

FIVB ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL

SEASON 2013 - 2014



FEDERATION INTERNATIONALE DE VOLLEYBALL

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Chapter 1

INTRODUCTION

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

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

It is emphasized that player agents may not receive login details from the FIVB or from any other party to access the FIVB International Transfer System.

Confederation responsibility

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

If however, there is an International Transfer from one Confederation to another (for example from a South American National Federation to an Asian National Federation) the FIVB is the governing body. The Administration fee payment will also follow this principle.

The ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE is operating since the beginning of the 2010 season. Please be reminded of the following provisions of the FIVB Sports Regulations:

Article 45.5.1.3.

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

Article 45.5.1.4.

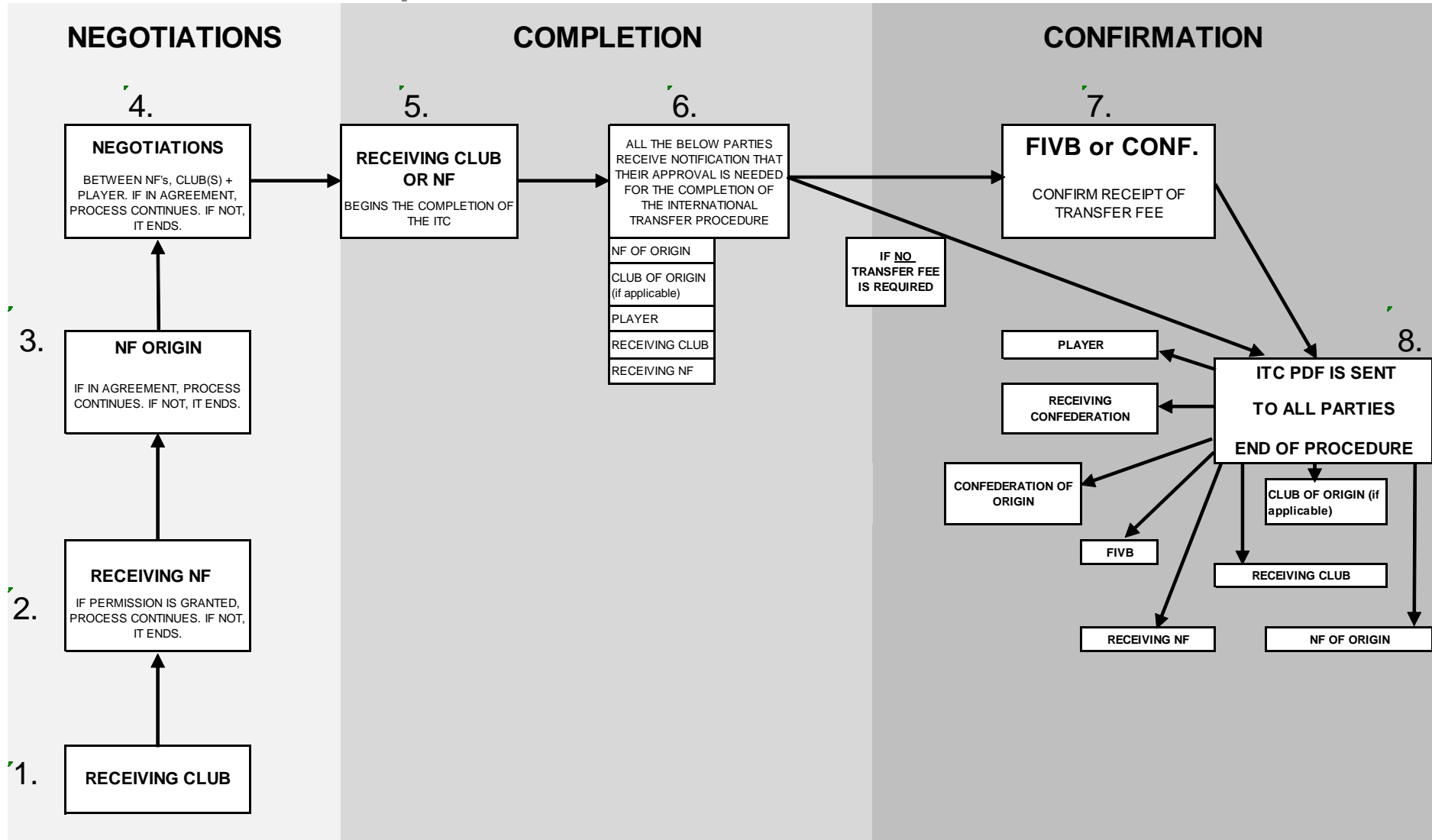
All Clubs are obliged to release players under FIVB International Transfer Certificate to play with their respective National Team during the National Team period.

Article 45.5.1.5.

International Transfer Certificates, regardless of the transfer period stated, are not valid during the National Team period. For logistical reasons, however, a transfer procedure may be initiated on the ITC system as of 15 September. In any event, no transfer can be authorised prior to 16 October.

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

Chapter 2: FLOW CHART & PROCEDURE



2.1 FLOW CHART

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

45. TRANSFER OF PLAYERS

Note:

International transfers between two National Federations belonging to the same Confederation are subject to the FIVB Regulations (which prevail over any Confederation's regulations) but will be handled by the respective Confederation. References to FIVB in the present Chapter shall be understood as referring to the Confederation, where applicable.

FIVB remains (a) responsible for transfers between National Federations belonging to different Confederations; (b) the ultimate authority as regards the interpretation and application of these Regulations around the world.

45.3 TRANSFER PROCEDURE

45.3 TRANSFER PROCEDURE

An International Transfer Certificate system (hereinafter "ITC system") is in place on the FIVB website and is only accessible to the FIVB, Confederations, National Federations, Clubs and Players, through a password provided by the FIVB. The following procedure shall be strictly applied to the international transfers of players:

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

a) informs the Receiving Federation of the name, age, address and Federation of Origin of the player, and

b) requests permission from the Receiving Federation to proceed with the transfer.

45.3.2 The Receiving Federation verifies if the Receiving Club complies with its statutes and meets the requirements established by the FIVB and, if it does not find any impediment, confirms its agreement in the ITC system. The Receiving Federation then proceeds to request the Federation of Origin to confirm the availability and freedom of the player concerning obligations towards the Federation of Origin and his Club of Origin (if any, see Article 45.3.3) as well as the absence of any other legal impediment.

45.3.3 In case there is no legal impediment raised by the Federation of Origin, the Receiving Club negotiates the financial and transfer conditions with the Federation of Origin. If the player is under contract with his current club beyond the scheduled transfer date (hereinafter "Club of Origin"), the Receiving Club shall negotiate the financial and transfer conditions for the transfer of the player also with his Club of Origin. The FIVB (or a Confederation, within its jurisdiction) may limit the amount payable for transfer fees to the Federation and Club of Origin.

45.3.4 In case the Federation of Origin and the Club of Origin (if any) agree with both the Receiving Club and Federation, they confirm their agreement in the ITC system.

45.3.5 Once all the involved parties (including the player) have confirmed their agreement in the ITC system and the electronic template for transfer certificates has been completed, the Receiving Club pays the applicable administration fee to the FIVB.

45.3.6 After all data has been verified by the FIVB Sports 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, by which the transfer is authorised, as described in Article 45.3.7.

45.3.7 The FIVB generates the ITC and sends a copy of it, in PDF format, to:

- a) The Receiving Confederation,
- b) The National Federations (of Origin and Receiving),
- c) The Clubs (of Origin, if any, and Receiving), and
- d) The Confederation of Origin.

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

45.3.9 Special provisions for minors;

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

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

2.2 PROCEDURE

2.2.1 Negotiations – before accessing the electronic System

2.2.1.1 Stage 1

The Receiving Club starts the Transfer process by beginning the search for a player.

2.2.1.2 Stage 2

Once the Receiving Club has selected a player, the Club must request the permission of the Receiving Federation.

2.2.1.3 Stage 3

If the Receiving Federation of the Receiving Club 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.

2.2.1.4 Stage 4

If negotiations lead to an agreement between all parties regarding the Transfer, the International Transfer Certificate procedure can be created in the System.

2.2.2 Completion

2.2.2.1 Stage 5

DRAFT ITC

- Either the Receiving Club or Receiving Federation may start the new Transfer procedure in the System.
- Once all data is inserted, a summary will be shown. If all data is correct, the ITC may be created by selecting “confirm” and the ITC will be released to all parties for approval or a draft ITC may be created. **The draft ITC gives the Federation of Origin the possibility to insert the conditions**

of the Transfer if these conditions have been communicated to the Receiving Club / Federation.

- The draft ITC is saved in the System until it is confirmed and may be changed should there still be further issues to discuss between the parties. **After confirmation, no data can be changed. If a modification is needed, a new Transfer will have to be created.**
- Once satisfied that all data is complete and accurate, the final approval is given to the draft and the transfer will be opened and shared with all the other parties concerned.
- The party opening the new ITC will have the choice to approve the ITC at this stage or during stage 6.

TIP – “Control+V” may be used to paste the Transfer conditions in the designated area.

2.2.2.2 Stage 6

Once the transfer is open, all parties concerned must enter the System with using their own Login and password. All parties must first check that the inserted data is correct in accordance with the previously held negotiations and then approve the transfer. There is no order of approval stipulated. At this stage the Receiving Club or Receiving Federation must make sure that the Administration Fee is paid to the FIVB/CONFEDERATION as applicable (see Chapter 4) and that the proof of payment is inserted in the System. If one of the parties is not in agreement, the transfer cannot be completed.

Should there be no requirement for an Administration Fee payment under the applicable FIVB regulations, stage 8 is the next step.

2.2.3 Confirmation

2.2.3.1 Stage 7

The FIVB / CONFEDERATION will check the proof of administration fee payment according to the payment information inserted in the System. If there is a problem with the payment, the respective receiving National Federation will be informed. Once the payment is credited to the respective account, the FIVB / CONFEDERATION shall authorize the transfer. There are three steps in the payment procedure:

- i. The payer will insert the payment information into the system either by completing the fields requested or by uploading the proof of payment document (preferably in PDF version). A blue ball will appear in the payment column of the specific Transfer indicating the payment details have been inserted.
- ii. The FIVB / CONFEDERATION shall check the proof of payment details received.
- iii. Once the FIVB / CONFEDERATION has verified that the payment has been received in the respective Bank account, it will give its final authorization in the system concerning the payment and the ball will disappear.

2.2.3.2 Stage 8

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

TIP – The columns in the System may be moved around and adapted according to the necessity of each user. They may also be ranked according to your preference. After ranking one column, another may be ranked by pressing the Shift key and then selecting another column. You may also use the “drag and drop” function.

Chapter 3

IMPORTANT NOTES

3.1 LOGIN

Follow this link for login: www.fivb.org/vis2009. The FIVB will be responsible for sending the username and password to each National Federation. In turn, the National Federation is responsible for creating a user account in the System for its Clubs and Players already inserted in the System and also for creating new profiles and accounts for new Clubs and Players.

3.2 PLAYER & CLUB SEARCH

When searching for a player or a Club in the System, please make a thorough search before creating a new profile for a new Club or player. Try all the names of the player and the Club's full name. It is very important to avoid that players and Clubs are registered in the System more than once.

3.3 FIVB PLAYER NUMBER

The Player number (6 digits) is either already existing in the VIS System or newly created by the National Federation. This number will refer to Volleyball and Beach Volleyball players alike.

3.4 CONDITIONS

Sport related (e.g. player release for National Team participation) conditions agreed between the parties should be inserted by the party opening the ITC procedure. **The conditions must be inserted before the Transfer is confirmed.** Please note that financial conditions agreed between the parties (e.g. player's remuneration) shall not appear on the ITC.

3.5 ITC NUMBER

A unique ITC number will be generated by the System.

3.6 SOFTWARE

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

3.7 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 enter into the specific ITC in the System and initiate the release procedure, indicating the date of release agreed upon by both parties. Both parties need to approve the release in the System.

- 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, Club X will be notified that it needs to release the player and Club X can release the player in the System by accessing the newly opened ITC.

- iii) In case of dispute regarding a player's release from an ITC:

See Chapter 9.3 below.

3.8 SANCTIONS

Sanction for playing without an International Transfer Certificate

Article 14.4 of the FIVB Disciplinary Regulations provides as follows:

14.4 Unauthorized registration or line-up of foreign players

14.4.1 NFs that permit their leagues and/or clubs to register or line up players of a different Federation of Origin without the official authorization established by the FIVB Sports Regulations for the transfer of players between NFs, shall be fined CHF 30,000 for each player illegally registered or lined up.

14.4.2 The player in question shall be suspended for up to one (1) year. The club in question shall be sanctioned for a major offence; sanctions may include forfeiture of the match(es) played with the illegal player. The league in question shall be fined CHF 5,000 for each player illegally registered or lined up.

3.9 CLUB OF ORIGIN

An International Transfer Certificate will need the approval of a Club of Origin only if the player being transferred has a contract in place with another Club other than the receiving Club currently wishing to Transfer the player.


If the player is under contract with his current club beyond the scheduled transfer date (hereinafter "Club of Origin"), the Receiving Club shall negotiate the financial and transfer conditions for the transfer of the player also with his Club of Origin.


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


In case of dispute, see Chapter 9.2 below.

3.11 PROGRESS COLUMN

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

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

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

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

3.12 PLAYER ACTIVE / INACTIVE

A player's profile may be activated/deactivated but not deleted. The activate box may be selected to indicate if the player is still playing Volleyball or Beach Volleyball. If the player is retired, the "tick" can be removed and the player's profile is deactivated. This player will no longer appear (e.g. in the Transfers section).

Plays: Beach volleyball Volleyball
Active: Beach volleyball Volleyball

For further information regarding the player's registration, please refer to Chapter 8.

Chapter 4 TRANSFER TYPE

NOTE: Regardless of the type of the transfer, the issuance of an ITC is in all cases mandatory (see article 45.1.6. of the FIVB Sports Regulations).

4.1 INTERNATIONAL

These are Transfers to a Club which plays in a division which directly or through promotion has access to international competitions.

4.2 NO INTERNATIONAL RIGHTS

These are Transfers to a Club in a division which neither directly nor through promotion, has access to international competitions. The transfer of foreign players to lower local levels is not subject to payment of an administration fee, but the players involved are not allowed to play in international club matches or to be paid for playing (see Article 14.3 of the FIVB Financial Regulations).

However, parties claiming that their transfer is not subject to payment of a transfer fee shall bear the burden of proving to the FIVB that the respective conditions of the FIVB Financial Regulations and Sports Regulations are met (see Article 45.2.2 of the FIVB Sports Regulations).

SPECIAL PROVISIONS FOR THE CEV

In compliance with Article 45.2.4 of the FIVB Sports Regulations, the FIVB has accepted the proposal of the Confédération Européenne de Volleyball (CEV) regarding the application of the No International Rights transfer type. Please see below the detailed table regulating the transfer types to be used for international transfers of players among National Federations affiliated to the CEV.

NF Categories ⇒ Divisions ↓	1	2	3	4	5
Highest	No. Int Rights	No. Int Rights	Int. Rights	Int. Rights	Int. Rights
2 nd Highest	No. Int Rights	No. Int Rights	No. Int Rights	Int. Rights*	Int. Rights*
Lower	No. Int Rights	No. Int Rights	No. Int Rights	No. Int Rights	No. Int Rights

* *except in cases of bilateral agreements approved by FIVB and CEV prior to 2013*

This table is applicable unless there is a clear evidence of participation in international competition (i.e. CEV European Cups). If so, the transfer type will become "International Rights".

4.3 UNIVERSITY / COLLEGE

This occurs only when the Receiving Club meets the criteria of a University/College Club, in accordance with FIVB Sports Regulations Article 45.2.3. This does not relate to the player's status.

Article 45.2.3

Clubs wishing to benefit from the reduced transfer fees applicable to college/university teams shall:

- a) produce a certificate issued by their college/university confirming they are the only volleyball team of said academic institution; AND*
- b) not participate in the top national division of their country, if said division is professional.*

4.4 FIVB UMBRELLA

Article 45.6.2 of the FIVB Sports Regulations provides as follows:

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

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

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

Chapter 5

ADMINISTRATION FEE PAYMENT

5.1 PROCEDURE

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

- 5.1.1.1 To the **FIVB** when the Transfer is between National Federations affiliated to different Confederations **or is for a player under FIVB Umbrella.**

Beneficiary:

Fédération Internationale de Volleyball (FIVB)
Chemin Edouard-Sandoz 2-4
1006 Lausanne

Bank account:

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

- 5.1.1.2 To **CEV** when the Transfer is between two national federations affiliated to CEV (payment in EUR)

Beneficiary:

Confédération Européenne de Volleyball (CEV)
488 Route de Longwy
L1940 Luxembourg

EURO Bank account:

IBAN: LU 6000 3044 2729 8050 00
Swift: BGLLLULL

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

Beneficiary:

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

Bank account:

Account: 0030-605-0004770
Swift: BCAIEGCX030
Banque du Caire
ADLY- 19 Adly St.
Cairo - Egypt

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

Beneficiary:

Confederación Norceca de Voleibol (NORCECA)
Centro Olímpico Juan Pablo Duarte
Pabellón de Voleibol, 3ra Planta
Av. Máximo Gómez, Esq. 27 de Febrero
Santo Domingo
Republica Dominicana

Bank account:

CITIBANK
New York, NY 10013
Account No.: 36265289
Swift: CITIUS33
Beneficiary: BANCO BDI, SA
Av. Sarasota #27, La Julia, Santo Domingo, Republica Dominicana
For further credit to: Cristobal Marte Hoffiz
Confederación Norceca de Voleibol
Account No.: 4010019231

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

Beneficiary:

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

Bank account:

Banco Bradesco
Downtown Av.das Americas
500 BI.01
Barra da Tijuca, Rio de Janeiro, Brazil
Account 9154-5
Branch: 2766-9
Swift: BBDEBRSPRJO

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

Beneficiary:

Asian Volleyball Confederation (AVC)
Address: No.2 Tiyuguan Road, Chongwen District, Beijing 100763,
China Tel.: 86-10-87183528/3095

Bank account:

China CITIC Bank H.O. General Banking, Beijing, China
Swift: CIBKCNBJ100
Account No.:7112211482500000151

5.1.2 VERY IMPORTANT

When the payment is made please state in the payment Reference one or more of the three items below:

- a. Transfer Ref #:xxxx (this number is given once the Transfer is opened in the ITC System).
- b. Player's name
- c. Club's name

5.1.3 The payment may be made at any point once the Transfer procedure has been initiated in the System. All payments shall be made electronically (not by check).

5.1.4 The proof of payment shall be sent to the FIVB either in a PDF format directly through the System or by filling in the appropriate fields in the payment area in the electronic Transfer System. See 2.2.3.1

5.2 FIVB FINANCIAL REGULATIONS

Article 1.5 of the FIVB Financial Regulations provides as follows:

1.5 SCALE OF ADMINISTRATION FEES**1.5.1 Full Fee**

The transfer of players to clubs of a division which, directly or through promotion, gives access to international tournaments or matches will be charged CHF 2,000 for each ITC.

1.5.2 Reduced Fee for Universities, Colleges and National Federations

1.5.2.1 The transfer of players to colleges, universities and category 1 and 2 National Federations that may have the same access to international competitions or matches will be charged CHF 1,000 for each ITC. See Article 45.2.3 of the FIVB Sports Regulations.

1.5.2.2 The transfer of players from category 3 National Federations that may have the same access to international competitions or matches will be charged CHF 1,500 for each ITC.

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 and vis.transfer@fivb.org - Mr. Carlos Roberto de Assis & Mr Alberto Rigamonti respectively.

Chapter 7

FIVB REGULATIONS

For the complete Regulations on International Transfers, please access the FIVB Sports Regulations, Section 2, Chapter 9. You may find this under Volleyball, Regulations and Official Forms, on the FIVB website or at the following link:

http://www.fivb.org/EN/FIVB/Document/Legal/FIVB_Sports_Regulations_en_20130515.pdf

For all other FIVB Regulations, please refer to <http://www.fivb.org/EN/fivb/Legal.asp>

Chapter 8

REGISTRATION

8.1 PLAYER

A new Player may only be registered on the system by the National Federation he/she is affiliated to (important: use information provided in the player's international passport). Once registered by the National Federation, the player may update personal information registered under his/her name (except the first and last names – see note 1 below). The new player registration will be made in the 'Global' section of the new System. Once the new player is inserted, the username and password of the respective player will be created and sent to the player once the '**create user account**' has been selected.

Note 1: Once the player's profile is created, only the respective Governing Body (FIVB or CONFEDERATION) will be able to change the player's name.

Note 2: Before registering a new player, each Federation is responsible for the control of the player's status with regards to residence, nationality and eligibility to represent that Federation. The FIVB Sports Regulations shall apply.

Note 3: The "Team name" field in the player's profile shall be the same with the player's name on the back of the team uniform.

8.2 CLUB

A new Club may only be registered by the National Federation it is affiliated to. Once registered, the Club may update any contact information inserted in its profile. Once 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.

Note: 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. Make a thorough search before registering a new profile.

8.3 NATIONAL FEDERATION

The National Federations may update contact information by accessing their profile under Global / National Federation.

8.4 INFORMATION UPDATE

The ITC System herein is an important reference utility for all parties concerned as long as all information contained therein is kept up to date. This is the responsibility of all persons and entities involved.

Chapter 9

DISPUTES

Should two or more parties be involved in a dispute over agreements relating to an international transfer of a player, the National Federations involved must do their utmost to resolve the issue amicably.

9.1 GENERAL PRINCIPLES

Article 45.8 of the FIVB Sports Regulations provides as follows:

45.8 NATIONAL LAW

45.8.1 Local Court decisions

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

45.8.2 International participation

Whenever a local court gives a player the right to a local license based on national law and against FIVB Regulations, the FIVB organs (including Confederations) must not grant an international license and must prevent that player from taking part in any international competitions under their authority.

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

45.8.4 Clubs or players recurring to local civil courts to settle transfer disputes without prior FIVB agreement will be subject to suspension. The club will lose the right to register and line-up foreign players in any competition.

9.2 DISPUTES REGARDING THE EXISTENCE OR NOT OF A CLUB OF ORIGIN

In case of dispute whether a club is the Club of Origin of a player, the FIVB will decide the conditions of Article 45.3.3 (i.e. if the player is under contract with the club) are met.

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

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

45.10.1 Subject to the Receiving club's obligation to release players for National Team competitions (Article 45.5.1) the Receiving club may retain the player's ITC until the end of the transfer period. If the player requests to transfer during this period the FIVB shall intervene to decide whether there is a valid contract binding the player with the Receiving club until the end of the transfer period.

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

Article 45.11 of the FIVB Sports Regulations provides as follows:

45.11 *FINANCIAL Disputes BETWEEN CLUBS, PLAYERS, COACHES*

45.11.1 *Procedure before FIVB/Confederation*

- a) *A club, a player or a coach may file a complaint before FIVB.*
- b) *After receiving a written complaint (“Complaint”) and providing the respondent with an opportunity to submit its reply in writing (“Reply”), the FIVB can decide a financial dispute of an international dimension between a club, a player or a coach. It can also decide financial disputes of an international dimension between a coach and a National Federation.*
- c) *The Complaint and the Reply shall include a summary of facts as well as specific requests for relief. The complaining party shall have the burden of proving its allegations.*
- d) *The procedure will be conducted expeditiously – and in any event within 2 months from filing of the complaint – in accordance with guidelines to be established by the FIVB. The decision will be taken on a balance of probabilities and by applying general principles of justice and fairness without reference to any particular national or international law (ex aequo et bono). It shall state brief reasons.*
- e) *The FIVB may, at any stage of the procedure, assist the parties in reaching a settlement or decide to submit the case directly to the FIVB Tribunal.*
- f) *The FIVB may set a final time limit for the parties’ compliance with its decision and also determine that non-compliance will result into the imposition of sanctions under Article 45.11.3 below. Said sanctions may apply automatically after the lapse of the time limit.*
- g) *In case of disputes involving parties from the same Confederation, the FIVB may delegate its powers under this Article to the respective Confederation. The FIVB will then have the right to extend worldwide the sanction(s) imposed by Confederations.*

45.11.2 *FIVB Tribunal and CAS*

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

45.11.3 *If a NF, club, coach or player that was a party to proceedings before the FIVB/Confederation, the FIVB Tribunal or before the Court of Arbitration for Sport (CAS) fails to comply with the decision of said body, it commits an offence. The FIVB may impose the following sanctions on this party:*

- a) *Warning;*
- b) *Fine up to CHF 50,000;*
- c) *Prohibition of receiving an ITC (for clubs) or prohibition to transfer internationally (for players);*
- d) *Prohibition of registering and lining-up foreign players in any competition (for clubs);*
- e) *Prohibition of participating in international competitions.*

The above sanctions can be applied more than once.

Chapter 10

CONTACTS

For general information concerning the ITC System or specific issues concerning an International Transfer between National Federations that belong to different Confederations, please contact the FIVB:

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

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

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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**
P.O.Box 6130, BEIJING 100763, China
Contact: Mrs. Wang Juxian **E-mail:** avc@asianvolleyball.org **Tel:** +86 (10) 8718 3528 or 3095 **Fax:** +86 (10) 6712 5044
- **CAVB – Confédération Africaine de Volleyball - www.cavb.org**
26, rue Ahmed Taiseer, Marwa Heliopolis, Cairo, Egypt
Contact: Mrs. Howyda Mondy **E-mail:** cavb@link.net **Tel:** +202 (2) 414 4852 **Fax:** +202 (2) 417 3368
- **CSV – Confederación Sudamericana de Voleibol - www.voleysur.org**
Av. das Américas No 700, Bloco 6, Sala 232, Shopping Citta América, 202640-100 RIO DE JANEIRO, Brasil
Contact: Mr. Renan Freire **E-mail:** rfreire@voleysur.org **Tel:** +55 21 2132 7255 **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: to be confirmed **E-mail:** norcesasportevents@gmail.com **Tel:** +1 809-472 1547 **Fax:** +1 809 227 32 42