETITION CALENDAR

Arrival of AVC officials and C/C members: April 26, 2013
Arrival of teams and accompanying referees: April 27, 2013
Competition days: April 29- May 5, 2013
Departure day: May 6, 2013

3. HOST CITY AND HALLS

City: Dac Chi City
Training Hall: 1. Cong Doan Gym
2. City’s training Gym
Competition Hall: Buon Me Thuot Competition Hall

4. PARTICIPATING TEAMS

- 4.1 The 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 NF is one, but in case of less than 8 participating teams, one additional entry will be allowed for the hosting 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 or other legal documents have 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 Organizing 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 AND FEE

- 5.1 Not later than 15th January, 2013, each member federation must send its official entry to both the AVC and the Organizer to confirm its participation. Until February 15th February, 2013, late entry is possible with a US\$500 fine.
- 5.2 Not later than 13th March, 2013, 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 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.
- 5.4 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. 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.
- 6.2 Free Warm-up time
 - 6.2.1 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.
 - 6.2.2. A team with extra members who are not on the official list (i.e., 2nd 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. INSPECTION, PREPARATORY REPORT 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 Organizers have 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 B/A meeting. The report should include a proof letter that guarantees the support of the Government authority.
- 7.4 The drawing of lots was conducted at the AVC SEC Meeting in Beijing on 31 January - 1 February, 2013. AVC will examine and approve the guideline manual for conducting drawing of lots.
- 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 The seeding of the teams will be in accordance with the results of the last Asian Women's Club Championships.
- 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

According to the decision of AVC Board of Administration Meeting, the Classification of Teams will be considered up to the following orders:

- 9.1 Number of Victories; The teams will be classified in descending order by the number Of matches won.
- 9.2 In The Case Of Equal Matches Won
 - 9.2.1 The following points will be awarded per match to each team:

Match won 3-0; 3-1	3 points
Match won 3-2	2 points
Match lost 2-3	1 point
Match lost 0-3; 1-3	0 point
Match forfeited	0 points (25-0;25-0;25-0)

9.2.2 Set quotient = In the case of equality in the number of match points by two or several teams, they will be classified in descending order by the quotient resulting from the division of the number of all sets won by the number of all sets lost.

9.2.3 Points quotient = If the tie persists as per the set quotient (9.2.2) the teams will be classified in descending order by the quotient resulting from the division of all points scored by the total of points lost during all sets.

9.2.4 If the tie continues as per the point quotient (9.2.3) between two teams, the priority will be given to the team which won the last match between them. When the tie in point quotient is between three or more teams, a new classification of these teams in the terms of 9.2.1, 9.2.2 and 9.2.3 will be made taking into consideration only the matches in which they were opposed to each other.

10. CONDUCTING OF THE COMPETITIONS

- 10.1 The Asian Women’s Club Volleyball Championship will be conducted by the AVC Control Committee under the leadership of the AVC President or his representative.
- 10.2 FIVB, International or International Candidate referees accompanying the teams and from the organizing country will officiate in the Championship.

11. MEDICAL SERVICES AND CONTROL

- 11.1 All players are obliged to present a health certificate (M-3 form) issued no more than two months before the competition by the competent authority in their country in which the health of the competitor and the absence of signs of use, or the lack of equipment to detect the use of forbidden substances is 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 all adequate number of the equipments and human resources according to the FIVB Medical Regulations and WADA CODE.
 - 11.5.2. The Organizer must be responsible to courier 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 adequate size room, forms and equipments 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
 - Passport of all players
 - Health Certificate for all players (M3)
 - Doctor’s ID and Therapist’s ID
 - Journalist Accreditation
 - Samples of captain’s uniforms (3 colors)
- 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 INTERVIEW

The head coach and team captain or the player requested by the press must be available for the press interview 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 a 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.
- 17.2 The player's family name must be printed on the back of the jersey (shirt). The jersey numbers must limit up to 20. The names and numbers must be of a contrasting color to the part of the jersey where they are placed.
- 17.3 Front number 15cm high and no less than 2cm wide stripe (centered), no numbers on the sleeves. Back number 20cm high and no less than 2cm wide strip (centered below the player's registered jersey name).
- 17.4 Letters for the player's registered jersey name (as per O-2 form, i.e. family name or usual nick name) on the back of playing uniforms above the number:
Women: Under 10 letters 6cm high, no less than 1cm wide stripe 10 letters and over 4cm high, no less than 0.5 cm wide stripe.
- 17.5 Uniform publicities used by the League of each federation is allowed for Club Championship but the number and players' name must be in accordance with FIVB requirement.
- 17.6 The playing uniforms of the team captain must be presented during the preliminary inquiry.

- 17.7 The playing uniforms of the team captain must be presented during the preliminary inquiry.
- 17.8 The team officials on the bench, as approved in the Preliminary Inquiry, must confirm to either of the following dress code options:
- I. All to wear their official warming up suit and polo shirt of the same color and style, or
 - II. All to wear dress jacket, collared dress shirt, tie and formal slacks of the same color and style, or
 - III. 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.
 - IV. 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.
- 17.9 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 None (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 be imposed by AVC:
- a) After the deadline of entry until drawing of lots: US\$3,000.
 - b) After the drawing of lots until one month prior to the Championship: US\$5,000.
 - c) Less than one month to a week prior to the opening day of the Championship: US\$10,000.
 - d) 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 Dollars 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:
- a) From the moment the team must cover its own expenses.
 - b) 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 19 members, among the following positions: 12 players, 1 Team Manager, 1 Head Coach, 1 Assistant Coach, 1 Trainer or Masseur, 1 Referee (International or International Candidate), 1 FIVB Accredited Doctor, 1 FIVB Accredited Therapist, 1 Press Officer with a proper ID if any. This position cannot be transferred to another function or person. Therefore the official delegation and room will be reduced accordingly.
- 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 of the official Roaster of Club. If less than 9 players of a team participate in the 2013 Asian Women's Club Volleyball Championship, 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:
- a) US\$900 as national entry fee.
 - b) Airfares of the team to and from Tan Son Nhat International Airport.
 - c) 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 after arrival.
 - d) Penalties incurred as per Article 19.
 - e) Internal transport from/to Tan Son Nhat Ho Chi Minh City and full payment of accommodation with full board for extra persons, if any
 - f) Per diem of its accompanying referee
 - g) Extra luggage charge is to be covered by the team delegation
 - h) Any extra expenses not covered in the Organizers' commitments.
- 21.2 The expenses to be covered by the Organizer:
- a) Difference of the partial payment for accommodation with full board (8 twin and 2 single rooms for the players and team officials and 1 more single room for the accompanying referee) per delegation maximum for each delegation.
 - b) Accommodation with full board for the AVC Control Committee Members, referees and a Press Director nominated by AVC (all single rooms).
 - c) Internal transport from/to Tan Son Nhat Ho Chi Minh City and local transportation.
 - d) Medical first aid.
 - e) Laundry of player's game uniform each competition day (one pair of socks, one shirt and short worn during the match).
 - f) Prepare the demonstrative teams and personnel for theoretical and practical clinics according to the competition calendar.
 - g) 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.
 - h) 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:
- a) Airfare of the Control Committee members to and from Ho Chi Minh City (Economy class).
 - b) US\$60 per diem, from the arrival day to the departure day of their duties, as C/C members.
 - c) Any other expenses approved by the AVC Board of Administration.
- 21.4 The revenues of the Organizer:
- a) 100% of entry fees
 - b) 100% of ticket sales
 - c) 50% of international & 100% of domestic TV rights
 - d) 100% of merchandising rights
 - e) 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
- a) 50% of international TV rights
 - b) 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 should 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 1st, 2nd and 3rd places in the Championship.
- 23.2 Trophies for the 1st, 2nd and 3rd 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 1st, 2nd and 3rd places.
- 23.4 Should the third party wish to award additional prizes, previous AVC approval and permission must be obtained.
- 23.5 The individual awards shall include: most valuable player, best scorer, best server, best attacker, best blocker, best setter, 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 MANUALS

AVC competition manuals (draft in 2009) will be officially effective for the 2013 Asian Women’s Club Volleyball Championship.