

ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE MANUAL



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.

We clarify that no player agents will have access to the FIVB International Transfer System.

Confederation responsibility

The FIVB Confederations will have from the 2010/2011 season onwards a larger share of control over International Transfers. For International Transfers within a Confederation (for example, between two European 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 Federation to an Asian Federation) the FIVB is the governing body. The procedure in any case does not change for any parties, except for the Confederations and the FIVB. The FIVB will in all cases receive the Transfer fee payment.

The ELECTRONIC INTERNATIONAL TRANSFER PROCEDURE will be operating from the beginning of the 2010 season. Please be reminded of the following regulation:

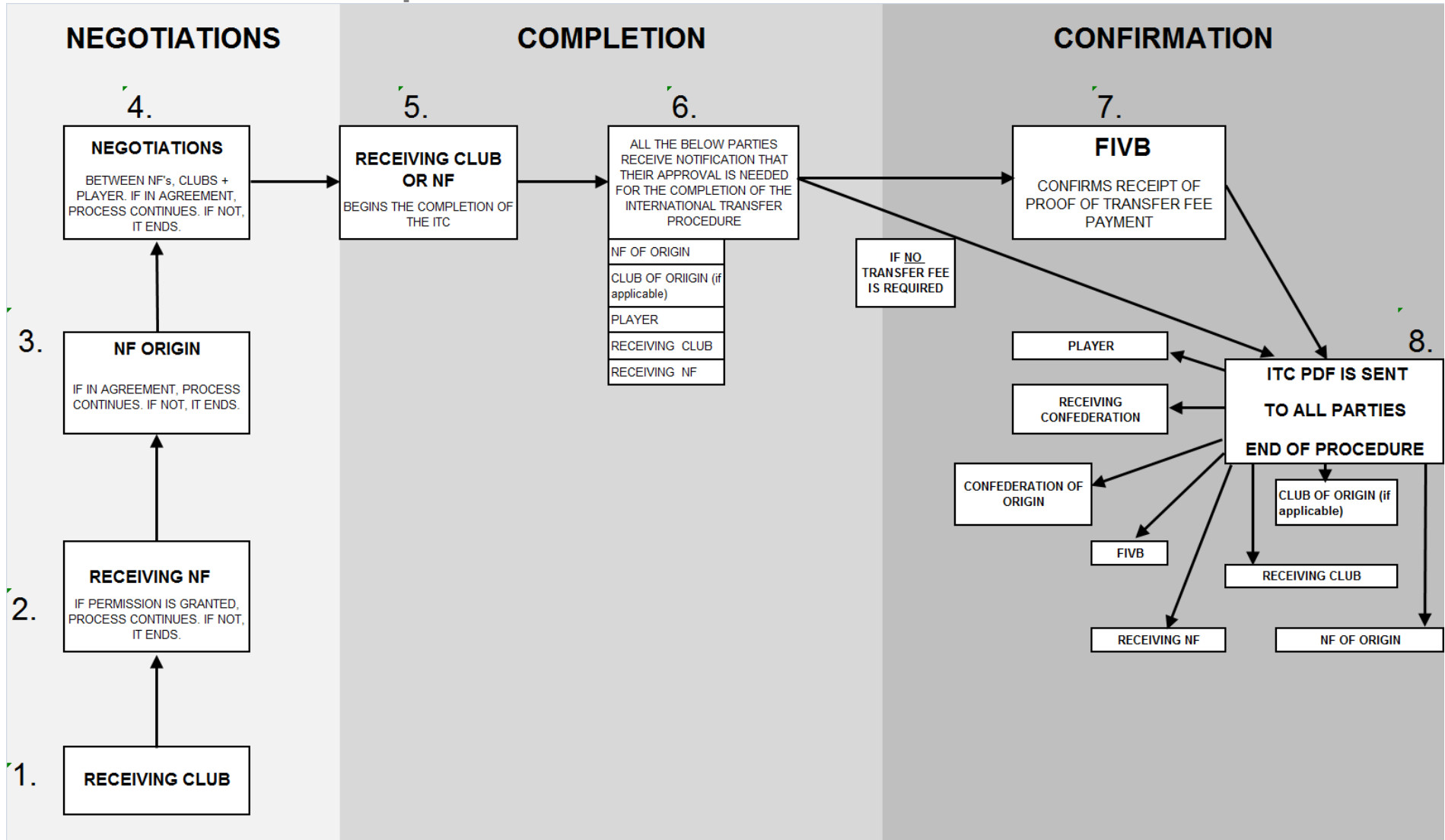
FIVB International Transfer Certificates regardless of the transfer period stated are not valid during the National Team period. All Clubs are obliged to release players under FIVB International Transfer Certificate to play with their respective National Team during the following period: May 15 – October 15.

The National League season will be from October 15 to May 15.

The FIVB hopes this new procedure will work effectively to make the work of all parties involved more efficient. The FIVB asks all parties to provide feedback should you feel some aspect could be improved or something new added.

Note: The currency of the Transfer fee has changed from USD to CHF. All Clubs and Federations shall adapt their payment procedure. Further information in chapter 4.

Chapter 2: FLOW CHART & PROCEDURE



2.1 FLOW CHART

The Flow Chart has been developed according to Article 1.6.3 of the FIVB Sports Regulations; which provides as follows:

“1.6.3 Transfer Regulations

A National Volleyball Federation affiliated to the FIVB willing to incorporate into its national Volleyball competitions System, a player licensed or registered in another affiliated National Federation must strictly follow the established FIVB Transfer Procedure as follows:

- 1.6.3.1 *A Volleyball Club interested in a player from another country must require the permission of its National Federation (thereinafter the RECEIVING Federation) providing the name, age and address of the player and the Federation under which authority the player is actually registered.*
- 1.6.3.2 *The RECEIVING Federation verifies if the Club requesting the player complies with its own statutes and fits into the conditions established by the FIVB and, if it does not find any impediment, proceeds to request the Federation concerned (thereinafter Federation of ORIGIN) to confirm the availability and freedom of the player concerning obligations towards the Federation and its actual Club and of any other legal impediment.*
- 1.6.3.3 *In case of agreement, the Federation of ORIGIN must communicate it directly to the Volleyball Club (thereinafter RECEIVING Club) interested in the player and to the FIVB in order to initiate the process in view of obtaining an FIVB International Transfer Certificate (ITC).*
- 1.6.3.4 *The RECEIVING Club requesting the player negotiates the financial and transfer conditions with the current Club (thereinafter Club of ORIGIN), the player, and with the Federation of ORIGIN.*
- 1.6.3.5 *Once the Federation and Club of ORIGIN agree with both the RECEIVING Club and Federation, the RECEIVING Club or Federation complete all the required information in the template for transfer certificates on the FIVB website.*
- 1.6.3.6 *Once all the conditions are established and the electronic template for transfer certificates has been completed, the RECEIVING Club pays the FIVB the corresponding transfer fee and after cashing it the FIVB Secretariat assigns and registers the ITC number in the same electronic template.*
- 1.6.3.7 *After verifying all data, the FIVB Sports Events Department converts the internet template into the definitive Transfer Certificate and sends copy of it, in a PDF document to: 1.-The Receiving Confederation, 2./3. National Federations (of Origin and Receiving), 4./5. both Clubs concerned and 6. the Confederation of Origin.*
- 1.6.3.8 *Immediately upon reception of the PDF with the ITC duly completed the player may be registered, by the Receiving Federation and Confederation.”*

2.2 PROCEDURE

2.2.1 Negotiations

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 National Federation (NF).

2.2.1.3 Stage 3

If the NF of the Receiving Club grants the permission, it will contact the NF of Origin of the Player. The NF of Origin will communicate with the player and with the Club of Origin of the player if applicable.

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 opened in the System.

2.2.2 Completion

2.2.2.1 Stage 5

DRAFT ITC

- Either the Receiving Club or Receiving Federation may open 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 opened 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 party inserting the information the last opportunity to check all information.
- 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.
- 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 the allocated Login and password. All parties must check that the inserted data is correct as in agreement with the previously held negotiations and must approve the Transfer. There is no order of approval stipulated. At this stage the Receiving Club or NF must make sure that the Transfer Fee is paid to the FIVB if applicable (see chapter 4) and the proof of payment is inserted in the System. If one of the parties is not in agreement, the transfer can be aborted.

Should there be no need for the Transfer fee payment, stage 8 is the next step.

2.2.3 Confirmation

2.2.3.1 Stage 7

The FIVB will check the proof of Transfer fee payment according to the payment information received in the System. If there is a problem with the payment, the respective receiving National Federation will be informed. If the information provided is enough, the FIVB shall give the Transfer its authorization. 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 row indicating the Transfer details.
- ii. The FIVB shall check the proof of payment details received. If the data provided is enough, the FIVB shall accept the payment and shall authorize the Transfer. At this point, the blue ball will turn green.
- iii. Once the FIVB has verified that the payment has entered the FIVB Bank account, it will give its final authorization concerning the payment and the ball will disappear.

Note: The FIVB retains the right to cancel any ITC should the Transfer fee payment not enter the FIVB bank account.

2.2.3.2 Stage 8

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

Chapter 3

IMPORTANT NOTES

3.1 LOGIN

Follow this link for login: www.fivb.org/vis2009. The FIVB will be responsible for sending the login and password to each National Federation. In turn, the National Federation is responsible for authorizing (by creating a user account) in the System the list of Clubs and Players already inserted in the System and also for creating new profiles 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 in the players and Clubs full name. We do not want the player or Club registered in the System more than once.

3.3 FIVB PLAYER NUMBER

The Player number previously used for Transfers (4 digits) will change to a new number, either already existing in the VIS System (6 digits) or newly created. This number will refer to Volleyball and Beach Volleyball players alike.

3.4 CONDITIONS

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

3.5 CONTRACT (ATTACHMENT)

Contracts concluded between the Club and the player may be inserted in the System by the player at the time of approving the Transfer.

3.6 NEW TRANSFER WITHIN THE TRANSFER PERIOD

Should the relationship between Club and Player end during the Transfer period, the Club must select the release button in the respective Transfer in the system. In principle, only after this may the player be permitted a new International Transfer. See 3.9.

3.7 CERTIFICATE NUMBER

The unique number will be generated by the System.

3.8 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.

3.9 RELEASE

The release of a player from an ITC may occur in two ways.

- i) Immediately once the relationship between the Club and player is over:

The Club releasing the player must enter the specific ITC in the System and release the player by selecting the available release button.

- 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.

3.10 SANCTIONS

Sanction for playing without a Transfer Certificate

An NF registering foreign players in its clubs without having duly completed the International Transfer Certificates procedure, will be fined CHF 30 000 per player (as stated in the FIVB Financial Regulations).

Chapter 4

TRANSFER FEE PAYMENT

4.1 PROCEDURE

4.1.1 Payments must be made in Swiss Francs (CHF) into the following account

Beneficiary:
Fédération Internationale de Volleyball
Chemin Edouard-Sandoz 2-4
1006 Lausanne

NEW 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

4.1.2 **VERY IMPORTANT**

When the payment is made please state in the payment Reference: *Transfer Ref #:xxxx* (this number is given once the Transfer is opened in the ITC System).

4.1.3 The payment may be made at any point once the Transfer procedure has been initiated in the System. We ask all payments to be made electronically (not by check).

4.1.4 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.

4.1.5 Once the FIVB receives and confirms the Transfer fee payment, the System shall generate a receipt to be issued and sent to the payer.

4.2 NO INTERNATIONAL RIGHTS

In the case of a *No International Rights* Transfer (see Chapter 5) there need be no Transfer fee paid to the FIVB. The transfer of foreign players to lower local levels is not subject to payment of transfer fees, but the players involved are not allowed to play in international club matches or to be paid for playing.

4.3 FIVB UMBRELLA

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

4.4 FIVB FINANCIAL REGULATIONS

4.4.1 SCALE OF TRANSFER FEES

4.4.1.1 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 year of the duration indicated on the International Transfer Certificate.

4.4.1.2 Reduced transfer fee for Universities, Colleges and Federations from categories 1 and 2.

4.4.1.2.1 The transfer of players to colleges, universities and to Federations from categories 1 and 2 that may have the same access to international competitions or matches will be charged CHF 1,000 for each year of the duration indicated on the International Transfer Certificate.

4.4.1.2.2 The transfer of players to Federations from category 3 that may have the same access to international competitions or matches will be charged CHF 1,500 for each year of the duration indicated on the International Transfer Certificate.

4.4.1.3 Percentage to NF's and Confederations

4.4.1.3.1 Ten percent (10%) of transfer fees received by the FIVB for transfers processed between the different Confederations must be allocated to the receiving NF if the latter has registered its National League within the FIVB and five percent (5%) allocated to the corresponding receiving Confederation.

4.4.1.3.2 Transfer processed among NF's within the same Confederation will be handled by the corresponding Confederation.

The annual transfer fee to be allocated to each receiving federation will be distributed as follows:

60 % for the Confederation, which will have to reallocate every year the 10 % to the receiving Federation and 40% for FIVB.

Chapter 5

TRANSFER TYPE

5.1 INTERNATIONAL

These are Transfers to a Club which is in a division which directly or through promotion has access to international tournaments or matches. The Transfer Certificate is obligatory.

5.2 NO INTERNATIONAL RIGHTS

These are Transfers to a Club in a division which neither directly nor through promotion, has access to international tournaments or matches. In this case, the FIVB does not oblige the parties concerned to register the International Transfer. This is at the discretion of the National Federations involved.

No Transfer fee needs to be paid to the FIVB in this case.

5.3 UNIVERSITY

This occurs only when the Receiving Club is a University Club. This does not relate to the player.

5.4 FIVB UMBRELLA

Article 1.2.3.2

Players with citizenship problems or with 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 satisfy other legal requirements.

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.

Chapter 6

SYSTEM SECURITY

It is of utmost importance that access codes 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@fivb.org – Ms Katie Ribeiro dos Santos & Mr Alberto Rigamonti respectively.

Chapter 7

FIVB REGULATIONS

For the complete Regulations on International Transfers, please access the FIVB Sports Regulations, Section 2, Chapter 1. You may find this under Volleyball Rules on the FIVB website or at the following link:

<http://www.fivb.org/en/volleyball/Rules/FIVBSportsRegulationsMarch2009.pdf>

For FIVB Financial Regulations concerning International Transfers, please refer to Chapter 4 – TRANSFER FEE PAYMENT.

Chapter 8 REGISTRATION

8.1 PLAYER

A new Player may only be registered 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 residency, nationality and eligibility to represent that Federation. The FIVB Sports Regulations need to be consulted.

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 registered under its name. 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 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. **Available the 1st August 2010 or before.**

8.4 INFORMATION UPDATE

The new ITC System will become an important Reference utility for all parties concerned if all information contained is kept up to date. This is the responsibility of all involved.

Chapter 9

DISPUTES

Should two parties be involved in a dispute over agreements made for an International Player Transfer, the National Federations of each party must do their utmost to resolve the issue amicably.

The FIVB secretariat is not competent to make any resolutions on such disputes but is ready to undertake a mediating role, if requested.

9.1 ARBITRATION

Should a dispute arise between two clubs or a club and a player which cannot be settled amicably, it may be submitted for resolution to the International Volleyball Tribunal – Arbitration Chamber.

In the fulfilment of its responsibilities, the I.V.T. is independent from the FIVB governing and supporting institutions.

Any claim presented to the I.V.T. Arbitration Chamber shall include*:

- a) a specific request to open arbitration proceedings containing a brief statement of facts and legal arguments, as well as the claimant's petition for damages;
- b) the arbitration agreement;
- c) evidence of payment of the fees fixed by FIVB;
- d) any relevant documents related to the case;
- e) proof that all documents have been sent to the other parties.

* please review the IVT statutes before filing your claim.

Recommended dispute resolution clause for player-club contracts

Any dispute arising from or related to the present contract shall be submitted exclusively to the International Volleyball Tribunal (IVT) arbitration chamber and shall be resolved finally in accordance with the IVT Statutes by a single arbitrator appointed by the IVT President. The arbitrator shall decide the dispute ex aequo et bono. The seat of the arbitration shall be Lausanne, Switzerland. The language of the arbitration shall be English.

Chapter 10 CONTACTS

For general information concerning the new System or specific issues concerning an International Transfer between two Confederations, please contact the FIVB.

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

Specific IT issues: Mr Alberto Rigamonti – vis.transfer@fivb.org

Direct Tel: +41 (21) 345 35 35 66

All other issues: Ms Katie Ribeiro dos Santos – transfer@fivb.org

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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**

9, Rue Laach

L- 6945 NIEDERANVEN

Luxembourg (Grand Duché)

TBC **Contact:** **E-mail:** director@cev.lu **Tel:** +352 25 46 46 27 **Fax:** +352 25 46 46 42

➤ **AVC – Asian Volleyball Confederation - www.asianvolleyball.org**

P.O.Box 6130

BEIJING 100763

China

TBC **Contact:** **E-mail:** avc@asianvolleyball.org **Tel:** +86 (10) 8718 3095 **Fax:** +86 (10) 6712 50 44

➤ **CAVB – Confédération Africaine de Volleyball - www.cavb.org**

26, rue Ahmed Taiseer

Marwa Heliopolis

LE CAIRE

Egypt

TBC **Contact:** **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

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Brasil

TBC **Contact:** **E-mail:** info@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

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Dominican Republic

TBC **Contact:** **E-mail:** norcecaorgdom@yahoo.es **Tel:** +1 809 472 15 47 **Fax:** +1 809 227 32 42