



SPORTS REGULATIONS

Volleyball

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SECTION I

General Regulations for International Competitions

CHAPTER 1

International Competitions and Matches

1 REGULATIONS AND CATEGORIES

1.1 BASIC REGULATIONS AND RULES

All international Volleyball competitions and matches are governed by the FIVB; they must be played in accordance with:

- a) the Official Volleyball Rules (all matches),*
- b) the Sports Regulations,*
- c) the Specific Competition Regulations,*
- d) the General Regulations,*
- e) the Disciplinary Regulations.*

The National Volleyball Federation of the host country must be the body responsible for their technical organization.

1.2 BASIC CRITERIA FOR THE CATEGORIES

The National Volleyball Federations affiliated to the FIVB classified the international Volleyball competitions using the following criteria as a basis:

- a) the governing body*
- b) the Specific Competition Regulations to be applied*
- c) the financial conditions to be applied by the FIVB*

1.3 CATEGORIES OF INTERNATIONAL VOLLEYBALL COMPETITIONS

The categories of international Volleyball competitions are:

- a) FIVB competitions*
- b) World competitions*
- c) Official competitions*
- d) Recognized competitions*
- e) Registered competitions*

2 GOVERNING BODIES AND GROUPING OF INTERNATIONAL COMPETITIONS

2.1 IDENTIFICATION OF THE RESPECTIVE GOVERNING BODY

The governing body of any international competition is determined by the Specific Competition Regulations.

2.2 FIVB COMPETITIONS

2.2.1 Their governing body is the FIVB and the competition regulations for each one are respectively determined by the Board of Administration. The persons and bodies responsible for their technical organization and realization are:

- a) *the organizing National Federation*
- b) *the Organizing Committee of the host National Federation*
- c) *the FIVB*
- d) *the FIVB delegates and inspectors*
- e) *the FIVB Control Committee*
- f) *for Senior World Championships, the Host TV Broadcaster*

The National Federations must remain ultimately responsible.

2.2.2 These FIVB Competitions are:

- a) *World Championships (Section IV "Terms and Conditions to bid for an FIVB competition" also applies)*
- b) *World Championships Qualifying Tournaments*
- c) *World Olympic Qualifying Tournaments*
- d) *World Cups*
- e) *Men's (under 21) and Women's (under 20) Junior World Championships and their qualifying tournaments*
- f) *Boys' (under 19) and Girls' (under 18) Youth World Championships and their qualifying tournaments*
- g) *World Grand Champions Cup*
- h) *Height Limit World Championship (Men U-185, Women U-175)*
- i) *World League*
- j) *World Grand Prix*
- k) *Men's Club World Championship*
- l) *Women's Club World Championship*
- m) *World Gala*
- n) *World Super Challenge*
- o) *Age Competition (U16, U23 etc.)*

2.2.3 The FIVB and the organizer (National Federation/Organising Committee) of an FIVB Competition (except the Olympic Games) sign an Agreement (contract) in which the specific rights and obligations of the FIVB and the organizer of the competition are laid down.

2.3 WORLD COMPETITIONS

The following competitions are organized by different bodies and are sanctioned by the FIVB:

- a) *Olympic Games (the "Olympic Charter" also applies)*
- b) *Youth Olympic Games*
- c) *Military World Games*
- d) *Universiade*
- e) *Masters games*

2.4 OFFICIAL COMPETITIONS

In consultation with the organizer, the FIVB will authorize and approve the Specific Competition Regulations. The categories and governing bodies are as follows:

- a) *Continental Senior Championships* (Confederations)
- b) *Continental Men's and Women's Junior Championships* (Confederations)
- c) *Continental Boys' and Girls' Youth Championships* (Confederations)
- d) *Height Limit Continental Championships* (Confederations)
(Men U-185, Women U-175)
- e) *Continental Games* (Olympic Continental bodies & Confederations)
- f) *Regional Games* (Olympic regional bodies & Confederations)

2.5 RECOGNISED COMPETITIONS

The governing body is the organizing National Federation. It drafts, in consultation with the sponsors, the Specific Competition Regulations and conditions which are to be approved by the FIVB. The conditions include specifications regarding prize money, title sponsor and commercialization.

The FIVB is the patron and allows the use of its name and logo in exchange for a fixed fee to be determined in accordance with the following principles:

- 2.5.1 Dual matches between two countries from different continents are exempted from the payment of a fee.
- 2.5.2 International tournaments with 3 or more teams with no commercialization and no TV rights are exempted from the payment of a fee.
- 2.5.3 International tournaments with 3 or more teams (at least one from another continent) with either commercial or TV rights or both are subject to the payment of a fee of CHF 5,000 up to a maximum of CHF 50,000.
- 2.5.4 International tournaments licensed to a third party or organized by a third party are subject to the payment of a fee of CHF 10,000 up to a maximum of CHF 75,000.

The fee will be increased by CHF 2,500 per additional team.
- 2.5.5 The following criteria to be taken into consideration when fixing the amount of the fee to be paid to the FIVB:
 - a) *size of stadium*
 - b) *number of competition days*
 - c) *price of entrance tickets (if any)*
 - d) *economic conditions of the country*
 - e) *technical level of participating teams*
 - f) *TV broadcasting time for matches*

2.6 REGISTERED COMPETITIONS

The sole governing body is the organizing National Federation which also issues the regulations without prize money, commercial purposes (advertising around the

playing court or expressly placed in front of TV cameras) nor TV income. All events require registration with the FIVB with no fee due. As an example, friendly tournaments previously approved by the Confederation or by the FIVB if they involve at least one team from another continent.

2.7 PROGRAMMING OF COMPETITIONS

- 2.7.1 If dates coincide the priority will be given to the competition of the highest category and in the order established in these Regulations (See Competition Timetable Art. 2.8).
- 2.7.2 The Official Calendar will be based on the following Table 2.8 for World, FIVB and Official Competitions.
- 2.7.3 All international Volleyball competitions must be previously approved by the FIVB or the Confederation concerned in the event that only teams of the same continent participate.
- 2.7.4 The calendar of international Volleyball competitions approved by the Board of Administration can only be modified if changes do not interfere with any other competition already approved. Changes of dates of events already approved or the introduction of new competitions can only be approved if there is no incompatibility with previously scheduled competitions.

2.8 TIMETABLE FOR FIVB, WORLD AND OFFICIAL COMPETITIONS

FIVB COMPETITIONS			
Title	Periodicity: every	Year	Recommended Period
World Championships	4 years	(e.g. 2014, 2018 etc)	September
World Championship QT	4 years	(e.g. 2012/13, 2016/17, etc)	After OG and finish -4 months
World Olympic QT	4 years	(e.g. 2011/12, 2015/16 etc)	December – June
World Cups	4 years	(e.g. 2015, 2019 etc)	September – October
Men's & Women's Junior World Championships	2 years	(e.g. 2013, 2015, etc)	July – August
Boys' & Girls' Youth World Championships	2 years	(e.g. 2013, 2015, etc)	July - August
World Grand Champions Cup	4 years	(e.g. 2013, 2017, etc)	Sep - Oct (Nov by exception)
Height Limit World Championship			Aug - 1 st week of Oct
World League (Men)	1 year	Annual	3 rd weekend May/1 st weekend July
World Grand Prix (Women)	1 year	Annual	June/July/August
Men's Club World Championship	1 year	Annual	1-15 October/May
Women's Club World Championship	1 year	Annual	1-15 October/May
World Gala			To be determined by FIVB
World Super Challenge			To be determined by FIVB
Age Competitions (U16, U23)			To be determined by FIVB

- *The starting date for World Championship Qualification Tournaments will be as early as 7 days after the conclusion of the Olympic tournaments.*
- *The minimum finishing date will be at least 4 months before the start of the World Championship.*
- *The finishing date for Continental Olympic Qualification Tournaments shall be, at the latest, 15 May of the year of the Olympic Games. The minimum finishing date for World Olympic Qualification Tournaments is recommended to be at least 45 days before the start of the Olympic Games.*

WORLD COMPETITIONS			
Title	Periodicity: every	Year	Recommended Period
Olympic Games	4 years	(e.g. 2012, 2016, etc)	IOC (Aug - Sep)
Youth Olympic Games	4 years	(e.g. 2014, 2018, etc)	IOC (August)
Military World Games	4 years	(e.g. 2015, 2019, etc)	July - Dec
Universiade	2 years	(e.g. 2015, 2019, etc)	July - Aug
Masters Games	4 years	(e.g. 2013, 2017, etc)	July - Dec

OFFICIAL COMPETITIONS			
Title	Periodicity: every	Year	Recommended Period
Continental Senior Ch. Men	2 years	(e.g. 2013, 2015, etc)	Sep
Continental Senior Ch. Women	2 years	(e.g. 2013, 2015, etc)	Sep
Continental Men's & Women's Junior Ch.	2 years	(e.g. 2012, 2014, etc)	July - Aug
Continental Boys' & Girls' Youth Ch.	2 years	(e.g. 2012/13, 2014/15, etc)	July - Aug, School holidays
Continental Height Limit Ch.			Oct
Continental Games	4 years		Aug - Sep
Regional Games	2 or 4 years		3 rd weekend May/ 1 st weekend Oct
Recognised Competitions	1 year	Annual	All year

3 ENFORCEMENT OF THESE REGULATIONS

3.1 FIVB AND WORLD COMPETITIONS

Regulations applying to FIVB and World competitions are enforced by the FIVB Executive Committee and the Sports Events Council.

- 3.1.1 The FIVB Volleyball Events Director must follow up and chronologically control the process of preparation of the competitions.
- 3.1.2 The FIVB Volleyball Events Director and the Organizing Committee and/or National Federation will periodically report to the Sports Events Council who will report to the FIVB Executive Committee, the FIVB Board of Administration and the FIVB World Congress.

The Organizing Committee and/or National Federation will present written reports to the annual Sports Events Council meeting and reports

in person (including video and brochures) to the annual FIVB Board of Administration meeting and to bi-annual FIVB World Congresses.

- 3.1.3 In case of emergency or impossibility to enforce one or more articles of these Regulations in one specific competition, the FIVB Executive Committee may request the FIVB Board's approval to temporarily suspend their enforcement for that specific competition.

3.2 COMPETITIONS AT CONTINENTAL LEVEL (OFFICIAL COMPETITIONS)

Regulations applying to continental competitions are enforced by the Executive Committee and competent Commission of the corresponding Confederation.

- 3.2.1 The Confederation decides how to follow-up and control the organization.
- 3.2.2 The Organizing Committee and/or National Federation and the competent Continental Commissions must report on the preparation of the competition to the Executive Committee of the Confederation.
- 3.2.3 In case of emergency or impossibility to enforce these Regulations in a specific competition under its competence, the Executive Committee of the Confederation may approve the non-application of one or several of these for that specific competition.

3.3 COMPETITIONS AT NATIONAL LEVEL

For competitions at national level the National Federation concerned is obliged to fully enforce these Regulations in all international matches held under its jurisdiction and as far as possible use the other FIVB rules as a guideline.

- 3.3.1 World and Continental Competitions granted to the Federation must be organized in accordance with these Regulations and with the decisions of the corresponding governing body.
- 3.3.2 The FIVB or the Confederation concerned must be consulted about any unforeseen situation which may arise in connection with a tournament.

CHAPTER 2

Participation Conditions and Structure for FIVB Competitions

4 TEAM PARTICIPATION

4.1 NATIONAL OR CLUB TEAMS

FIVB and World Competitions are reserved for the national teams or selected club teams of those Volleyball Federations which are affiliated with the FIVB and up-to-date in their financial obligations and in good order in respect of the FIVB and their respective Confederation.

4.2 TEAMS PER FEDERATION

Only one women's team and one men's team per National Federation may participate in the corresponding category, except in Club competitions.

4.3 LIMITS TO THE NUMBER OF TEAMS

4.3.1 Only the final rounds of FIVB Competitions are limited to a maximum of 24 teams.

4.3.2 FIVB Competitions must have a minimum of 5 participating teams from at least 2 different Continents except when the FIVB Board of Administration decides otherwise, this no later than 6 months before.

4.4 TEAM QUALIFICATION

(Right to participate in a Tournament)

4.4.1 The FIVB Board of Administration is empowered to grant direct qualification on the request of the FIVB Executive Committee and the FIVB Sports Events Council.

4.4.2 When open entry is allowed and the limited number of teams is not exceeded, direct qualification is automatically granted to the registered teams.

4.4.3 Teams may also qualify through gaining a determined position in a previous international competition.

4.4.4 Special qualifying tournaments or matches may be organized or authorized by the FIVB.

4.5 TEAM COMPOSITION

4.5.1 Teams are allowed to take part in FIVB Competitions with a team delegation composed of a maximum of 20 members: 12 to 14 (according to the events Specific Competition Regulations) players, 1

team manager, 1 coach, 1 assistant coach, 1 doctor, 1 physiotherapist and 1 journalist.

4.5.2 Up to two extra officials (e.g. trainer/2nd assistant coach) may be added to a team delegation but may be accredited only when their local travel and accommodation and other necessary expenses are paid in advance by the team's NF to the Organizer.

4.5.3 In all cases, only the players and the following persons will be allowed to sit on the team bench:

a) *Up to 3 persons coaching staff:*

1 coach

1 assistant coach

1 trainer or 2nd assistant coach

b) *Up to 2 persons medical staff*

1 doctor

1 physiotherapist

No other persons, regardless of their capacity, will be allowed to sit on the bench.

4.5.4 Doctors, Physiotherapists and Referees must have been previously registered with the FIVB and be still in active service. Please refer to section G of the FIVB Medical Regulations for Doctors and Physiotherapists.

4.5.5 Accreditation for each Competition will be made through the FIVB Volleyball Events Department or by the organizing Confederation.

4.5.6 Only journalists of a national media or a national press agency will be accepted, while a National Federation Press Officer will be allowed to attend only with proper credentials sent in advance to the FIVB Press Officer (press@fivb.org).

4.5.7 Should any one of the functional positions not be filled by the properly authorized or accredited person, that position cannot be transferred to another function or person, therefore the official delegation will be reduced accordingly.

4.6 TEAM REGISTRATION

4.6.1 Before the date indicated in the Specific Competition Regulations, and no later than six months before the opening of the competition every National Federation must send its national entry to the FIVB, using the FIVB National Entry Form, to confirm officially its participation in the competition.

4.6.2 No later than six weeks before the opening of the competition, the National Federation, having previously sent its national entry, must remit to the FIVB, by fax and mail, its list of team members duly registered on the O-2 form. This should comprise of a maximum of 20 players in all circumstances plus 5 officials and one journalist. At this stage it is not necessary to identify the Libero player(s).

- 4.6.3 Together with the O-2 Form, the National Federation must upload in the VIS the following:
- a) *photographs of each member via the VIS (Volleyball Information System). For instructions on how to access the VIS, please contact the FIVB on vis@fivb.org & sportsevents@fivb.org*
 - b) *sports biography of the team and a team group photograph via the VIS*
 - c) *FIVB individual registration online via the VIS for all players and Team officials*
 - d) *a copy of the document with which the entry fee was paid to the organizer and if applicable, proof of payment for 2 extra officials, according to article 4.5.2.*
- 4.6.4 The O-2bis Form is to be submitted no later than 20 days before the start of the competition (or in accordance with the Specific Competition Regulations). During the preliminary inquiry before the competition, each team must hand over the O-2bis Form with the final list of twelve to fourteen (12 to 14) players (see Art 4.5.1) chosen from the players previously registered in the O-2 Form, without changing the individual players' shirt numbers. The O-2 bis form shall be signed by all the team delegation members. Between the preliminary enquiry and the general technical meeting a team can replace up to two players with players listed on the O-2 Form.
- Possible Team compositions:
- O-2bis: 12 to 14 players.
- Where a team chooses to have more than twelve players it must designate two (2) liberos.
- On scoresheet: 12 players*
10 regular players + 2 liberos
11 regular players + 1 libero
12 regular players + 0 libero
- 4.6.5 Each continental confederation to confirm to the FIVB, in writing, the final list of teams that have registered for the continental championship no later than 30th November of the year preceding the next respective Junior and Youth World Championship (therefore, continental championship entries should close no later than 15th November).
- 4.6.6 National Federations having debts towards the FIVB or the respective Confederation for prior editions of a competition are not allowed to register for the next edition of the same competition.

4.7 LATE REGISTRATION

National entry deadlines: after the official entry deadline fixed in the Specific Competition Regulations, there will be a 30-day period for late registration. Such registration is only possible if accompanied by the payment of a penalty of CHF 500.

4.8 TEAM SUBSTITUTION

- 4.8.1 Up to the deadline for national entry:

If a National Federation declares the non-participation of its duly qualified team or simply does not send its national entry before the deadline, the team will be replaced only by the one directly following it in the classification of the competition in which the defaulting team obtained its qualification, except when the FIVB Board of Administration decides otherwise.

4.8.2 After the deadline and having sent its national entry:

If a National Federation withdraws its team from the competition after having entered it within the deadline, the team will be replaced by one designated by the FIVB after consultation with the organizer. The National Federation will be sanctioned accordingly.

4.9 TEAM UNIFORMS

4.9.1 For FIVB and World Competitions each team must have available three sets of playing uniforms, each one of a different color. One of them must have a jersey which is 75% white and the two other sets must be of different dark colors.

4.9.2 Numbers on uniforms must comply with the requirements of the FIVB Volleyball Sports Material, Team Equipment & Advertising Guidelines (see Annex A).

4.9.3 The name of the country is placed on the front of the jersey (shirt), and the player's family name must be printed on the back of the jersey (shirt) in accordance with the FIVB Volleyball Sports Material, Team Equipment & Advertising Guidelines.

4.9.4 The names and numbers must be of a contrasting color to the part of the jersey where they are placed.

4.9.5 Uniforms must comply with Annex A of these Regulations but only an FIVB approved manufacturer's logo may be printed once on each piece (jersey, shirt, shorts, jacket, socks, etc.) with a maximum size of 5cm x 4 cm or 20 cm².

4.9.6 The uniforms must be produced by one of the manufacturers previously approved by the FIVB and teams must present the uniforms of the captain during the team's preliminary inquiry.

NB. For certain competitions (e.g. World League, World Grand Prix and Junior & Youth Championships), please refer to particular instructions regarding uniforms included in the Specific Competition Regulations.

4.9.7 The teams must present at the preliminary inquiry their uniform colors and their order of preference. Before each phase or round of the competition, the FIVB Control Committee or FIVB Delegate will make the final decision and announce the uniform colors to be worn for each match.

4.9.8 During matches, persons authorized to sit on the team bench (see Article 4.5.3) must be appropriately dressed with jacket and tie or the official team uniform (indicating the country name and possibly the

family name). Persons not respecting this ruling will not be permitted access to their team's bench.

4.9.9 Body suits or other similar garments should not exceed the length of the shorts or shirts. Medical supports may be authorized by the Referees, but body suits are not to be considered as medical supports.

4.9.10 Only playing uniforms complying with FIVB standards are of compulsory use in Senior World Championships and other major Volleyball competitions.

5 ELIGIBILITY OF PLAYERS

5.1 ELIGIBLE PLAYERS

Only players who meet the eligibility conditions laid down by the FIVB in Chapter 9 of the Sports Regulations may participate in FIVB and World Competitions.

5.2 CITIZENSHIP

Only players holding the citizenship of the country they represent may be registered to participate in FIVB and World competitions, except for the FIVB Club World Championships. They must produce a valid passport as proof.

5.3 EXCEPTIONS TO CITIZENSHIP

For official competitions, governing bodies may submit to the Board of Administration exceptional ruling concerning citizenship.

5.4 NATURALISED PLAYERS

Naturalized players may participate whenever the FIVB Sports Regulations allow them to do so (see Articles 41 and 45.3).

5.5 AGE

Whenever an age limit is imposed, players must present their individual passports.

6 MEDICAL CONTROLS

Depending upon the category of the competition the players will be required to submit themselves to the statutory medical controls and to present the following certificates:

6.1 HEALTH CERTIFICATE

All players participating in FIVB, World Competitions and Official Volleyball Competitions as required must present the FIVB health certificate M-3 form at the Preliminary Inquiry, issued 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. The certificate must be countersigned by the National Federation and the competitor who thus both take the responsibility for the validity of the certificate. The date of the examination must be approximately two months before the opening of the competition.

Before each match the team manager must proceed to the Jury table with the identification papers of the players.

6.2 FEMALE PLAYERS' MEDICAL CERTIFICATE

Gender must be attested by the national federations through the birth certificate of the player. Female players may be required to present a valid gender certificate and/or submit themselves to a medical examination in case of doubt based on medical evidence.

6.3 GENDER VERIFICATION

6.3.1 Gender Verification will not be performed during senior, junior or youth events. Gender verification may be conducted on a case by case basis in event of doubt based on medical evidence.

6.3.2 Competitors' refusal if requested to yield to gender verification controls entails their elimination from the competition.

6.4 DOPING CONTROL

6.4.1 Organizers of FIVB or World Competitions are obliged to prepare and bear expenses for doping control.

6.4.2 The procedure to follow must be strictly in conformity with FIVB Medical Regulations.

6.4.3 The number of players to be tested will be proposed by the Medical Commission and decided by the FIVB Board of Administration; otherwise one player per team per match must be tested in the preliminary phase and two players per team per match in the semi-finals and finals in Senior World Championships and Olympic Games.

6.4.4 In the case of a Round Robin system, one player per team per match is to be tested for all competitions.

6.4.5 At other FIVB or World Competitions only one player per team per match decisive for first to fourth places may be tested.

6.4.6 The players who are to undergo doping control are selected at random by the Game Jury (members of the Control Committee) or by drawing of lots.

7 TEAM DISTRIBUTION, DRAW, GAMES TIMETABLE AND TRAINING SCHEDULE

7.1 TEAM DISTRIBUTION FOR PRELIMINARIES

Whenever the number of teams requires a competition formula with two or more preliminary groups, the teams may be either directly seeded or drawn by lots.

7.1.1 When there are a maximum of 4 teams in each preliminary group, the teams will be distributed in the first two positions of each preliminary group based upon the respective World Volleyball Ranking (Senior, Junior or Youth) and adopting the serpentine system.

- 7.1.2 When there are 5 or more teams in each preliminary group, for Senior Championships, the teams will be seeded in the first three positions of each preliminary group based upon the Senior World Volleyball Ranking and adopting the “serpentine” system. This is named “seeding of teams”.
- 7.1.3 All teams not seeded will be drawn to take other available positions in the remaining lines, following the respective World Volleyball Ranking (Senior, Junior or Youth). Confederation quotas may be taken into account.
- 7.1.4 The last updated respective (Senior, Junior or Youth) World Volleyball Ranking approved by FIVB is the basis for seeding of teams.
- 7.1.5 The FIVB reserves the right to seed the host team as head of pool A and proceed with the remaining teams according to the above procedures.

7.2 DRAWING OF LOTS

- 7.2.1 The teams are drawn by lots in accordance with the Specific Competition Regulations. This may occur before or during the competition.
- 7.2.2 After the composition of the groups, numbers are drawn to determine the order of the matches in each group according to the “Berger Table”.

7.3 ORDER OF MATCHES AND DAILY MATCH SCHEDULE

- 7.3.1 Whenever a Round Robin system applies, the order of matches is determined by the “Berger Table”.
- 7.3.2 The daily match schedule is determined by the FIVB in agreement with the organizer.
- 7.3.3 Concerning the order of matches and daily match schedule the organizer has the following rights:
- a) *to choose one match in one day for every group of four teams;*
 - b) *to choose two matches in two days for every group of five or more teams;*
 - c) *to submit to the FIVB for approval the daily order of matches as stipulated by the FIVB Regulations;*
 - d) *to request last-minute changes in the order of matches established in the daily timetable and obtain approval from the Control Committee if such changes can be communicated to the teams involved no less than 24 hours before the first matches in question.*
 - e) *in a group of five or more teams, the team playing the last match of the day cannot play the first match of the following competition day.*

7.4 TEAM TRAINING SCHEDULE

- 7.4.1 The organizer must prepare a training schedule to be submitted to the FIVB for approval, in which each team is guaranteed the exclusive use of a training hall for at least one and a half hours a day.

- 7.4.2 Each team will have at least one hour training on each competition court at least the day before their first match on that competition court.

8 TEAMS RANKING SYSTEM DURING THE COMPETITION

8.1 RANKING BY POINTS OBTAINED

The ranking of teams is determined by the number of points obtained, in accordance with the following paragraphs.

8.2 POINTS AWARDED PER MATCH TO EACH TEAM

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)

8.3 IN THE CASE OF EQUAL POINTS

- 8.3.1 Number of Victories = In case of equality of ranking points gained by two or more teams, they will be classified in descending order by the number of matches won.
- 8.3.2 Set quotient = In the case of equality in the number of matches won 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
- 8.3.3 Points quotient = If the tie persists as per the set quotient (8.3.2) 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.
- 8.3.4 If the tie continues as per the point quotient (8.3.3) 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 8.3.1. 8.3.2 and 8.3.3 will be made taking into consideration only the matches in which they were opposed to each other.

9 COMPLAINTS

Complaints may be lodged at different stages of the competition including during matches, after matches and at other times during the competition.

9.1 PROCEDURE FOR THE JUDGES' CONFERENCE

During international official competitions, a judges' conference can be held on the request of the game jury president.

The judges' conference holds official FIVB authority to solve problems occurring during the game in order to re-establish the situation in accordance with the FIVB regulations.

9.1.1 Appeal to a judges' conference

A coach or a jury member can refer a case to the president of the jury at any moment of a game, as soon as he notices an improper situation or a decision not in accordance with the regulations.

Such cases must refer to:

- a) *an improper decision by the referee who did not apply the regulations or did not assume the consequences of his decisions*
- b) *an improper decision of the scorer who made a mistake on the rotational order or on the score.*

Improper cases

- a) *A referee's decision which sanctions a playing action or misconduct cannot be considered an improper case.*
- b) *The coach who submits an improper case will be sanctioned by a warning. In case of repetition, the coach will be disqualified.*

9.1.2 Agreement of the complaint

The jury president examines the complaint and, if he agrees, he convenes the judges' conference.

9.1.3 Composition of the Judges' Conference

- a) *In the case of a complaint concerning a referee's decision, the jury president asks the refereeing delegate and the first referee to attend the conference.*
- b) *In the case of a complaint concerning a scorer's decision, the jury president asks the refereeing delegate to attend the conference and calls the scorer to make a report. The scorer is not a member of the judges' conference.*
- c) *No other person can participate in the judges' conference; however, the jury president can collect all information as necessary.*

9.1.4 Interruption of the game

As soon as the complaint is accepted by the jury president, the game is interrupted.

- a) *The first referee authorizes the teams to leave the playing court and go to the bench but they are not allowed to leave the playing area. Players are allowed to use balls in the free zone.*
- b) *In the case of a complaint concerning a referee's decision, the jury president listens to the 1st referee who makes a report on the well-founded reasons of his decision concerning the application of the regulations.*

According to the regulations in force, the jury president decides to:

1. *reject the complaint*
2. *accept the complaint and the decision is overruled.*

If the case is not stated in the regulations, the jury president takes the decision after listening to the other members.

In the case of a complaint concerning a scorer's decision, the judges' conference takes the scoresheet and examines it in order to know the cause of the complaint.

The jury president can call the statistical Evaluation Supervisor who will give all information needed.

The jury president can request all information from officials and study video tapes.

If the complaint is accepted, the scoresheet is corrected and the score is modified if necessary.

- 9.1.5 To resume the game
- a) *The decision is communicated to referees, scorer, coaches, captains and the announcer who informs spectators.*
 - b) *If the complaint has been rejected, the game is resumed after having applied the referee's decision or with the same positions and same score. The complaint is rejected without sanction.*
 - c) *If the complaint is accepted, the decision of the referee or the scorer is overruled. The game is resumed with the new positions or new scores.*

9.2 PROCEDURE FOR COMPLAINTS FOLLOWING A MATCH

- 9.2.1 All complaints concerning the result of a match must be presented in writing to the members of the Refereeing Sub-Committee within one hour after the end of the match concerned.
- 9.2.2 Once the scoresheet is checked and signed by all relevant participants without protest, no further team protest on technical aspects can be accepted, e.g. 7 substitutions, scorer's error, referees' error, etc.
- 9.2.3 Such a complaint must be worded in English and be accompanied by a deposit of CHF300 in cash, or the equivalent in local money.
- 9.2.4 The deposit will be refunded immediately if the complaint is found valid.
- 9.2.5 The Refereeing Sub-Committee must pass the complaint on to the Appeal Sub-Committee with a written report within six hours from the payment of the deposit.
- 9.2.6 The Appeal Sub-Committee must convene to consider the complaint within twelve hours after the presentation of the complaint and render its verdict. A member of the Appeal Sub-Committee who is of the same nationality as one of the interested parties to the complaint will not be admitted to the session.

- 9.2.7 The President of the Appeal Sub-Committee may call all persons involved in the case and their representatives to give testimony.
- 9.2.8 All complaints concerning medical controls must be made in accordance with the Medical Regulations.
- 9.2.9 All other complaints must be made directly to the President of the Control Committee of the competition, within one hour after the contested fact has been noticed.

9.3 VERDICT

- 9.3.1 The verdict is final and must be made within 18 hours from the payment of the deposit.
- 9.3.2 The Appeal Sub-Committee must communicate in written form its verdict without delay to the interested parties.
- 9.3.3 The Control Committee President, in the name of the Appeal Sub-Committee, is the sole judge of whether or not to make a report to the press about the complaint.

CHAPTER 3

Preparation, Follow-Up and Control of the Competition

10 TRUSTEE OF THE ORGANISATION

10.1 NATIONAL FEDERATION

The organization of FIVB competitions is entrusted by the FIVB to the National Volleyball Federation of the country that fulfils the requirements laid down in the FIVB Regulations.

10.2 ORGANIZING COMMITTEE (OC)

The National Federation forms an Organizing Committee (OC) which becomes the delegated trustee and immediately enters into communication with the FIVB from which it will receive instructions directly.

Whenever the competition is held in more than one city, local organizing committees will be established reporting to a centralized national organizing committee.

10.3 LEGAL PERSONALITY OF OC

The OC must, whenever the FIVB considers it indispensable, have legal personality recognized by the national and local government authorities.

For Senior World Championships and World Cups, a Supervisory Board will be established, consisting of representatives from the FIVB, the Organizing Committee and the Host TV Broadcaster. The Supervisory Board is the authority of the competition and will monitor and control the overall preparation.

10.4 OC EXECUTIVE BODY

The National Organizing Committee must comprise of one or more representatives of:

- a) National Federation
- b) the national government authorities (whenever possible)
- c) Host TV Broadcaster
- d) important public or private bodies

Representatives of the following may also be appointed to the National Organizing Committee based on commercial considerations:

- a) Official Travel Agency
- b) Marketing Agency
- c) Press Agency

10.5 YEARLY REPORTS TO THE FIVB

Written reports must be presented to the Sports Events Council on an annual basis. A representative of the National Organizing Committee must report every year to the Board of Administration at its annual meeting. Presentations must also be made to the World Congress on a two year basis.

10.6 FIVB REGULATIONS

The Organizing Committee makes all administrative and technical arrangements, including organizational charts, sports material, timetable, preparation of venues, etc., strictly abiding by these Regulations.

10.7 SPORTS MATERIAL AND EQUIPMENT

No less than three years before the Olympic Games and two years before other FIVB or World competitions, the FIVB informs the organizer and potential participants of the sports material and equipment to be used during the competition.

National Federations cannot approve any material or equipment that has not been previously homologated by FIVB.

FIVB approved colored balls made of synthetic leather material must be used.

11 FIVB TECHNICAL AND ADMINISTRATIVE DELEGATES DUTIES DURING THE PREPARATION OF A COMPETITION

The FIVB President will appoint a Control Committee to be confirmed by the FIVB Board of Administration.

11.1 APPOINTMENT AND POWERS

The control and follow-up of the organization will be managed by the FIVB Volleyball Events Director in coordination with two technical and one administrative delegate appointed by the Board of Administration. Other delegates may be appointed by the FIVB for inspection visits requiring experts or professional expertise. If no administrative delegate is appointed, his responsibilities are assumed by the technical delegate.

11.2 INSPECTION VISITS

11.2.1 The delegates visit the host country and each host city to meet the officials of the OC at least once a year, inspect the facilities and material, and check the organizational structure and training of personnel, etc.

11.2.2 The inspection visit held in the year of the competition is a final control at least two months prior to the start of the competition.

11.3 RESPONSIBILITIES OF THE FIVB TECHNICAL DELEGATES

The technical delegates are responsible for the inspection and approval of the competition and training venues, of the organizational chart of the competition, of the job description and procedure for instructing personnel involved in the

competition, of the matches and training schedule and in general of the follow-up of all tasks requiring FIVB approval.

(Note: Technical Delegates are members of the Control Committee and may have the titles such as Event Director, Referee Sub-committee member etc.)

11.4 RESPONSIBILITIES OF THE FIVB ADMINISTRATIVE DELEGATE

The administrative delegate is responsible for the verification, approval and follow-up of the plans proposed by the organizer for board and lodging and transportation facilities for technical officials, Control Committee members (jury), teams and mass media representatives.

(Note: Administrative delegate is a member of the Control Committee and when there is no Administrative delegate appointed the Appeal Sub-committee will be responsible for the duties of the Administrative delegate)

11.5 FINANCIAL OBLIGATIONS

11.5.1 The organizer pays international travel expenses, meals and accommodation for the four delegates once a year. If more visits or more delegates are deemed necessary, the organizer pays only meals and accommodation after approval by the FIVB Executive Committee.

11.5.2 The FIVB will pay:
a) *Per Diem for FIVB Delegates*
b) *The international travel expenses for the subsequent visits in the same year, if these are necessary.*

11.6 INSPECTION MEMO

Each visit must be concluded with a general meeting in which an inspection visit report is agreed, indicating the present state of the organization and the instructions given to the organizer.

11.7 ARRIVAL OF FIVB DELEGATES BEFORE THE COMPETITION

The delegates must arrive in the main host city no less than five days prior to the start of the competition.

12 TECHNICAL OFFICIALS (T.O.)

12.1 INTERNATIONAL REFEREES (I.R.)

International technical officials are the international referees appointed by the FIVB Board of Administration on the proposal of the Refereeing Commission:

12.1.1 Referees designated as international within the year of the competition may not be proposed.

12.1.2 Referees from the participating countries are given priority, but may also be appointed from non participating countries.

12.1.3 The FIVB Board of Administration ensures the presence of at least two referees from non-participating countries, two reserve referees from the

organizing country and a number of referees equal to the number of participating teams.

12.2 NATIONAL TECHNICAL OFFICIALS (N.T.O.)

National technical officials are the scorers, line judges, ball retrievers, floor moppers and quick moppers proposed by the Organizing Committee and approved by the referee delegate.

12.3 ACCOMMODATION OF INTERNATIONAL REFEREES

International referees may not be accommodated in the same hotel as the players. Whenever possible, referees are to be accommodated in single rooms during FIVB, World and official competitions.

12.4 ARRIVAL OF INTERNATIONAL REFEREES BEFORE THE COMPETITION

International Referees must arrive not later than three (3) full days prior to the opening of the Competition.

13 CONTROL COMMITTEE IN FIVB COMPETITIONS (JURY)

13.1 POWERS AND RESPONSIBILITIES

The Control Committee is the highest authority during a competition with the powers of the FIVB and through FIVB Sub-Committees is responsible for:

- 13.1.1 the smooth running of all activities related to the competition;
- 13.1.2 the adherence to the FIVB Constitution, Disciplinary Regulations, General Regulations, Sports Regulations, and the Specific Competition Regulations;
- 13.1.3 the nomination of Control Committee members for the preliminary inquiry (2 for each competition venue). The preliminary inquiry consists of a meeting in which take part the team manager, the coach of each participating team, the team doctor, the members of the Control Committee nominated for this purpose and a representative of the Organizing Committee. It must take place on the same day of arrival of the teams or on the following day at the latest, always before the General Technical meeting.

13.1.3.1 Documents to be presented by the Team manager

At the beginning of the preliminary inquiry, the team manager must present the following to the members of the Control Committee:

- a) *passport of all players and members of the delegation*
- b) *the O-2bis form*
- c) *Health Certificate for each player (M-3 form)*
- d) *ID card issued by the FIVB to the doctor and the physiotherapist of the delegation*
- e) *authorization of the FIVB to wear publicity on the shirts*
- f) *one sample of each set of the captain's playing uniform (one of each color) plus one sample of each set of Libero*

uniforms (one of each color) plus the team officials' uniform, if the latter is not a suit

- g) the application form for the use of a video camera to tape the matches for purely technical use, excluding all commercial exploitation*
- h) duly accredited journalist identification.*
- i) receipts issued by the organizer for expenses relating to extra team officials*

13.1.3.2 Documents to be presented by the Organizer to the Control Committee

- a) O-2 forms*
- b) Preliminary inquiry form (O-7 form)*
- c) Choice of uniform colors form with match schedule printed (O-1 form)*
- d) Important documents including Specific Competition Regulations*
- e) Invitation letter to the General Technical Meeting*
- f) Agenda for General Technical Meeting*
- g) Stickers numbered 1-20 (at least 24 sets) to be placed on Organizing Committee Accreditation Cards*
- h) Team Video Camera form and camera stickers*
- i) Computer equipment with VIS and office software for the production of VIS Team Composition Lists and O-1 form for the Daily Bulletin and for production of ID cards.*
- j) Invitation for the Coaches and Captains for the press conference*

During the preliminary inquiry, all the requested documents will be presented and checked. The team manager and the coach must confirm the final list of players. The O-7 form must be completed. Identification card will be issued for all members of the team delegation and extra officials (upon payment of expenses) by the Organizing Committee following the preliminary inquiry.

13.1.4 the conducting of a General Technical Meeting twenty-four hours before the start of the competition with the Control Committee members, team managers, coaches, referees, doctors, interpreters and organizers. The Agenda shall include the following points:

13.1.4.1 Welcome by Organizing Committee President

13.1.4.2 Welcome by Control Committee President

13.1.4.3 Presentation of Control Committee Members (Control Committee President)

13.1.4.4 Presentation of International Referees (Refereeing Delegate / Official)

- 13.1.4.5 Presentation of Team Delegations by the delegates (Team Managers)
- 13.1.4.6 Presentation of the Organizing Committee Staff (Organizing Committee President)
- 13.1.4.7 Report of the Venue Operations Delegate (Venue Operations Delegate / Official)
 - a) *Eligibility of Players and Officials*
 - b) *Identity cards on Jury Table*
 - c) *Number of officials allowed on the bench*
 - d) *Dress uniformity for officials on the bench*
 - e) *Team movements upon completion of the match*
 - f) *Choice of colors for match uniform (confirmation of O-1)*
 - g) *Publicity on team delegation's equipment*
 - h) *Distribution of VIS result, statistics and daily bulletin*
 - i) *Place for the changing of shirts during the match*
 - j) *Place for team statisticians*
 - k) *Place for video cameras*
 - l) *Team spectator seating*
 - m) *Team Statisticians*
 - n) *Communication between Team Bench and Team Statisticians*
 - o) *Involvement of delegation in the opening and closing ceremony*
- 13.1.4.8 Report of the Referee Delegate (Refereeing Delegate)
 - a) *Rules of the Game to be applied*
 - b) *Discipline on the court*
 - c) *Match Protocol*
 - d) *Timing protocol from warm up court to match court*
 - e) *Interval between 2nd and 3rd sets*
 - f) *Delays in match start time*
- 13.1.4.9 Medical Matters (Medical Delegate)
 - a) *Doping Control*
 - b) *Court Medical Assistance*
- 13.1.4.10 Information about the Press (Press Delegate)
 - a) *Mixed Zone*
 - b) *Press Conference*
 - c) *Daily Bulletin*
- 13.1.4.11 Organizer Information (Competition Manager)
 - a) *Organizational Structure*
 - b) *Communication procedures - Sport Information*
 - c) *Transportation*
 - d) *Access to the venues*
 - e) *Training Schedule*
 - f) *Laundry*
- 13.1.4.12 Miscellaneous

a) *Closing by the Control Committee President*

13.1.4.13 Documents to be presented at the General Technical meeting by the Organizer

- a) *Daily Bulletin No.1 (including uniform colors assignment for the first round)*
- b) *Competition hall layout showing position of entrance of teams, mixed zone, changing hut, stand for the officials, stand for teams, team video camera area, team statistician tables and medical assistance.*

13.1.5 The President of the Control Committee or Technical Delegate authorized by the FIVB President must remit to the President of the Sports Events Council within 15 days after the close of the competition, the reports of the sub-committees:

- a) *a justified appreciation of the quality of the organizational competence of the host country*
- b) *a justified appreciation of the quality of the facilities and services provided to the press based on the report submitted by the Press Sub-Committee*
- c) *a justified appreciation of the quality of the TV coverage (number of cameras). If he considers the coverage excellent, he shall request the Host Broadcaster to furnish him with a 50-minute DVD and a Beta cam SP to be immediately sent to the FIVB Secretariat.*

13.2 APPOINTMENT OF MEMBERS

Control Committee members are appointed by the FIVB Board of Administration, with the FIVB President or his representative acting as Chairman and only spokesman of the Committee.

13.3 ARRIVAL OF THE CONTROL COMMITTEE MEMBERS BEFORE THE COMPETITION

Control Committee members must arrive not later than five (5) days prior to the opening of the Competition (World senior and junior competitions) with the exception of the official photographer who must arrive two (2) days before.

13.4 COMPOSITION OF THE CONTROL COMMITTEE

The Control Committee is composed of several working sub-committees and delegates as follows:

Committees	Delegates
Appeal Sub Committee	CC President / Event Dir.
Referee Sub Committee	Referee Delegate
Venue Operations Sub Committee	Venue Operations Delegate
VIS Sub Committee	VIS Delegate
Press Sub Committee	Press Delegate
	Medical Delegate
	Marketing Delegate

13.5 APPEAL SUB-COMMITTEE

This sub-committee is chaired by the FIVB President or his representative.

Its members are appointed by the Control Committee and shall ensure the smooth running of all matches. The duties of the Appeal Sub-Committee are:

- 13.5.1 to coordinate all aspects of the competition and make the final decision as regards any protests or complaints about the organization, match results, medical and refereeing issues after consultation with the sub-committee or delegate in question;
- 13.5.2 to admonish and if necessary disqualify players, referees, coaches and other participants;
- 13.5.3 to appoint one of its members as President of each local Control Committee responsible for the smooth running of the matches in each venue or city and with the following duties:
 - 13.5.3.1 to act as Chairman of the local control committee, composed of members of the other sub-committees
 - 13.5.3.2 to nominate the game jury for each match with the following duties:
 - a) *control of the draw of players for the doping control;*
 - b) *transmission of the match report to both the President of the Appeal Sub-Committee and the President of the local control committee;*
 - c) *reception of claims and protests concerning the match result and preparation of a report in conjunction with the refereeing delegate;*
 - 13.5.3.3 to conduct the Judges' Conference with the first referee and the Refereeing delegate
 - 13.5.3.4 to nominate the Game Technical Supervisor with the following duties:
 - a) *to assure the smooth preparation, running and final operation of the match in cooperation with the Game Jury President and the OC. The Court Manager will be at the disposal of the Game Technical Supervisor during the game.*
 - b) *to be seated at the Jury's table, next to the Game Jury President.*
 - 13.5.3.5 to remain in contact with the President of the Appeal Sub-Committee (who is also the President of the Control Committee) in any emergency by any rapid means;
 - 13.5.3.6 to consult the President on late-hour requests by the organizer to alter the match schedule, economic or playing conditions, etc;
 - 13.5.3.7 to transmit to the President every day a brief and concise report on the daily events. Where applicable, this can just specify "competition without problems";

- 13.5.4 to delegate powers and assign to each local Control Committee the following duties:
 - 13.5.4.1 to acknowledge and solve complaints about the organizer, FIVB officials or other participants;
 - 13.5.4.2 to collect the original score-sheets of the matches, protests, complaints, and make a report to the President.
- 13.5.5 to check and approve the accreditation of players, team officials, FIVB officials and guests;
- 13.5.6 to check and approve final team entries, players' eligibility and uniforms;
- 13.5.7 to supervise the preparation of facilities and logistics by the organizer for meetings scheduled for all Sub-Committees and the general technical meeting, team briefings and press conferences that follow these meetings involving representatives of all participants;
- 13.5.8 to inspect, approve and control the hotels and dining facilities for teams, referees, officials and other participants;
- 13.5.9 to authorize the issue and distribution of ID cards and passes;
- 13.5.10 to check the special stands (VIPs, FIVB guests, players and FIVB officials) and areas restricted to bearers of specific ID cards (except press) and verify the security measures for controlling access;
- 13.5.11 to check and control transportation for Technical Officials and Control Committee members, and coordinate available vehicles with the organizer;
- 13.5.12 to inspect, approve and control the operation of hospitality areas for VIPs, FIVB guests, technical officials, etc;
- 13.5.13 to control and coordinate the planning and preparation of the opening, closing and awards ceremonies;
- 13.5.14 if nominated, to preside over certain matches as Game Jury President or Game Technical Supervisor;
- 13.5.15 to solve problems arising from its duties and present the President with a report on those not solved.

13.6 VENUE OPERATIONS SUB-COMMITTEE

This sub-committee is chaired by the President of the Sports Events Council or his representative. Its members are responsible for the quality and quantity of local personnel, material and technical equipment required by the FIVB for the organization of Volleyball matches in FIVB competitions. A member of the Technical Commission is a de facto member.

The duties of the Venue Operations Sub-Committee are:

- 13.6.1 to approve the layout and installation of the competition area in accordance with the FIVB plan and the “Official Volleyball Rules”;
- 13.6.2 to verify that the sports equipment, material and other supplies are available in the quantity and the quality required by the Section III (Organizer’s Manual) and the Official Volleyball Rules;
- 13.6.3 to verify and approve lighting (intensity and beam direction), floor (wood or synthetic), playing court (dimensions), local sound, air conditioning, etc. as required by Section III (Organizer’s Manual) and the Official Volleyball Rules; the necessary measurement equipment (light meter, measuring tape, height meter) required to be provided by the Organizer.
- 13.6.4 to control and restrict the access to the competition area only to authorized personnel, officials and teams playing;
- 13.6.5 to check and approve the official forms to be used for competition statistics and match results;
- 13.6.6 to control reports by the organizer on match results, team ranking, training schedule, match schedule, etc;
- 13.6.7 to supervise the preparation and distribution by the organizer of the daily bulletin (except for press) and other information published by the FIVB;
- 13.6.8 to prepare the guidelines and instructions required for the statistics of player and team evaluation and control reports by the organizer on such statistics; to check the availability of one table and one seat for the Technical Commission member next to the statisticians for the competition period. The Technical Commission member to take part in the Refereeing Clinic with statisticians.
- 13.6.9 to draft the technical evaluation report of the competition;
- 13.6.10 to inspect, approve and control the operation of the areas adjacent to the competition hall (warming-up court, changing rooms, etc.);
- 13.6.11 to approve the layout and installation of the secretariat and verify the availability of personnel and equipment required for the accomplishment of its duties;
- 13.6.12 to provide to the Control Committee the material for the selection of the best player and the best coach;
- 13.6.13 to control strictly the competition area during matches;
- 13.6.14 if nominated to preside certain matches as Game Jury President or Game Technical Supervisor;
- 13.6.15 to solve problems arising from its duties and present the President with a report concerning those not solved.

13.7 REFEREEING SUB-COMMITTEE

This sub-committee is chaired by the President of the Refereeing Commission or its representative. Its members are the immediate collective authority over all referees, scorers and line judges whose impartiality and quality they must ensure.

The duties of the Refereeing Sub-Committee are:

- 13.7.1 To use the referee instructions and guidelines as approved by the Referee Commission, including among other items:
 - a) *refereeing guidelines and interpretation of new rules*
 - b) *refereeing coordination during matches*
 - c) *international game protocol*
 - d) *working program and calendar of meetings and clinics, including their agendas and subjects*
 - e) *conduct and discipline*
 - f) *travel information;*
- 13.7.2 to check and control the preparations by the organizer for the refereeing clinic and meetings in accordance with Article 47.6.3 of these Regulations;
- 13.7.3 to hold a preliminary meeting within three days prior to the start of the competition to coordinate duties and allocate specific tasks to be accomplished by each member during the refereeing clinic;
- 13.7.4 to supervise the organization of the refereeing clinic and strictly program the presentation of teams, referees and refereeing problems; to supervise with the Technical Commission member the integration and presence of statisticians in this clinic; To prepare and attend meetings of the Control Committee, the General Technical Meeting and Team Briefing.
- 13.7.5 to assign Refereeing Delegates (1 or 2) for each match during the competition who will carry out the analysis and evaluation of the performance of the referees and will take part in the Judge's conference when required; (Article 9.1)
- 13.7.6 to keep statistics on the nomination and performance of referees with regard to the application of rules and to present an individual and general evaluation of their performance;
- 13.7.7 to keep a record of controversial refereeing decisions on the application of rules and, regardless of the specific outcome, make a choice of the most suitable ruling for similar cases in the future;
- 13.7.8 to examine and nominate the scorers, line judges, ball retrievers and floor moppers, proposed by the organizer, and supervise and evaluate their performance;
- 13.7.9 to admonish and, if required, suggest that the Appeal Sub-Committee disqualify a referee for misconduct or breaking refereeing instructions;

- 13.7.10 to assign referees to the various venues or cities and nominate the refereeing corps for each match (1st and 2nd referees, reserve referee, scorer and line judges);
- 13.7.11 when nominating the refereeing corps for a match, to keep in mind that:
 - a) *referees and the refereeing delegate if possible must not come from the same country as the teams involved, nor the referees from the same country as the refereeing delegate,*
 - b) *when teams involved come from different continents, preference should be given to referees from a third continent,*
 - c) *when both teams come from the same continent, referees may also come from that continent, but should be from a different country,*
 - d) *as far as possible a referee should not be nominated first referee for two consecutive matches of the same team;*
 - e) *the RSC to submit the refereeing nominations to the Control Committee President.*
- 13.7.12 to check that all referees abide by the Official Volleyball Rules, judge their performance and unify their interpretation of the rules;
- 13.7.13 to decide on any protest concerning refereeing and report to the Appeal Sub-Committee;
- 13.7.14 to check national anthems and equipment before the competition;
- 13.7.15 to solve problems arising from its duties and present the Control Committee President with a report on those not solved.

13.8 TECHNICAL DELEGATE'S DUTIES / EVENT DIRECTOR

The technical delegate is responsible for the smooth running of the competition and the operation of competition and training halls for which he is required to:

- 13.8.1 coordinate the work of the Technical sub-committee and assign individual tasks to the members of the Technical sub-committee;
- 13.8.2 ensure the efficient work of the personnel involved in the event in accordance with their duties as established by the Technical Organizational Chart;
- 13.8.3 In coordination with the Administrative delegate, he must supervise the preparation and timely availability of meeting rooms (large enough), agenda, documents, furniture and interpreters if required for:
 - a) *Control Committee meeting*
 - b) *Preliminary inquiry*
 - c) *General Technical meeting and/or Team Briefing*
 - d) *Sub-committees meetings*
- 13.8.4 coordinate and control the sequence and timely access of personnel to the playing court;
- 13.8.5 verify the accurate preparation and timely distribution of training schedule, match schedule (or any possible changes).

- 13.8.6 inspect and verify, with the Technical sub-committee members, the proper setting-up and operation of the areas adjacent to the competition venue (warming-up court, changing rooms) and working areas like Technical bureau (Secretariat);
- 13.8.7 ensure the correct and timely flow of information, checking the correct preparation, typing and content of match and statistical reports and their timely reception, in collaboration with the Technical sub-committee member(s) responsible;
- 13.8.8 supervise and coordinate with the Press Delegate, VIS Delegate and TSC members the preparatory work and content of the Daily Bulletin;
- 13.8.9 verify and ensure the operation of the competition area under FIVB control and the availability of national anthems, sports equipment and material;
- 13.8.10 verify and ensure that in each competition venue the organizer places the FIVB flag, flags of participating countries in the correct positions, competition logo and banners featuring the title of the competition well in evidence, in the view of the public and TV cameras;
- 13.8.11 ensure that an official photographer has been engaged by the organizer;
- 13.8.12 in coordination with the Press delegate and Technical sub-committee members, determine the press photographers' camera positions around the playing court and the exclusive position for the official photographer(s);
- 13.8.13 check that all documents under his control are forwarded to the FIVB Volleyball Events Department;
- 13.8.14 prepare a one-page report on the quality of the organization and structure set up by the organizer for the final report;
- 13.8.15 supervise and control the game speaker;
- 13.8.16 check the content of the Competition Handbook before printing.

13.9 MEDICAL DELEGATE'S DUTIES

- 13.9.1 to verify and control all medical services (first aid, doping controls, alcohol-test, medical care on court, etc.);
- 13.9.2 to check health certificates for all players, Medical Certificates and FIVB accreditation cards for team doctors and physiotherapists;
- 13.9.3 to verify that the meals provided by the organizer meet FIVB standards with regard to quantities, calories and nutrition, as laid down in the Medical Regulations;
- 13.9.4 if a Medical delegate has not been included in the Control Committee, the above duties shall be carried out by the Appeal sub-committee.

- 13.9.5 to prepare and attend meetings of the Control Committee, the General Technical Meeting and Team Briefing.

13.10 PRESS DELEGATE'S DUTIES

The Press Delegate ensures the flow of information and the smooth operation of facilities, equipment and services provided by the organizer for the mass media representatives.

The Press Delegate's duties are:

- 13.10.1 to prepare the guidelines and press accreditation forms and ensure that they are distributed worldwide on time;
- 13.10.2 to check and ensure the prompt accreditation of press representatives;
- 13.10.3 to verify the accommodation and transportation for accredited press representatives and to provide transportation to FIVB invited media (VIP journalists);
- 13.10.4 to adhere to the FIVB Brand and Graphic Guidelines for press conference material and interview backdrops;
- 13.10.5 to approve the layout and installation of equipment and furniture required for the press working areas including microphones and sound system;
- 13.10.6 to check the operation of press equipment.
- 13.10.7 to ensure adequate control by the organizer of all access to press areas such as stands, interview rooms, TV or press room, etc;
- 13.10.8 to prepare the guidelines and instructions to organizers, team members and press in order to arrange press conferences and interviews adequately;
- 13.10.9 to coordinate actions aimed at a better organization of press conferences and interviews of players, coaches and FIVB officials;
- 13.10.10 jointly with the technical sub-committee, to verify the accuracy of the data of VIS reports and ensure the transmission of such to the press and the TV networks;
- 13.10.11 to solve problems arising from its duties and present the President with a report on those not solved.
- 13.10.12 to prepare and attend meetings of the Control Committee, the General Technical Meeting and Team Briefing.
- 13.10.13 to give to all photographers a specific event vest (bib), in light cotton, which is provided by the organizers and identifies the photographers who are able to take still pictures around the court. ENG crews will have to wear a different vest, also provided by the organizers. The official photographer(s) should receive a vest with a third colour, with "FIVB" written on the back.

- 13.10.14 clear written instructions must be given to photographers about where they may operate.
- 13.10.15 edit, add a photo and approve match description and press conference reports written by the press writer for the FIVB website.
- 13.10.16 provide feature stories for the FIVB website on key athletes or events pertaining to the tournament.
- 13.10.17 control and supervise the uploading of photographs by the official photographer to the FIVB.org photo gallery.
- 13.10.18 select the necessary photos from the photo gallery for the tournament slideshow, adding the necessary captions.

13.11 ADMINISTRATIVE DELEGATE'S DUTIES

- 13.11.1 The Administrative delegate is responsible for the verification, approval and enforcement of the plans proposed by the organizer for:
 - a) *selection of hotels and restaurants; accommodation plan and preparation of housing, meals and transportation facilities for Technical officials, Control Committee members (jury), Referees, teams, guests and mass media representatives;*
 - b) *airport and city reception arrangements;*
 - c) *accreditation;*
 - d) *ceremonies;*
 - e) *hospitality areas (in the hotels and competition halls);*
 - f) *advertising in the competition halls;*
 - g) *stadium configuration;*
 - h) *security services;*
 - i) *liability insurance control.*
- 13.11.2 If the Administrative delegate position is not filled, these tasks shall be carried out by the Appeal sub-committee.

13.12 FINAL REPORT

- 13.12.1 The Control Committee is required to prepare a competition report with the OC before leaving the venue.
- 13.12.2 The organizer must present on the final day the booklet of the final results.
- 13.12.3 The organizer must inform the Control Committee before they leave of the time required for the printing of the FINAL REPORT.

CHAPTER 4

Requirements for Competition and Training Halls

14	COMPETITION HALLS
14.1	SENIOR WORLD CHAMPIONSHIPS AND OLYMPIC GAMES For Senior World Championships and Olympic Tournaments a main hall with seating capacity for 15,000 is required, unless otherwise decided by the FIVB
14.2	OTHER FIVB, WORLD AND OFFICIAL COMPETITIONS Other FIVB, World and Official competitions may be authorized to use a hall with less seating capacity in accordance with local conditions. For Junior and Youth World Championships two competition halls - meeting FIVB requirements - in two different cities should be provided.
14.3	FOR PRELIMINARY ROUNDS OUTSIDE THE MAIN VENUE For preliminaries or rounds not to be played in the main venue, a hall with a capacity of 5,000 seats is acceptable.
14.4	NUMBER OF COMPETITION HALLS The number of halls will be determined by the FIVB according to the number of matches to be played each day.
14.5	AREAS REQUIRED IN ANY HALL USED FOR OLYMPIC GAMES AND SENIOR WORLD CHAMPIONSHIPS All halls must dispose of the following areas: <ul style="list-style-type: none">a) Competition areab) Stands and booths for the FIVB and the pressc) Two warming-up areasd) Secretariat and statistics roome) Working and reception rooms for the FIVB and FIVB President's roomf) Medical services areag) Press working roomh) Press Conference Roomi) Mixed Zonej) Changing roomsk) Working and reception rooms for main sponsorsl) Technical video area for the competing teamsm) Technical data collection (statistics) area for participating teams

15 COMPETITION AREA

The competition area and equipment must be in accordance with the FIVB Official Competition Court Layout (refer to the Organizer Agreement and/or the Competition Handbook).

15.1 DIMENSIONS

A 40 m x 25 m area free of obstacles is required for the match. This area includes space for:

- 15.1.1 The playing court (18 m x 9 m)
- 15.1.2 The free zone around the playing court (5 m from side lines and 8 m from end lines). Both the playing court and the free zone together make up the playing area (34 m x 19 m).
- 15.1.3 Free passage-way (space) around the free zone (minimum 2m wide and minimum 4.5 m wide on the game jury table side).

The three areas - playing court, free zone and free passage-way make up the competition control area.

15.2 TECHNICAL REQUIREMENTS

The technical requirements of the playing area consist of:

- 15.2.1 Wooden or synthetic flooring, installed on beams and not concrete, must be covered with non-slip paint or absorbent material, both of which must have been duly homologated by the FIVB.

Only those specifically approved synthetic flooring can be installed directly on concrete.

For World Championships and Olympic Tournaments, synthetic flooring, installed over wood on beams, with white playing court lines is required.

- 15.2.2 Space free from any obstruction up to a height of a minimum of 12.5 m measured from the floor and above the whole playing area.
- 15.2.3 For the lighting movable lamps are preferable along each external side of the free zone. All lighting must obtain FIVB approval.
 - a) *Lamps must not dazzle the players in any way, be too bright nor be placed over the centre line of the court.*
 - b) *Light intensity must be no less than 1500 lux measured at 1 m from the floor.*
 - c) *Light beams should eliminate shadows on the floor.*
 - d) *Spectator Stands should be adequately and consistently lit.*
- 15.2.4 The arrangement of tables and panels and all equipment must be made in accordance with the FIVB layout (see "Official FIVB Forms and Layouts").

- a) *the scorer's table is 1.50 m x 0.90 m x 0.70 m in height and stands perpendicular to the centre line along the external side of the free zone facing the referee's chair.*
- b) *the court announcer and scoreboard keeper will each have another similar table placed next to the side of the scorer's table and 30 cm further back from the external side of the free zone*
- c) *game jury officials and refereeing delegates will have one table (300 x 90 x 70cm) placed 1.45m behind the scorer's table. The table should stand on a platform a minimum of 30 cm off the ground;*
- d) *panels around the free zone will be 3.4 m long and 1.00 m in height*

15.2.5 A mobile communication system is required between the competition area and the warming-up hall.

15.3 EQUIPMENT

The FIVB will select, besides the official ball, all equipment required for the competition, choosing it from among the equipment previously homologated by the FIVB. Such equipment will consist of:

- 15.3.1 posts must be telescopic and protected with a plastic or foam cover. Their surface must be smooth without any projections or attachments such as cables or ropes to hold the posts upright;
- 15.3.2 the net must be steady and stretch out with one antenna fixed at the edge of each side band;
- 15.3.3 the referee's chair must be adjustable in height, very stable with a wide base. It must allow the referee, whether sitting or standing, to see 0.50 m above the top of the net;
- 15.3.4 the electronic scoreboard must be in sight of the two teams, referees, line judges, game delegates and audience with the following indications:
 - a) *Name of the countries or teams*
 - b) *Service indicator*
 - c) *Time-outs granted per team*
 - d) *Substitutions made by each team*
 - e) *Score of the set underway*
 - f) *Score of previous set(s);*
- 15.3.5 Manual scoreboards must be on hand for use in case of emergency and must indicate:
 - a) *Country or teams' names*
 - b) *Score of the set underway*
 - c) *Sets previously won by each team.*
- 15.3.6 It is recommended that TV camera operators are seated on small mobile seats between the scorer's table and coach position:

15.4 ADDITIONAL EQUIPMENT

Additional equipment required on or near the competition area is the following:

- a) Five new official balls ready for use.

- b) Two rubber-wheeled trolleys with twelve balls each for warming-up use and two rubber-wheeled trolleys for team clothing.
- c) A support for five balls which will stand by the scorer's table (three of the balls are used during the game)
- d) Two chairs and seating for 8 persons placed along the external side of the free zone on either side of the scorer's table
- e) Two chairs for penalty area and two chairs for the reserve referee and lines judge, two chairs for team liaison, one chair for the control committee liaison.
- f) Game jury table on a platform with four chairs.
- g) Two tables with three chairs each for organizer court staff and host TV broadcaster.
- h) An electric buzzer combined with a light within the reach of each of the coaches
- i) A measuring rod clearly marked at 2.24 m and 2.43 m to measure the height of the net
- j) Six 1 m long mops to dry and sweep clean the floor
- k) 30 towels for the moppers and the teams
- l) Four red flags or other color (yellow), each 40 cm x 40 cm in size for the line judges

15.5 SPARE EQUIPMENT

A spare set of equipment should be available near the competition area in the following amounts:

- a) Two official nets with antennae, a pair of posts and a measuring rod
- b) Two devices for measuring the weight and circumference of the balls and two pressure-gauges
- c) Two mops
- d) 30 towels for the moppers
- e) A sufficient number of official balls for the competition
- f) Four red flags or other color (yellow), each 40 cm x 40 cm in size for the line judges

16 STANDS AND BOOTHS FOR THE FIVB, PRESS AND TV

16.1 STANDS TO BE RESERVED

Free seats will be reserved as follows:

- 16.1.1 A presidential stand for the sovereign or head of state and his retinue.
- 16.1.2 A stand (A) of honor divided into three sections:
 - a) *FIVB members present, Control Committee members, FIVB members and accompanying persons in the central section (25 seats)*
 - b) *FIVB guests, sponsors, international sports organizations, diplomatic corps, and other VIPs (100 seats on the right)*
 - c) *Organizers' guests, local sponsors and other high government officials (100 seats on the left)*

- 16.1.3 A press stand (B) for journalists and photographers duly prepared to facilitate their job (electricity, internet etc.) with tables and comfortable seats (as required).
- 16.1.4 A stand (C) for team members, players, technicians and other officials (as required by the number of teams)
- 16.1.5 A stand (D) for international referees and national and international technical officials (as required by the number of matches to be played daily).
- 16.1.6 Technical video facilities:
An area of 3 x 6 meters must be placed behind one of the court end lines for the use of the participating teams to make technical films and videos for use in match preparation, analysis and scouting. This area, as much as possible, should be centered behind the end line and be raised near the height of the net. This area is reserved for cameras previously checked and approved by the Control Committee and access to it shall be restricted to only one of the accredited members, previously registered, per team. The sale or commercialization of any technical video filmed from this area shall entail a fine of CHF 10,000 on the National Federation allowing its sale in its country.
- 16.2 BOOTHES FOR RADIO AND TV COMMENTATORS**
Booths for radio and TV commentators as requested:
- a) for the host broadcaster who will also coordinate – in collaboration with the FIVB TV Agency, if so requested by the FIVB – the needs of international broadcasters
 - b) for other international broadcasters when they request such.
- 16.3 TEAM STATISTICIANS**
For each team participating in the match being played, two seats must be made available at a table situated behind the end panels delimiting the edge of the free zone (i.e. in the free passageway, behind the service line.) One pair of statisticians shall be situated at the end of the court behind Team A, the other shall be situated behind Team B. The exact location can be found on the Official Court Layout. Electricity connections must be available to these tables during the match.

17 WARMING-UP AREAS

- 17.1 LOCATION AND DIMENSIONS**
With direct access to the playing court, each hall must have two areas of at least 24 m x 15 m x 7 m height free from any obstacle.
- 17.2 ADJACENT PLAYING COURTS**
One area is acceptable when it is big enough to contain two playing courts divided by a curtain.
- 17.3 FLOOR COVERING**
The flooring of the warming-up area can be either:

- 17.3.1 the same as the flooring on the competition area (floating wood on beams with synthetic homologated cover), or
- 17.3.2 specifically approved synthetic flooring installed directly on the hard surface of the warming-up area (concrete, wood with no beams).
- 17.4 POSTS AND NETS**
The posts must also be telescopic for quick net adjustment.
- 17.5 LIGHTING**
The lighting must be of 500 lux minimum and all lamps and windows should preferably be protected.
- 17.6 EQUIPMENT**
Equipment required for each warming-up area is the following:
- a) one rubber-wheeled trolley,
 - b) a measuring rod clearly marked at 2.24 m and 2.43 m
 - c) twelve official game balls in good condition.

18 SECRETARIAT AND STATISTICS ROOM

- 18.1 DIMENSIONS**
The secretarial services should dispose of no less than 50 m² in the main hall and 30 m² in other halls.
- 18.2 REQUIREMENTS**
The secretariat must be equipped to satisfy the needs for competition data recordings, control of individual statistics, printing and processing of documents.
- 18.3 EQUIPMENT AND MATERIAL FOR DATA RECORDING**
The section for recording competition data requires the following equipment and material:
- a) Personal computers, printers and adequate and current office software (and typewriter if required for completion of scoresheets)
 - b) tables or desks with sufficient chairs
 - c) stationery
 - d) internet wi-fi connection is mandatory. The bandwidth should be large enough to allow email transmissions and web access
- 18.4 EQUIPMENT AND MATERIAL FOR STATISTICAL EVALUATION**
The section for the control of individual statistics requires the following equipment and material:
- a) PCs and printers in sufficient quantity for the program prepared
 - b) tables and chairs for statisticians
 - c) stationery
 - d) calculators

- e) modems, faxes and portable phones / walkie-talkies (walkie-talkies should be checked by the broadcaster before use because they may interfere with the microphones and TV intercom frequencies)

18.5 EQUIPMENT AND MATERIAL FOR DOCUMENT PRINTING AND PUBLICATION

The information section requires the following equipment and material:

- a) tables to sort out documents
- b) high-speed photocopiers with zoom and auto stapler
- c) desk photocopiers with auto-feeder
- d) all the necessary chairs and desks

19 WORKING AND RECEPTION ROOMS FOR THE FIVB

19.1 WORKING ROOMS IN MAIN HALL

Working rooms in the main hall at the disposal of the FIVB must be adequately furnished (i.e. equipped with telephone lines and personal computers as required) for the following purposes:

- 19.1.1 the office room (at least 40 m²) of the FIVB President (or his representative) must be furnished with two desks, one working table with six chairs in one of them; two comfortable sofas, one low table and chairs in the other;
- 19.1.2 the office room (at least 40 m²) of the Control Committee President must be furnished with two desks, one working table with six chairs in one of them; two comfortable sofas, one low table and chairs in the other;
- 19.1.3 the office of the FIVB Technical Delegate must measure no less than 24 m² and be equipped with two working tables and six chairs for other FIVB Technical Officials;
- 19.1.4 the Control Committee meeting rooms must be :
 - a) *for the Appeal and Venue Operations Sub-Committees of at least 24 m² with table and chairs for eight persons,*
 - b) *for the Refereeing Sub-Committee at least 24 m² with table and chairs for eight persons.*
- 19.1.5 Internet connections are mandatory for this area.

19.2 WORKING ROOMS IN SECONDARY HALLS

Working rooms in secondary halls must meet the requirements as for the main hall (including equipment), except for the dimensions which may be reduced in accordance with the number of officials.

19.3 RECEPTION ROOMS OR LOUNGES IN MAIN HALL

Reception rooms or lounges must be properly arranged and furnished for the following persons:

- 19.3.1 VIPs, sponsors and guests of honor (with beverages, snacks, a TV set, sofas and low tables)
- 19.3.2 Control Committee members and FIVB delegates (also with sofas, low tables, beverages, snacks and a TV set)
- 19.3.3 International referees (with sofas, beverages and a TV set)

19.4 RECEPTION ROOMS OR LOUNGES IN SECONDARY HALLS

Reception rooms or lounges in secondary halls may be limited to two, one for the Control Committee members, VIPs and FIVB guests; the other for referees (both with sofas, low tables, beverages, snacks and a TV set).

20 MEDICAL SERVICES

20.1 REQUIREMENTS

Medical services are required in all halls, properly equipped to satisfy two specific needs as follows:

- a) doping control section according to the provisions of this article and the WADA Guidelines for Urine Sample collection (see www.wada-ama.org)
- b) first aid and referees test section

20.2 DIMENSIONS AND EQUIPMENT FOR DOPING CONTROL SECTION

The doping control section should be at least 40m² and consist of three sections properly fitted out as follows:

- a) waiting room (minimum 20 m²)
- b) reception room (minimum 15 m²)
- c) toilet with shower (minimum 5 m²)
- d) telephone
- e) refrigerator (with lock)
- f) selection of bottled refreshments

This section shall protect the privacy of the athlete, be used only as doping control section, provide a hygienic environment with adequate temperature and bear the appropriate signage, restricting access only to persons with a doping control pass.

20.3 DIMENSIONS AND EQUIPMENT FOR FIRST-AID SECTION

The first aid (and referees test) section should be at least 25 m² and dispose of:

- a) beds (at least one)
- b) basic medical equipment
- c) basic medication
- d) oxygen administration facilities
- e) stretchers (minimum one)
- f) telephone
- g) refrigerator
- h) on court first-aid, including automated external defibrillator
- i) ice machine

21 PRESS AND PRESS CONFERENCE ROOMS

Press and VIS centers to remain under exclusive FIVB control and supervision and cannot be used by the organizing committee for their own purposes.

21.1 PRESS ROOM LOCATION, CAPACITY AND EQUIPMENT

The press room must have direct access to the press stand and contain the following:

21.1.1 Capacity:

- a) *main hall - for 100 journalists and a special area for photographers with dedicated internet LAN cables and their material to be arranged.*
- b) *secondary halls - 25/50 journalists*

21.1.2 Equipment:

- 21.1.2.1 two computers, with internet access connected to a printer Internet access (wifi with password protection and LAN cables) plus phones for local and international calls. The internet bandwidth is mandatory and should be large enough to allow the multi-session uploading of files by the photographers. Access to a fax machine with international calling, lockers for photographers and journalists, and photocopiers
- 21.1.2.2 tables and chairs in accordance with the number of accredited journalists
- 21.1.2.3 board with competition graphics and table results on the wall
- 21.1.2.4 pigeon-holes for results and press release distribution
- 21.1.2.5 a welcome/information desk with security check
- 21.1.2.6 a help desk, particularly for IT issues
- 21.1.2.7 television screen(s) showing the coverage from the hall (and other halls if needed) for journalists who need to work in the press room and maintain a visual of what is happening on the court

21.2 CAFETERIA, LOUNGE AND REST ROOMS

- 21.2.1 The press cafeteria must be adequate for the number of accredited journalists and have snacks, fruit and beverages available.
- 21.2.2 A press lounge or rest rooms for the press, radio and TV, are required at least for the main hall. Comfortable seating and TV sets are recommended.
- 21.2.3 Toilets for the exclusive use of the accredited press personnel are also recommended.

21.3 PRESS CONFERENCE ROOM

The press conference room must be prepared in accordance with the following:

- 21.3.1 Capacity - as per the number of accredited journalists
- 21.3.2 Equipment - a raised platform, microphones, chairs and a 3 m long table (as required), provided by the FIVB Brand and Graphic Guidelines or a backdrop with sponsors and stakeholders as approved by the FIVB, a TV set is allowed if requested; panels with the name and the logo of the competition with appropriate décor and FIVB signage. A raised platform in the middle of the room amongst the press seating for television cameras.
- 21.3.3 Personnel - one speaker to introduce the persons being interviewed, runners to escort the players and coaches from the Mixed Zone to the press conference room, interpreters and security personnel.

21.4 MIXED ZONE

The Mixed Zone should be positioned at the players exit of the court allowing the press access to the players but separated by a barrier with no crossover between the two parties. A backdrop with sponsors and stakeholders as provided by the FIVB Brand and Graphic Guidelines or approved by the FIVB is required behind the players interview positions. Labels indicating the positions of the press are required as per the following: 1) Host broadcaster and TV rights holders 2) News agencies, radio and team journalists 3) Print and web journalists 4) non rights holders. See also Article 85.6.

21.5 PRESS DELEGATE'S ROOM

A room connected to the press working room must be provided for the press delegate. A working desk, chairs, comfortable seating and table for meetings, broadband internet connection, TV with a feed from the host broadcaster, electricity, printer and a locker must be available.

21.6 OFFICIAL PHOTOGRAPHER'S ROOM

A room must also be provided for the official photographer. This room can be a joint room with the press delegate. A working desk, chair, electricity, a broadband internet connection must be available for the uploading of images to the FIVB ftp site and a locker must be provided. In addition to the internet connection in the official photographer's room, a high speed LAN cable must be provided at the court side press working tables for the official photographer's use only.

22 CHANGING ROOMS

22.1 NUMBER

Each hall must have at least six changing rooms in good condition for the following use:

- a) Teams on the program: 4 rooms
- b) International referees, scorers, line judges and Ball retrievers: 2 rooms

22.2 DIMENSIONS AND SERVICES REQUIRED FOR TEAMS

Each of the teams' changing rooms should fulfill the following requirements:

- | | |
|----------------------------|---------------------------|
| a) Dimension | minimum 30 m ² |
| b) Showers | minimum 4 |
| c) Massage tables | 1 |
| d) Toilets (Western style) | 3 |
| e) Lockers | 15 |
| f) Easy chairs or benches | 15 seats |
| g) Ice box and ice | Sufficient |

22.3 DIMENSIONS AND SERVICES REQUIRED FOR REFEREES

Maximum of 4 Referees' changing rooms: two for international referees (split into gender) and the other two for referees, scorers and national line judges (split into gender) as follows:

- | | |
|----------------------------|-------------------|
| a) Dimension | 20 m ² |
| b) Showers | 2 |
| c) Toilets (Western style) | 1 |
| d) Lockers | 4 |

23 TRAINING HALLS

23.1 NUMBER OF HALLS REQUIRED

All international Volleyball competitions require the number of training halls that is deemed sufficient to allow each team at least one and a half hours' training daily.

The FIVB will decide on the number of training halls and notify the organizer.

23.2 HALL DATA AND TIMETABLE

Once the halls have been approved by the FIVB, the organizer prepares leaflets to indicate the training timetable in each hall and with the following information:

- a) Name of the hall and owner
- b) Address and telephone numbers for each training hall
- c) Name of the OC Training Hall Manager and contact telephone numbers
- d) Distance from team's lodging and traveling time by bus

23.3 HALL DISPOSAL

Each training court must be at one team's entire disposal until the arrival of the next team scheduled to train on the same court. (A team may invite another team to share its training court.)

23.4 REQUIREMENTS

To be approved a hall requires the following dimensions and equipment:

- a) the playing area must be 34 m x 19 m and possible more than 7 m height free from obstacles
- b) the floor of the playing area may be wooden or synthetic, preferably similar to the floor of the competition playing court

- c) posts and nets, antennae included, must be FIVB approved, preferably the same as on the official playing court
- d) changing rooms with hot water showers must be available for the team's exclusive use
- e) twelve balls and one rubber-wheeled trolley must be available in the hall (balls must be replaced when they lose weight or shape).
- f) a manual flip scoreboard for each court
- g) an ice box and ice
- h) first aid facilities
- i) If possible, a fitness room shall be provided. An access fee may be charged by the organizer.

CHAPTER 5

Drawing of Lots

24 GENERAL GUIDELINES FOR THE PREPARATION OF DRAWING OF LOTS

24.1 ORGANISATION

- 24.1.1 The drawing of lots is organized under the supervision of FIVB officials at a public session 2-3 months prior to the start of the competition and prior to the final phase of the competition for Senior, Junior and Youth World Championships.
- 24.1.2 The Organizer shall bear the travel and accommodation expenses as well as the per diems of one FIVB official responsible to conduct the drawing of lots' ceremony.

24.2 PRINCIPLES

- 24.2.1 The ceremony strictly follows the provisions of this Section concerning team distribution (seeding) and principles for the team draw. (See Article 7)
- 24.2.1 The FIVB Volleyball Events Department may issue Drawing of Lots Technical Organization Guidelines specific to the competition.

24.3 ORGANIZER'S OPTIONS

The organizer must have its technicians ready to make their choice of matches and dates, as granted by these Regulations.

24.4 PREPARATION

The draw should preferably take place in the main city hosting the competition, for which the organizer prepares the following:

- 24.4.1 The hall must be large enough to accommodate honorary guests, team representatives, mass media and general public.
- 24.4.1.1 Size:
- a) *Olympic Games and World Championships: no less than 300 m²*
 - b) *Other FIVB or World Competitions: no less than 150 m²*
 - c) *Height: no less than 5 m.*
- 24.4.1.2 Seating capacity:
- a) *Olympic Games and World Championships: 200-250*
 - b) *Other FIVB or World Competitions: 100-150*
- 24.4.1.3 Distribution of the seating:
Special sections with armchairs

a)	<i>For IOC and NOC members</i>	5-6
b)	<i>For diplomatic corps</i>	8-10
c)	<i>For FIVB officials, org. committee, guests</i>	20
d)	<i>For sponsors</i>	5-6
e)	<i>For TV</i>	5-6
f)	<i>For journalists Sections with ordinary seats</i>	30-45
g)	<i>For coaches and teams</i>	15-25
h)	<i>For public and observers</i>	Remainder

24.4.1.4 Equipment required

- a) *Principal Table*
 - *no less than 4 m x 1 m, with 4-5 armchairs*
 - *3 microphones placed on a podium 30-40 cm high*
 - *with two small FIVB flags and the President's name.*
- b) *Table for cups or drawing wheels*
- c) *Table for the drawing of lots*
 - *no less than 1.5 m x 1 m*
 - *one microphone placed on a podium 30-40 cm high*
- d) *Tablets with name of participating teams*
 - *number of tablets in accordance with the draw*
 - *name of team - in accordance with IOC/FIVB abbreviations*
 - *national flag if possible*
 - *size - no less than 25 cm x 10 cm*
- e) *One panel with the name and logo of the competition*
- f) *A board or screen for the pool composition, the size of which will depend on the number of teams and pools and which will indicate the title of the competition, host cities, pools and teams in "Berger table" order.*
- g) *A board or screen for the daily match schedule, the size of which will depend on the number of teams and days of competitions and which will indicate the days of competitions, host cities, and pairs of teams.*
- h) *Cups and "eggs" according to the number of participating teams*
- i) *Tallies bearing the pool names, team names and two sets of numbers from 1 to 8, to be placed in the "eggs".*

24.4.2 Technical services

- a) *The intensity of the lighting must be sufficient for TV color recording or live coverage.*
- b) *The sound system must include loudspeakers, microphones, and amplifiers.*
- c) *There should be sufficient electrical sockets for portable TV cameras.*
- d) *The light and sound technicians must be present at all rehearsals and the ceremony.*

24.4.3 Special rooms

- a) *one press room with telephones and wifi (password protected) internet access*

- b) *one secretariat room with computers, typing machines, photocopiers and furniture*

24.4.4 Personnel

- a) *Two persons to draw the tallies and hand them over to the FIVB official who announces the content either of teams, pools or numbers.*
- b) *Four persons to set results of the draw on the boards or two persons to set the results of the draw on the screen..*
- c) *hostesses to receive the guests*
- d) *one professional master of ceremonies*
- e) *one professional translator (toward English)*
- f) *one professional Press Chief*
- g) *one responsible official from the OC*
- h) *one computer specialist*

24.4.5 Special material

- a) *FIVB flag and logo*
- b) *national flag of organizing country*
- c) *national flags of participating teams*
- d) *emblem (as provided for in the FIVB Brand and Graphic Guidelines) and mascot of competition*
- e) *sponsors' advertisements*

24.4.6 Press Conference

A press conference must be prepared according to FIVB instructions.

24.4.7 Reception

A reception/cocktail must be organized in accordance with the special schedule.

CHAPTER 6

Advertising on Team Uniforms

[refer also to Annex A]

25 AUTHORITY AND RESPONSIBILITY

25.1 FIVB AUTHORITY

The FIVB may authorize national teams to wear advertising material on their shirts and track suits in accordance with these Regulations.

25.2 CONFEDERATIONS' AUTHORITY

The Confederations are free to authorize the use of advertising on team members' uniforms during Continental Championships or other continental competitions, but the principles and regulations of the FIVB must be adhered to.

25.3 FINAL AUTHORITY

The FIVB has final authority to refuse all advertising which is contrary to the spirit of these Regulations. The FIVB alone is competent to supervise their application.

25.4 DISPUTE

The FIVB and its respective institutions do not have the responsibility to intervene in any dispute which might arise between firms on the one hand and teams on the other hand in respect of possible problems concerning the advertising on the uniforms.

26 PROCEDURE FOR APPLICATION

26.1 APPLICATION

The application for authorization of advertising material must be sent by the NF to the FIVB / Confederation by registered mail.

26.2 SAMPLE SHIRT

The sample shirt will remain in the possession of the FIVB / Confederation and the NF will be notified by registered letter of its approval.

26.3 COPY OF HOMOLOGATION

One copy of the formal homologation will be issued by the FIVB / Confederation.

26.4 SEVERAL SPONSORS

A national team may receive several authorizations for wearing advertising material (different sponsors). A separate procedure is required for each authorization. However, a national team can have a maximum of two (2) sponsors in the same competition.

26.5 CHANGES OF SPONSORS

When there is a change of branding, whether a company or a logo, the same procedure shall apply.

26.6 FEE

The Confederation may receive a fee, the amount being fixed in agreement with each NF for each contract covering branding to be worn on national team uniforms. The fee to be paid to the FIVB is fixed in the Financial Regulations.

27 STYLE OF PUBLICITY

27.1 NON-HOMOLOGATED ADVERTISING

When taking part in a competition, a team member may not carry any branded material other than the name of the sponsors which has been registered by his team and homologated.

The size of the publicity must not exceed 300 cm² in one (1) block on the shirt and one (1) block of the same size on the warming-up suit and 50 cm² on each sleeve or as allowed in the Specific Competition Regulations. (See Annex A.4.1)

27.2 LOGO OF MANUFACTURER

Apart from the branding, the logo of the manufacturer of the uniform is authorized so long as it does not exceed 20 cm² or 5 cm x 4 cm.

27.3 LOGO OF SPONSOR

The name or logo of the sponsor (except that of the manufacturer, if the latter is also the sponsor) may only appear once on the front side and once on each sleeve of the shirt or warming-up suit.

At any given match the entire team must carry the same publicity.

27.4 WARMING-UP SUITS

If a team wears branded material on its warming-up suits, the name of the country must appear on the opposite side to that showing the branding and the design of this branding must be identical on both shirt and warming-up suits (Article 26 of these Regulations shall be respected).

27.5 OTHER INSCRIPTIONS

All inscriptions and symbols are considered as advertisements, with the exception of:

- a) the official name of the country or region and national flag;
- b) the name of the player and his number; and
- c) the manufacturer's logo (5 cm x 4 cm).

28 GENERAL GUIDELINES FOR ADVERTISING

28.1 NATIONAL TEAMS

A national team must not wear branding on shirts or warming-up suits unless a representative of the team is present who possesses the respective Advertising Approval Certificate issued by the FIVB or its Confederation and presents it to the Control Committee.

28.2 REFEREES AND SCORERS

The referees and scorers may not have any branding on their equipment or on their clothing, with the exception of the logo of the manufacturer, which must be small and discreet (6cm x 4cm for manufacturers previously homologated by the FIVB).

28.3 ADVERTISING BANNED

For the under mentioned competitions, no branded material whatsoever may be worn on the playing or training uniforms. The only permitted inscriptions are the name of the player, the player's number and the manufacturer's logo (which must conform to Article 27.2 of these Regulations):

- a) Olympic Games and Olympic Qualifying Tournaments (unless the IOC and the FIVB give authorization for all teams to wear the same advertising name or logo); and
- b) FIVB competitions (unless the FIVB grants its approval for a team to wear a specific advertising on its uniform - see also Article 1.5.5 of the Financial Regulations).

28.4 DISTRIBUTION OF ADVERTISING FEES

The FIVB has the right to negotiate directly branding on uniforms of participating teams at FIVB official competitions, for World Championships and share the amounts collected with the participating teams, after deduction of negotiation expenses and the FIVB share.

28.5 ORGANIZERS' AGREEMENT

Before being accorded an official competition, an organizer must indicate to the FIVB that he gives his agreement to the publicity on sports clothing which has previously been homologated by the FIVB.

29 PENALTIES

29.1 NON-HOMOLOGATED PUBLICITY

- 29.1.1 If a national team appears on court wearing publicity material which has not been homologated by the FIVB or does not present the corresponding Advertising Approval Certificate, the team members must immediately change into clothing which is judged to be acceptable, otherwise they will forfeit the match or the team will be disqualified.

- 29.1.2 An NF whose team members wear branded material without being in possession of the Advertising Approval Certificate will be penalized and the team members may be declared non-eligible for official competitions, including World Championships and Olympic Games.

CHAPTER 7

Awards

30 DEFINITIONS OF THE AWARDS

The awards granted for international activity of the members will be defined in the rules of the Awards Committee and submitted to the approval of the Board.

30.1 FIVB GOLDEN PALMS

- 30.1.1 Such awards are made for personal contribution or exceptional services which have contributed significantly to the promotional, technical or material activities of the FIVB or of Volleyball in general on the written proposal duly justified and made by the General Assembly of a Confederation, an NF, a member of the FIVB Board or the FIVB President.
- 30.1.2 The final decision regarding the awards is taken by the Board.
- 30.1.3 The awards will be presented in accordance with the instructions of the Presidency.
- 30.1.4 Such awards cannot be conferred on active FIVB members or members having resigned their charge before the end of their mandate.

30.2 FIVB ANNUAL AWARDS

- 30.2.1 Conditions for proposals:

- a) *The most outstanding players (Men and Women)*

The President of a Control Committee of an FIVB competition (Section I, Chapter I, Article 2.2) is obliged to send to the FIVB Secretariat within fifteen (15) days after the close of the competition in question the name of the best player. See also Section I, Chapter III, Article 13.6.12.

- b) *The most outstanding coaches (Men's and Women's teams)*

The President of a Control Committee of an FIVB competition must send to the FIVB Secretariat within fifteen (15) days after the close of the competition in question the name of the best coach (men's or women's teams).

c) *Best organizer of a tournament*

The President of a Control Committee of an FIVB competition must send to the FIVB Secretariat within thirty (30) days after the close of the competition in question a justified appreciation of the organization of the tournament, based on the reports of the working sub-committees in their respective fields.

d) *Best feature article*

The President of a Control Committee of an FIVB competition must send to the FIVB Secretariat within thirty (30) days after the close of the competition in question an appreciation of a particular feature article, based on a report made by the Press Sub-Committee. The FIVB Press Commission and the FIVB Press Director must present at the end of each year to the FIVB Secretariat their global evaluation of the feature articles pertaining to the year's Volleyball competitions.

e) *Best photo of the year*

Within thirty (30) days after close of an FIVB competition, the President of the Control Committee, after consultation with the Press Sub-Committee, must send to the FIVB Secretariat the best photo of the competition. The FIVB Press Commission and the FIVB Press Director must present at the end of each year to the FIVB Secretariat the best photos pertaining to the year's Volleyball competitions.

f) *Best television coverage*

The President of a Control Committee of an international Volleyball competition, if he considers it appropriate due to the fine quality of the television coverage of the event, can request the organizer to provide him with a video clip prepared by the TV covering the competition. This video clip should last a maximum of fifty (50) minutes and be sent to the FIVB Secretariat within thirty (30) days after the event, on a VHS Pal/Secam/NTSC cassette three-quarter (3/4) inches. A committee of specialists designated by FIVB and including the members of the FIVB Awards Committee shall present at the end of each year to the FIVB Secretariat a global evaluation.

g) *Best sponsor of the year*

The FIVB Executive Committee at the proposal of the President will alone decide who should receive such an award, because of its importance for the FIVB activity as whole.

h) *Members of the teams "World All-Stars"*

Players are chosen according to statistical reports and to the opinion of the members of the FIVB Board; the final decision being made by the coaches of each selection.

30.2.2 Conditions for the allocation of the awards:

Preparation of the candidates' files

- a) All the documents for the annual FIVB awards must be sent to the FIVB Secretariat before 15 January.*
- b) The Awards Committee holds a working meeting at the end of January-beginning of February to examine the files prepared by the Secretariat.*
- c) The Awards Committee, after thorough examination of the candidates' files, prepares its proposals and reports back to the FIVB President.*
- d) The report of the Awards Committee which is immediately drawn up is given to the FIVB Secretariat for the next meeting of the FIVB Board.*

30.2.3 Nomination of the winners of the annual awards

- a) The FIVB Board nominates those who shall receive the annual FIVB awards following the proposals of the Awards Committee, apart from the award for the Best Sponsor which is decided upon by the FIVB Executive.*
- b) The list of the winners must be sent to the press by the FIVB Secretariat.*

30.2.4 Presentation of annual awards

The awards will be presented during the most important FIVB sports or social event. On this occasion the FIVB can organize a special ceremony under the financial responsibility of one or more sponsors.

30.3 COURTESY AWARDS

30.3.1 These are awarded by the FIVB President on any occasion that he deems appropriate.

30.3.2 They are presented by the President or by the representative he appoints.

30.3.3 The awards for anniversaries (50 and 25 years) of the NFs are the responsibility of the FIVB Secretariat.

30.3.4 These awards are presented by the FIVB President during an FIVB Congress.

31 DESIGNATION OF NOMINEES

31.1 PROCEDURE

- 31.1.1 The FIVB Board chooses five (5) personalities from among its members in order to constitute the FIVB Awards Committee.
- 31.1.2 The Committee, upon its own initiative and inquiry, and following proposals of the NFs and different FIVB bodies, presents the candidates to the Executive and the Board.

CHAPTER 8

Official Forms and Layouts

[visit www.fivb.org for the updated list of forms]

32 COMPETITION AREA

- General Layout (court, measures, material, personnel)
- Playing Court
- Photographs and Television
- Advertising places
- Advertising panels (as per FIVB Brand and Graphic Guidelines)
- Perspective view of the competition area

33 TECHNICAL ORGANISATION CHART

- T-1 Basic Organization
- T-2 Technical Organization Chart

34 REFEREEING FORMS

- R-1 Referee Registration (yearly Referees registration Form)
- R-2 Referee Nomination
- R-3 Daily Refereeing Duty Roster
- R-4 Refereeing Evaluation
- R-5 Line-up Sheet
- R-6 Libero Player Control
- Official Volleyball Scoresheet

35 TECHNICAL ORGANISATION FORMS AND REPORTS

- O-1 Choice of Uniform Colors
- O-2 Team Registration *
- O-2bis Final Team Registration *
- O-3 Training Schedule
- O-4 (deleted)
- O-5 (deleted)

- O-6 (deleted)
- O-7** Preliminary Inquiry
- O-8a** Play-offs of WC Junior & Youth *
- O-8b** Finals and Ranking WC Junior & Youth *
- O-9** Entry form for Players / Coaches
- O-10** Team Information
- O-11** Application to host an FIVB Competition
- O-12** Information on the candidate city
- O-13** Information on the competition halls
- O-14** Training hall requirements and needs
- O-15** Information on the hotels

* These Forms / Reports are generated by the VIS Software or the VISASP Web application.

36 MEDICAL FORMS

- M-1** Doping Control Form
- M-2** Alcohol Test Form
- M-3** Players' Health certificate
- M-4** Health Certificate for Referees
- M-5 (deleted)
- M-6** Referee Health Control Form
- M-7** Health Certificate for Officials
- M-8** Therapeutic Use Exemption (TUE) application form
- M-9** Medical Delegate Report Form
- M-10** Injury Report Form
- M-11** Athlete Retirement Form

37 PRESS REPORTS

Results, rankings and statistics printed by the FIVB VIS software

- P-1** Start List
- P-2** Match results and Best Players statistics
- P-3** Match Players Ranking
- P-4** Collated results & ranking
- P-5** Players ranking by Skills
- P-6** Teams ranking by Skills

Press Info: Combination of end of day press release and complete daily match results

38 PRESS FORMS

- Accreditation Form

All press forms are to be confirmed with the FIVB Press Department

39 OTHER

F-1 Confidential Data Form

- Player Application to Change Federation of Origin
- FIVB Recognized Volleyball Competition

SECTION II

Status of Players, Teams and Referees

These regulations apply equally to both genders. A reference to one gender (e.g. he) includes a reference to the other gender (e.g. she).

CHAPTER 9

Status of Players

40 QUALIFICATION OF THE STATUS

40.1 SUPREME AUTHORITY

The FIVB is the supreme authority in volleyball to decide all questions relating to the eligibility of players.

40.2 RIGHT TO DETERMINE PLAYERS' SPORTS STATUS

Each National Federation has the right to determine the sports status of its players. However, such status must remain within the provisions of the FIVB Constitution and these Regulations.

40.3 FACTORS FOR THE ELIGIBILITY OF THE PLAYERS

The eligibility of a player may be determined after taking into consideration the following factors:

- a) nationality
- b) age
- c) sex
- d) height
- e) other eligibility criteria

40.4 PLAYER PARTICIPATION IN A MATCH

A player is considered to be in the match when

- 40.4.1 his name is registered in the O-2bis form, and
- 40.4.2 there is visual confirmation from the passport / ID that the player is actually present.

41 NATIONALITY

41.1 NATIVE PLAYERS

Only nationals of a country may be enrolled in the national team of the National Federation of the same country.

41.2 NATURALIZED PLAYERS

41.2.1 In principle, naturalized players can play in national teams of their new country.

41.2.2 Only one player having previously played for another national team of the same age category can be a part of a team, for a given event.

41.2.3 The transfer certificate shall include the additional information of the player's former national team, where applicable.

41.3 DUAL CITIZENSHIP, NEW CITIZENSHIP OR DOUBLE OPTION WITH ONE CITIZENSHIP

41.3.1 A player with duly proven dual citizenship or who has acquired a new citizenship or with one (1) citizenship and two (2) optional National Federations to play with, may not be registered by the national team of the second Federation once he has played in the national team of the first one, unless:

- a) He can prove two (2) years' continuous residence within the territory of the second National Federation;
- b) Within this two-year (2) period he has not played for any team nor signed any transfer document under the authority of his first National Federation;
- c) His first National Federation has not suspended him for misconduct while he was playing under its authority for either a local or a foreign team;
- d) He has received from the FIVB the certificate for the Change of Federation of Origin with the approval of the FIVB Board of Administration; and
- e) The two (2) year period provided under Article 45.3.7 (if applicable) has elapsed.

41.3.2 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.

41.4 ENROLMENT IN A THIRD NATIONAL TEAM

A player is not allowed to enroll in a third national team, nor may he return to the national team of his Federation of Origin after having represented a second National Federation.

41.5 FIRST REGISTRATION IN OWN OR FOREIGN COUNTRY

The Federation which is the first to issue a license or enroll the player with one of its club teams is considered to be the Federation of Origin regardless of the player's citizenship. However, if at the time of registration he is a citizen of another country only, the following rules apply:

- 41.5.1 he may be enrolled in the national team immediately after obtaining the same citizenship as his Federation of Origin;
- 41.5.2 if he moves his residence to his country of citizenship, then he is automatically transferred (without the need of a Transfer Certificate) to the Federation of the latter where he may freely play unless he has left debts outstanding or a suspension decreed by his Federation of Origin.

42 AGE AND SEX

42.1 PASSPORT

- 42.1.1 To participate in FIVB, world and official competitions subject to an age limit, all competitors without exception must present an individual passport issued by the competent authorities. The FIVB Board of Administration may establish other requirements.
- 42.1.2 A difference of two years shall exist between men's junior and youth players (Men's Under 21 and Boys' Under 19) as well as between women's junior and youth players (Women's Under 20 and Girls' Under 18).

42.2 GENDER VERIFICATION CERTIFICATE

- 42.2.1 Women competitors in FIVB, world and official competitions may be required to present the official Gender verification certificate issued by the FIVB Medical Commission or by the International Olympic Committee (IOC); if requested, no further tests would be required.
- 42.2.2 Gender must be attested by the National Federations through the birth certificate of the player.

43 OTHER ELIGIBILITY RULES

43.1 GENERAL RULE

Any player who fulfills the requirements of the rules on nationality, age and sex, is eligible for participation in FIVB competitions, including the Olympic Games and qualifying tournaments, on the condition that he complies with the principles of affiliation established by the National Federation of the country of his nationality and fulfils the conditions set out in these Regulations.

43.2 ELIGIBLE PLAYERS

- 43.2.1 A player who is eligible has the right to receive, during the length of his preparation and his sports activity, material and financial assistance, either from sports organizations (NF, NOC, League, Committees or Clubs belonging to voluntary organizations recognized by his Federation), or from private or public services.
- 43.2.2 An eligible player has the right to count on his country's support for conserving and raising the level reached in his studies, in his work within his community at the moment of his incorporation in a sports program.
- 43.2.3 A player may accept material and financial help from his NF or with the consent of the same when participating in competitions or training programs.
- 43.2.4 Material help includes:
- a) board and lodging expenses;
 - b) sportswear and equipment;
 - c) travel expenses; and
 - d) expenses for medical and dental treatment, physiotherapy, including therapeutic and psychological services and necessary medicine.
- 43.2.5 Financial help is granted without limitation as follows:
- a) compensation to replace a justified loss of salary or a scholarship to continue his studies or to continue his professional career;
 - b) pocket money;
 - c) subscription to an insurance or pension plan whether governmental or private under the terms of the national law; and
 - d) engagement by a sports, government, private organization, or sports club.

44 APPLICATION OF THE RULES FOR THE ELIGIBILITY OF PLAYERS

44.1 INTERPRETATION OF THE RULES

The FIVB Board of Administration, or provisionally in the case of emergency the Executive Committee or the President, decides on the violations and interpretation of the rules for the eligibility of players. It may ask the Legal Commission to study the case and submit recommendations.

44.2 FURTHER VIOLATIONS OF THE RULES

Any player who violates these rules from the moment of their coming into effect may not invoke the former eligibility rules or participate in the Olympic Games or qualifying tournaments.

44.3 PARTICIPATION IN PROFESSIONAL LEAGUES

A National Federation, with the approval of the FIVB, may organize its own professional Leagues and authorize its players to play in a professional League recognized by the FIVB.

44.4 ACCEPTANCE OF PRIZE MONEY AND FINANCIAL HELP

A National Federation or affiliated person may accept any financial compensation in exchange for its participation in a national or international competition without affecting the status of the players.

44.5 NO FINANCIAL GUARANTEES

No National Federation, club or player may demand any financial guarantee or special economic conditions to participate in FIVB competitions. Infringement of this rule is basis for sanctions according to FIVB Regulations.

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.

45.1 GENERAL PRINCIPLES

45.1.1 In order to safeguard the respect of the technical and administrative authority of each National Federation in regulating and promoting the practice of Volleyball according to the principles of equality, fair play and fair competition in its country, the approval of International Transfer Certificates will be based on the following principles:

- a) National Federations are competent to determine, in accordance with FIVB Regulations, the composition of all affiliated teams playing in their recognized National Leagues.
- b) National Leagues are by definition composed of teams with players whose Federation of origin is the same as that of the team and they operate in accordance with the decisions made by their National Federation in exercising its right of freedom of association.
- c) National Federations may incorporate into their affiliated Clubs system an unlimited number of players that have another Federation of Origin on condition that they possess an International Transfer Certificate (ITC) approved by both Federations and duly authorized by the FIVB.
- d) Individual contractual terms between Clubs and players are not mandatory to the FIVB or the NF and remain subject to applicable labour laws. However, all Volleyball teams and players registered by a Club with its National Volleyball Federation play under and are subject to the NF and FIVB Sports Regulations.

45.1.2 Rights of the NFs

NFs have the right to protect the integrity of their affiliated clubs and determine the modalities for the transfer of players to local teams. They may establish national regulations for the transfer of players to foreign teams, provided that such rules are supplementary to and not against the letter and spirit of the FIVB Sports Regulations.

45.1.3 Rules for international transfers

Players and clubs must abide by the rules of their NFs for local transfers and by the FIVB Regulations for all international transfers.

45.1.4 Players subject to transfer procedure

These Regulations apply to all international transfers of players who are either licensed or members of an NF affiliated to the FIVB.

45.1.5 Options for transfer procedure

All NFs must inform the FIVB Secretariat in writing whether the international transfer of their players is to be formalized or not. If so, they must indicate to what extent this formality is compulsory for their players. In brief, three options are:

- a) Option 1 - compulsory for all players;
- b) Option 2 - compulsory only for some players; and
- c) Option 3 - no players require transfer documents.

45.1.6 Period for choosing or changing option

The option shall be communicated to the FIVB during the period from January to April each year. An option chosen during this period will remain valid until further notice given by the Federation during another January to April period.

If the NF opts for Option 2, it will be required to supply the FIVB annually with a list of players under transfer control.

45.1.7 Compulsory transfer formalities

The transfer procedure laid down in this Section is compulsory and applicable to the transfer of any player who has previously been registered in another NF having chosen Option 1 or 2 from Article 45.1.5 above, regardless of the payment of a transfer fee or not:

- a) the NF releasing one of its native or registered players will hereinafter be called the Federation of Origin (Article 41.5); and
- b) the NF receiving a player will hereinafter be called the Receiving Federation (see also Article 45.4).

45.1.8 Exception to compulsory transfer formalities

- a) Two (2) NFs may reach an agreement to allow their own national players to move freely from one NF to the other without the necessity for the FIVB transfer procedure to take place. Before coming into operation, this agreement must be registered and approved by the FIVB. If the NFs belong to the same Confederation, the Confederation's approval is also required.
- b) The players may not be involved in any international competitions.
- c) No financial conditions may be involved.
- d) Two (2) NFs wishing to hold common championships with free transfers must conclude a bilateral agreement that is subject to FIVB approval. If the NFs belong to the same Confederation, the Confederation's approval is also required. The NFs must obtain from FIVB a special registration number for their bilateral agreement which shall be mentioned in each ITC procedure for which the bilateral agreement applies.

45.2 TRANSFER FEES

45.2.1 Transfer fees to FIVB

For the scale of Transfer fees, refer to the FIVB Financial regulations.

45.2.2 Parties claiming that their transfer is not subject to payment of a transfer fee or that it is subject to payment of a reduced 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.

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.

45.3 CHANGE OF FEDERATION OF ORIGIN

- 45.3.1 The Federation of Origin of a player may change provided that he has established residence in another country for a minimum of two continuous years and that he has obtained the nationality of said country. A formal request by the player must be received by the FIVB and is only valid upon FIVB approval.
- 45.3.2 The current Federation of Origin and the new Federation of Origin need to be in agreement and all documents need to be sent to the FIVB. These documents are:
 - a) 6 original copies of the Application for Change of Federation of Origin form, duly signed and stamped
 - b) Proof of two years continuous residence in the new Federation
 - c) Copy of the athlete's International Passport of the new Federation
- 45.3.3 The FIVB must receive from either the new Federation or the player an administrative fee of 15,000 CHF for every application for a change of Federation of Origin. The fee shall be 25,000 CHF if the player is a national team player.
- 45.3.4 Once the above-mentioned criteria (45.3.1 – 45.3.3) have been fulfilled then the application will be submitted to the FIVB Board of Administration, during its annual session, for approval.
- 45.3.5 FIVB shall provide written notice of its approval of the new Federation of Origin before the player can start playing.
- 45.3.6 As of the date of approval, the player can play at club level for the new Federation of Origin.
- 45.3.7 If the player has played for another national team of the same age category, he will be eligible to play for the national team of the new Federation of Origin only after two years have elapsed. This two-year period starts from the day that the complete application file, containing all required documents, is received by the FIVB. (See also Article 41.3)

45.4 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:

- 45.4.1 A Volleyball Club interested in a player from another country must require the permission of its own National Federation (thereinafter the "Receiving Federation") providing the name, age and address of the player and the Federation with which the player is actually registered.
- 45.4.2 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 any other legal impediment.
- 45.4.3 In case of agreement, the Federation of Origin must communicate it directly to the volleyball club interested in the player (thereinafter "Receiving Club") and to the FIVB in order to initiate the process in view of obtaining an FIVB International Transfer Certificate (ITC).
- 45.4.4 The Receiving Club requesting the player negotiates the financial and transfer conditions with the player's Federation of Origin. If the player is under contract with his current club beyond the scheduled transfer date (thereinafter "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.
- 45.4.5 Once the Federation and Club of Origin (where applicable) agree with both the Receiving Club and Federation, the Federation of Origin completes all the required information in the template for transfer certificates on the FIVB website.
- 45.4.6 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. After receipt of the fee by the FIVB (see 45.5.2d), the FIVB registers the ITC number in the same electronic template.
- 45.4.7 After verifying all data, the FIVB 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.- Clubs (of Origin and Receiving) and 6.- the Confederation of Origin.
- 45.4.8 Immediately upon receipt of the PDF with the ITC duly completed the player may be registered by the Receiving Federation and Confederation.
- 45.4.9 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 President 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 transfer 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 President will determine the amount of the fee after studying the positions of the parties.

45.5 INTERNATIONAL TRANSFER CERTIFICATE

45.5.1 Documentation of a transfer

Transfers may only take place by using the International Transfer Certificate and by following the procedures authorized by the FIVB.

45.5.2 Electronic ITC Procedure

- a) An International Transfer Certificate system (hereinafter ITC system) is in place on the FIVB website and is only accessible to the FIVB, Confederations and National Federations.
- b) Once all negotiations are finalized for the International Transfer of a player (following the steps indicated in Article 45.4) the Federation of Origin accesses the ITC system and initiates the certification procedure by logging in using the password provided by the FIVB and filling in the required information.
- c) Once this is accomplished, the Receiving Federation shall be informed and needs to certify that the Transfer Fee (Article 45.2) has been paid to the FIVB and only then shall they log into the system to finalize the procedure.
- d) Once the FIVB Finance department confirms receipt of the Transfer Fee in the account, the ITC is authorized in the system.
- e) The end of the procedure occurs once all parties involved receive the International Transfer Certificate electronically with the Transfer number included.

45.5.3 Information to include in the international transfer certificate

The following information shall be included in the International Transfer Certificate:

- a) *the player's full name and sex;*
- b) *date of birth;*
- c) *current nationality;*
- d) *passport number and country of issue;*
- e) *Federation and Club of Origin;*
- f) *Receiving Federation and Club;*

- g) *Player's release for duty for his/her national team (15 days prior to the beginning of the FIVB, World or Official Competition)*
- h) *duration of transfer, and*
- i) *signatures of the player, his Club of Origin, the Receiving Club and both National federations.*

45.6 DURATION OF TRANSFER

45.6.1 Mention of the duration

- 45.6.1.1 The duration of the transfer may extend to maximum one season. The starting and ending date of the transfer must be indicated on the International Transfer Certificate. However, if starting and ending dates of the transfer are not included on the certificate, it will finish on 15 May of the following year.
- 45.6.1.2 In accordance with the terms and conditions of the ITC, National Leagues are obliged to respect the conditions established in the ITC.
- 45.6.1.3 The National Team period is from 16 May to 15 October and the National League season is from 16 October to 15 May.
- 45.6.1.4 All Clubs are obliged to release players under FIVB International Transfer Certificate to play with their respective National Team during the National Team period.
- 45.6.1.5 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.

45.6.2 Enforcement of transfer for the whole transfer period

- a) The Federation of Origin may not reclaim the player before the end of the transfer period or without due consideration of the special conditions agreed upon in the International Transfer Certificate.
- b) Players belonging to a national team cannot be retained in another country after the period fixed by the FIVB for national competitions unless otherwise stipulated in the International Transfer Certificate registered with the FIVB.

45.6.3 Duties of the Receiving Federation

- a) The Receiving Federation may not prolong the player's license to enable him to play longer than the duration of the transfer period.
- b) In the event of non-compliance with paragraph (a) above, the Federation of Origin may:
 - request the FIVB to suspend the player; and
 - request the FIVB to impose sanctions on the Receiving Federation, if the latter has not respected the expiration of

the player's transfer and has allowed him to continue playing in its country without a valid transfer.

45.6.4 Return to the Federation of Origin

The reinstatement of the player to his Federation of Origin at the end of the transfer period is subject to the constitution of the Federation of Origin and does not require another transfer.

45.6.5 Free return after the transfer period

When the player's transfer period finishes, he shall return to his own Federation of Origin. All players registering a transfer certificate with FIVB will be automatically released from their Receiving Club at the end of the transfer season established in the certificate unless the Receiving Club documents its eventual opposition.

45.6.6 New transfer after the transfer period

In the event of the player wishing to continue playing at the same club or at a different club of the Receiving Federation after the original transfer period has finished, a new transfer is required. A new transfer procedure is always required at the end of each established period of transfer unless the player returns to his own Federation of Origin.

45.6.7 New transfer within the transfer period

Should the contractual relationship end between Receiving Club and player during the Transfer period, the FIVB must receive a release letter signed by both parties (Receiving Club and player) indicating the date of the termination. Only after this may the player be permitted a new International Transfer (in case of dispute refer to Article 45.11.1).

45.7 CHANGE OF RESIDENCE

45.7.1 With continuous participation

A change of legal residence by a player, whether voluntary or not, involving a move to another country, still requires the player and the Receiving Federation to follow the established transfer procedures as set out in these Regulations.

45.7.2 With two years' wait

If a player leaves his country of origin (place where he plays Volleyball without the need of a transfer) in order to live elsewhere, he must wait two (2) years before taking part in competitions in his new country, unless the established transfer procedure is completed, except if Article 41.5.2 above applies.

45.7.3 Political refugees

If a player has the official status of political refugee, duly recognized by international law, before acquiring new citizenship, the provisions of Article 45.7.1 and 45.7.2 above must apply except in the following cases:

- a) his Federation of Origin has renounced all rights on the player; and
- b) no other NF can lay a justifiable claim on the player.

The FIVB will take the final decision on these exceptional cases basing its ruling on the regulations for the eligibility and transfer of players.

45.8 VALIDITY OF TRANSFER

45.8.1 Lack of transfer certificate

A player who plays abroad without receiving the consent of his NF (when this is required as a pre-condition) or who does not carry out the transfer procedure laid down by the FIVB, will be barred from all international competitions for a period of one (1) year.

Control Committees of Volleyball tournaments, including Continental Cup matches, shall carefully examine the transfer certificates of foreign players on a team and notify the FIVB if there is any doubt or unclear situation.

45.8.2 Further consequences in cases of violation

Sanctions may also be applied to those NFs and clubs which have violated the established transfer procedure, or have not fulfilled the conditions agreed upon in the International Transfer Certificate.

(see also article 1.4.4 of the FIVB Financial Regulations and article 15 of the FIVB Disciplinary Regulations)

45.8.3 Validity

A transfer is only valid when:

- a) both the Federation of Origin and the Receiving Federation have complied with the formalities as set out in these Regulations;
- b) the Receiving Federation is up to date in its financial obligations towards the FIVB;
- c) there is no prior application in process of approval or another transfer in effect for the same player; and
- d) The ITC is issued when the International Transfer Certificate procedure has been completed inside the electronic System and approved by all parties.

45.9 NATIONAL LAW

45.9.1 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.

45.9.2 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.

45.9.3 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.

45.9.4 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.

45.10 REGISTRATION AND NOTIFICATION

45.10.1 Transfer control

The FIVB will have a complete register of all international transfers and will publish in the official magazine all transfers effected in the period covered.

45.11 RELEASE OF PLAYERS

45.11.1 Subject to the club's obligation to release players for National Team competitions (45.6.1) the club may retain the player until the end of the transfer period. If the player requests to be liberated during this period the FIVB shall intervene to decide whether there is a valid contract binding the player with the club until the end of the transfer period.

45.11.2 Following the end of the transfer period the player is automatically free to play for another team, subject to the provisions of these Regulations. This principle is binding for all FIVB institutions and National Federations. Violation of this essential right of the player entails the suspension of the club and/or the National Federation

- 45.11.3 The FIVB may impose the sanctions provided in Article 45.12.3 on a player or a club who repeatedly fail to honour contracts or terminate them without just cause.

45.12 DISPUTES

- 45.12.1 At the request of a NF, a club or a player, the FIVB is entitled to mediate between the parties by facilitating negotiations and proposing solutions, with a view to settle a financial dispute.
- 45.12.2 At the request of a club or a player and provided that an arbitration agreement has been signed to that effect, the IVT or another arbitral tribunal established by FIVB, or the Court of Arbitration for Sport (CAS) may act as an arbitrator in all financial disputes arising from a contract.
- 45.12.3 If a club, coach or player which was a party to proceedings before the FIVB Tribunal or before the Court of Arbitration for Sport (CAS) fails to execute the final decision of said tribunal, it commits a disciplinary offence. After denunciation to the FIVB by anyone with legitimate interest, the FIVB Disciplinary Panel 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

Status of Teams

46 TEAMS AND INTERNATIONAL COMPETITIONS

46.1 NATIONAL TEAM

- 46.1.1 The team selected by its NF and authorized to bear its country's name is considered the national team.
- 46.1.2 The national team must not include foreign players, in accordance with Section I, Chapter II Article 5 and Section II, Chapter 9 of these Regulations
- 46.1.3 A national team may only play against another national team. When a club team is involved, the team will be named "All-Star Team of (the country or region)" during the whole competition.
- 46.1.4 A national team that has participated as such in any international competition may not be given the status of a club team for international competitions.

46.2 SPORT ORGANIZATION, PROFESSIONAL LEAGUES, NATIONAL LEAGUES, CLUBS, TEAMS AND CIRCUITS

- 46.2.1 Any sport organization, professional leagues, national leagues, clubs, teams and circuits wishing to participate in an official Volleyball competition in their country, must obtain prior consent of their national federation.
- 46.2.2 However if a national federation for any legal or valid reason, is not able to recognize such organizations or to authorize their participation in an official Volleyball competition, the latter can appeal directly to FIVB for their recognition (and registration).
- 46.2.3 Only National Leagues registered with the FIVB are entitled to enroll foreign players in accordance with the rules of their respective National Federation.
- 46.2.4 National Federations having registered a National League are entitled to be reimbursed 10% of the administrative transfer fees paid by the Clubs to the FIVB for the transfer registration of foreign players in their country, if they respect FIVB regulations and submit their competitions regulations for approval.

- 46.2.5 Only clubs taking part in a National League registered with the FIVB shall be invited or allowed to qualify for and take part in Continental Clubs' Championships and FIVB Clubs' World Championships.
- 46.2.6 Registered National Leagues are secured internet link with the FIVB website and will be provided with one page of space for their own news, plus an emergency line with FIVB for urgent cases.
- 46.2.7 Based on the services to be provided by the FIVB to the registered National Leagues, the latter shall pay FIVB a yearly fee approved by the FIVB Board.

46.3 CLUB TEAM

- 46.3.1 The club team is composed of a group of players affiliated with an NF, in order to participate in sanctioned competitions.
- 46.3.2 A club belongs directly to the NF of the country of its residence.
- 46.3.3 Clubs and players must commit themselves at the moment of their affiliation to abiding by the Constitution, Regulations and decisions of the NF of their country and those of the FIVB.
- 46.3.4 NFs must transmit to a club a copy of the FIVB Regulations at the moment of its affiliation.
- 46.3.5 All clubs are obliged to release players to play with their national team in the FIVB international competitions at any time during the fixed period of 15 of May to 15 October and the whole of November unless the club has previously obtained both NF and FIVB authorization to retain such players.
- 46.3.6 The clubs have the obligation to release players for their National Teams at least 15 days before the starting date of the FIVB, World or Official competition for which they have been selected.

46.4 AUTHORITY AND CONTROL OF INTERNATIONAL COMPETITIONS

- 46.4.1 The FIVB exercises its authority and control on international competitions between clubs or national teams through the Constitution, Disciplinary Regulations, General Regulations and Sports Regulations and any other regulations as the case may be.
- 46.4.2 The Confederations have exclusive authority and control of international tournaments organized by any affiliated NF between clubs or national teams of the same continent and must guarantee unrestricted participation for players and officials.

- 46.4.3 The primary duty of the organizers of an International Competition is to guarantee entry visas to all officials, players and delegates without any excuse. The FIVB Executive may declare null and void any competition held without respecting this Principle provided that visas have been requested in due time and forms by the persons concerned copied to the Organizer.

46.5 RIGHTS INHERENT TO THE COMPETITIONS

- 46.5.1 The FIVB is the exclusive owner of all rights inherent to the FIVB competitions, and its own official competitions described in Section I of these Regulations.
- 46.5.2 The Confederations are the exclusive owners of all rights inherent to their respective continental competitions.
- 46.5.3 The recognized Zones are the exclusive owners of all rights inherent to their respective zonal competitions.
- 46.5.4 The NFs are the exclusive owners of all rights inherent to their respective national competitions and international friendly matches not included as part of an international tournament.

46.6 INTERNATIONAL MATCHES

- 46.6.1 The matches between national teams and club teams of different NFs are considered as international. They have to be played according to the Official Volleyball Rules and under the responsibility of the NF of the host country.
- 46.6.2 NFs are responsible for ensuring the correct behavior of their national or club teams and shall be held responsible for such.
- 46.6.3 International matches and tournaments between club teams of different NFs are organized under the control of the host Federation and with the previous approval of the respective Confederation and of the FIVB when teams from other continents are participating.
- 46.6.4 If an NF learns that an international match will take place in its country without its authorization, it will immediately inform the NF and the Confederation to which the opponent club belongs and the FIVB and will warn its local players of one year suspension and disqualification subject to further penalties by the FIVB and the respective Confederation.
- 46.6.5 If a Confederation learns that an international tournament will take place in one of its affiliated countries without its authorization it will immediately:
- a) inform the FIVB;

- b) compel the NF to obtain the required authorization;
- c) warn potential participants of the consequences for the players taking part in non-authorized competitions; and
- d) suspend the players and National Federation who neglect the Warning and still participate in the banned competition.

46.6.6 In general, the international competition period is 15 of May to 15 of October. In particular, periods reserved for specific competition are as previously listed in Article 2.8 of these Regulations.

Participation in FIVB competitions takes precedence over participation in any other competition.

46.6.7 Each NF has to send to its Confederation the yearly program of matches or international competitions in which its national team intends to participate.

46.6.8 Confederations must transmit to the FIVB their yearly program of international competitions.

46.7 DISPUTES

46.7.1 In case of dispute concerning an international Volleyball competition, the following documents will prevail in the following order:

- a) Organizer Agreement between the FIVB and the competition organizer;
- b) These Regulations
- c) Specific Competition Regulations;

46.7.2 FIVB Executive is competent to decide any controversy related to a competition based on the documents mentioned in 46.7.1 above.

46.7.3 Control Committee or FIVB delegate designated to supervise a Competition is fully competent to decide on site any controversy affecting the development of the Competition with no further appeal.

46.7.4 Any claims against referees, officials, organizers, or match results must be decided on site by the Control Committee of the Competition.

CHAPTER 11

Status of Referees

47 REFEREES' RIGHTS AND DUTIES

47.1 CATEGORIES RECOGNIZED BY THE FIVB

The following categories of referees are recognized by the FIVB:

- a) National Referees;
- b) International and Continental Referee Candidates;
- c) International and Continental Referees; and
- d) FIVB Referees.

47.2 NATIONAL REFEREES

47.2.1 National Referees are those authorized by the NFs to officiate in their highest-level national competitions and registered with the FIVB.

47.2.2 The NFs are the sole bodies in each country to identify and grant accreditation to the person who has been proved to have complete knowledge of the Official Volleyball Rules and their application during actual game situations.

47.2.3 The NF establishes its own procedures for nomination and then registers its National Referees with the FIVB Volleyball Events Department and the NF must send a copy of the registration to the Continental Confederation Referee Commission.

47.3 INTERNATIONAL REFEREE CANDIDATES

47.3.1 Candidates to the title of International Referee are National Referees, as stated in Article 47.2 above, who, after being registered with the FIVB during three of the past five years, have participated in and passed one International Refereeing Course authorized by the FIVB. They receive a certificate of International Referee Candidate from the FIVB.

The minimum age to participate in an International Refereeing Course is twenty five (25) and maximum is forty-one (41) at any time during the year of the course, proven by passport which contains at least the year of the person's birth.

47.3.2 Only National Referees registered with the FIVB are entitled to participate in an International Refereeing Course. The applicant must be

registered for three of the past five years with the FIVB as a National Referee and pass the medical tests.

47.3.3 If the Referee passes the international refereeing course, he/she will be recognized as International Referee Candidate.

47.3.4 The procedure for nomination is the following:

- a) at the end of the course, the course director awards the participants an Attestation of Participation. This attestation must be ratified by the Refereeing Commission at its following meeting; and
- b) after the ratification is granted, the FIVB Volleyball Events Department issues a certificate to each approved participant and remits these to the corresponding NF.
- c) scoresheets of matches officiated after passing the course could be considered for his/her eventual nomination as international referee unless the FIVB Refereeing Commission did not ratify him/her. For Beach Volleyball, events in the year the candidates have attended the course, cannot be used for his/her eventual nomination as international.

47.3.5 English shall be the working language of the International Referee Candidates.

47.3.6 Continental Referees: Referees having succeeded a Referee Candidate Course in any language other than English will be nominated as "Continental Referees" and will be authorized to officiate at Continental level only.

The procedure for a continental referee course must be exactly the same as for an International Referee Candidate course except that the working language for the course may be other than English.

47.3.7 Continental Referees may become International Referees after passing an examination in English and by fulfilling the requirements of Article 47.3.1 of these Regulations. The Confederation Referee Commission must pass the final decision.

Beach Volleyball Continental Referees may become International Beach Volleyball Referees after passing an examination in English and then by sequentially fulfilling the requirements of Article 47.4.1 c) of these Regulations.

47.4 INTERNATIONAL REFEREES

47.4.1

- a) International Referees are those International Referee Candidates, as stated in Article 47.3 above, who, within the five (5) years following the course they passed, have been certified by their Continental Referee Commission as having officiated at least three

matches of which two must be as first referee, at any Continental Championship including Qualification Tournaments and/or Continental Cups competitions and competitions where a Referee Delegate is appointed and/or Continental Games organised by Olympic Continental bodies or Confederations.

- b) For each Continental Youth and Junior Championship, at least two candidates shall be nominated by the Continental Referee Commission.
- c) International Beach Volleyball Referees are those International Beach Volleyball Referee Candidates, who, within the three (3) years following the course they passed, have been certified by the FIVB Beach Volleyball Refereeing Commissioner as having officiated in at least two (2) FIVB recognized Beach Volleyball tournaments an overall number of five (5) matches as first referee and five (5) matches as second referee. Different FIVB Officials must be assessing a given candidate at the two tournaments where they are evaluated for their eventual nomination as international.

47.4.2 The FIVB will award a personal International Referee's Certificate and ID Card to those candidates proposed by the FIVB Refereeing Commission, after ensuring that they have fulfilled the requirements as to experience and quality, established by the FIVB Refereeing Commission, in accordance with the following:

47.4.3 The procedure for nomination is as follows:

- a) the NF of the candidate must send a proposal to the continental Referee commission to verify the proposal and send a certified list of the proposed continental referees to the FIVB refereeing commission.
- b) the Refereeing Commission will verify the proposals with the score sheets of the respective matches and send its judgment to the Executive; and
- c) the Executive will transmit to the FIVB Secretariat its final decision and, if the candidate is successful, the Secretariat will immediately send the corresponding certificate.
- d) for Beach Volleyball, at any tournament where Candidates are evaluated there must be present an FIVB recognized Beach Volleyball Official (such as FIVB Beach Volleyball Referee Delegate, Referee Instructor) who upon being specifically notified for that task, will submit a report (WT-43) to the FIVB Beach Volleyball Refereeing Commissioner. A copy of each scoresheet referring to the matches officiated by the candidate must be included in the report. The Beach Volleyball Referee Commissioner will then verify the report and its contents before submitting a proposal for their nomination to the IRC.

- 47.4.4 The International Referee's title is valid for four (4) years.
- 47.4.5 During this period, the FIVB may request its NF to send to the FIVB Volleyball Events Department, no later than 30 November of each year, an official activity report sheet of the national and international matches at which the International Referee officiated.
- 47.4.6 On the basis of these yearly reports, the FIVB Refereeing Commission will decide whether or not to prolong his title as International Referee, when he reaches the fourth (4th) year of validity.
- 47.4.7 In the case of a lack of national or international activity of a referee, the Refereeing Commission can refuse to prolong the title and oblige him to participate in a further International Refereeing Course or a refresher (theory and practical) examination, conducted by an instructor of the Refereeing Commission. If he passes, his title will be renewed for a further four (4) years.
- 47.4.8 The age limit for an International Referee is fifty-five (55) years. Retired Referees will receive a diploma and medal for their contribution to Volleyball.
- 47.4.9 The FIVB and Confederation Refereeing Commission members are not to be allowed to participate as active International Referees while serving on the Commission.

47.5 FIVB REFEREES

FIVB Referees are International Referees, as stated in Article 47.4 above, who during the past four (4) years have satisfied the following requirements:

- The referee has officiated as first referee in at least seven matches with evaluations of "Very Good", and has officiated as second referee in at least three matches with evaluation of "Very Good".
- Matches designated on the R- 4 evaluation form as "Easy" will not be counted.
- The matches must be from at least three different competitions, during three of the four years considered.
- The evaluations must be from at least three different Referee Delegates.
- A maximum of three matches as first referee and three matches as second referee may be counted from the same competition.
- The matches may be from Olympic Games, Senior World Championships, World Cups, Grand Champions Cups, the final round of the World League, the final round of Grand Prix, the semi-final and final matches from Junior and Youth World Championships, the World Olympic Qualification Tournaments or the Club World Championships.
- The referee has officiated no more than one match during the four years with an evaluation of less than "Good".

- 47.5.1 On the basis of these results the Refereeing Commission proposed them to the Executive.
- 47.5.2 Procedure for nomination is:
- a) only after five (5) years from the date of his nomination may an International Referee be proposed as an FIVB Referee;
 - b) only International Referees who fulfill the conditions stated in Articles 47.4 and 47.5 of these Regulations may be considered by the Refereeing Commission for nomination;
 - c) the nomination must obtain the approval of the Board; and
 - d) once approved by the Board, the FIVB Volleyball Events Department mails the certificate and new ID Card to the NF which must finally deliver them to the person involved.
- 47.5.3 Each NF can have a maximum of three (3) FIVB Referees in the same period.
- 47.5.4 The validity of the title of FIVB Referee is four (4) years. The FIVB Referee, as stated in Article 47.5 above, may be reclassified to a lower category should his competence be considered unsatisfactory for an FIVB Referee.

47.6 RIGHTS AND DUTIES OF REFEREES

- 47.6.1 Exclusive right to officiate at international competitions
- a) Only FIVB and International Referees must be allowed to officiate at matches of FIVB, World and official competitions.
 - b) FIVB, official, recognized and registered competitions may be officiated by International Referees or Candidates registered by the FIVB.
 - c) For a transitional period, Beach Volleyball National Referees and Candidates registered by the FIVB may officiate at certain FIVB competitions.
- 47.6.2 Responsibilities
- a) The responsibilities of Referees are defined in these Regulations, in the Refereeing Manual and in the Refereeing Instructions for each FIVB competition in this case replacing or completing other regulations.
 - b) International Referees must hold the citizenship of the Federation they represent.
 - c) An International Referee, legally naturalized by official authorities, will as far as his rights are concerned be classed as native referee, provided that he has lived in his adopted country for at least one (1) year.
 - d) A referee having any other nationality, but having lived for at least three (3) years in his adopted country, may be authorized by the

FIVB to officiate at international matches if requested by the NF of that country and if his referee title is still valid.

47.6.3 Compulsory Refereeing Clinic

- a) A Refereeing Clinic must be organized under the supervision of the Refereeing Sub-Committee prior to any official, regional or continental competitions strictly following the program:
 - a theoretical session followed by a practical session (FIVB official competitions) or only a practical session (Reg. Cont. competitions); and
 - the realization of the above program must be ensured by the organizer taking into consideration the training needs of the teams.
- b) All participating Referees must attend the Clinic as follows:
 - International Referees must arrive three (3) full days before the first (1st) day of competition; and
 - the NFs of those Referees who do not arrive in time will be sanctioned according to the present Regulations.
- c) Prior to any Beach Volleyball official, regional or continental competitions, a one (1) day mandatory Refereeing Clinic must be organized under the supervision of the Refereeing Delegate(s). All Referees must arrive two (2) days before the first (1st) day of competition, and the Clinic must strictly follow the program:
 - theoretical lesson (exclusively for referees);
 - theoretical lesson respectively for scorers and line judges;
 - practical session for referees, scorers and line judges;
 - the realization of the above program must be ensured by the organizer.

47.7 REFEREEING EVALUATION AND REPORTS

47.7.1 Based on the Refereeing Evaluation Sheet (R-4, see Section I, Article 34), the Refereeing Sub-Committee for FIVB, world and official competitions must evaluate the referees' performance.

47.7.2 The evaluation of referees is carried out in accordance with the following procedure:

- a) only one (1) sheet will be duly filled in per match by one (1) or both game refereeing delegates;
- b) after the match, the member(s) of the Refereeing Sub-Committee will meet the referees in order to discuss the evaluation of their performance;
- c) The evaluation sheets will be collected by the Chairman of the Refereeing Sub-Committee who will remit them to the FIVB Volleyball Events Department, together with his report, at the end of the competition. A copy of the evaluation sheet will be given to the referees during the discussion with them immediately after the match; and

- d) during its annual meeting, the Commission will discuss and confirm the results which will constitute the basis for nominating the FIVB Referees.
- e) at Beach Volleyball tournaments only one evaluation sheet is filled in by the referee delegate(s) for each referee, for the entire competition:
 - during the tournament, the referee delegate(s) discusses with each referee individually their respective performances;
 - at the end of the tournament, the referee delegate will meet each of the referees in order to discuss the evaluation of their performance;
 - a copy of the evaluation sheet will be given to the referees during that discussion. The originals will be collected by the referee delegate(s) who will send them to the FIVB Beach Volleyball Commissioner, together with their report at the end of the competition. The respective electronic version will be posted at the FIVB Referee database.

47.7.3 The number of International Referees per country is limited based on the categories of NFs as follows:

- a) Group A : 20 referees
- b) Group B : 15 referees
- c) Group C : 10 referees
- d) Group D : 5 referees

Requests from NFs which can prove their intensive international activity and wish to be classified in another category will be examined.

See Annex F (list of NFs by category)

The number of International Beach Volleyball Referees per country is limited to two groups, respectively of 6 and 10 referees. These groups are based on the NFs respective international activity.

47.7.4 International Referees Candidates are not limited per country.

47.8 SUSPENSION AND WITHDRAWAL OF INTERNATIONAL REFEREES' CARDS

47.8.1 An International Referee who has been inactive in national and international competitions for a two-year (2) period will be suspended and his Referee Card returned to the FIVB as requested by the FIVB Secretariat.

47.8.2 An International Referee who has not, for a two-year (2) period, officiated at any international match, whilst continuing his national activity, will be suspended from international activity:

- a) at the request of his NF, the Refereeing Commission may grant another examination to resume his refereeing activity; and

- b) exceptional cases may be examined by the Commission at the request of the NF.

- 47.8.3 When an International Referee has to interrupt his refereeing activity for work or study reasons for a two-year (2) period and his Federation asks for a leave of absence at the end of the absence, he may, with the Commission's approval, pass an examination in order to be re-admitted to the list of International Referees.
- 47.8.4 At international level, it is not possible to perform the duties of coach and referee simultaneously. Should an International Referee perform as a coach in an international match, the match will be considered as regular, but the referee will be suspended from his activity and his position cancelled.

SECTION III

Organizer's Manual

CHAPTER 12

Competition Planning and Programming

48 GENERAL ORGANISATION CHART

48.1 PREPARATION

A general organizational chart is prepared in which all elements required for the successful running of the competition are methodically arranged to operate as a unified system.

48.2 APPROVAL

This chart is the framework of all operations and must be submitted to the FIVB during the first inspection visit.

48.3 COMPOSITION

The chart includes at least the following divisions:

- a) Executive body
- b) Administration
- c) Accommodation and transportation
- d) Facilities and communications
- e) Mass media (press, radio, TV)
- f) Marketing and publicity
- g) Protocol and ceremonies
- h) Medical services
- i) Graphics and publications
- j) Security and accreditation
- k) Competition coordinator
- l) Computer department

48.4 OBJECTIVE

All divisions of the chart must focus their programs on the sports part of the competition.

49 WORKING SCHEDULE

49.1 PREPARATION

Once the organizational chart is approved, the Organizing Committee in contact with the FIVB prepares a working schedule (Master Plan) of the most important tasks requiring specific preparation.

49.2 TASKS TO BE INCLUDED

The master plan must include at least the following tasks:

- a) Pre-conditions for candidature
- b) Responsibilities of local organizer
- c) FIVB powers and duties
- d) Facilities, equipment and sports material
- e) Preparation of the master plan
- f) Advertising, marketing and publications
- g) Administration and finances
- h) Mass media relations and planning
- i) Protocol and public relations
- j) Medical services
- k) Security services.

49.3 SUPERVISION

The work to be done to accomplish each scheduled task is established hereunder and supervised by the FIVB.

50 ORGANIZER AGREEMENT

50.1 SIGNATURE

The FIVB and the organizer (National Federation / Organizing Committee) of an FIVB competition (except the Olympic Games) sign an "Organizer agreement" in which the specific rights and obligations of the FIVB and the organizer of the competition are laid down.

50.2 DOCUMENTS OF REFERENCE

The draft of the agreement is prepared by the FIVB and states the common acceptance and recognition of duties established in the FIVB Sports Regulations as applicable at the time of the competition.

50.3 RIGHTS AND DUTIES

Rights and duties to be stated in the agreement:

- a) FIVB powers and authority;
- b) Organizing Committee ("OC") and National Federation powers;
- c) Responsibilities of the organizer and National Federation concerning marketing and commercial rights, protection of FIVB rights, television coverage and broadcasting;
- d) FIVB responsibilities concerning marketing, mass media, television coverage and broadcasting;

- e) Financial responsibilities of the FIVB and the organizer.

51 INSPECTION VISITS

(See also Section I, Article 11)

51.1 FREQUENCY OF VISITS

Inspection visits are in principle made by the technical and administrative delegates up to twice a year but the organizer proposes to the FIVB the sequence of visits in which the following questions among others will be submitted for approval:

- a) Organization of the competition;
- b) Competition halls;
- c) Sports material and equipment;
- d) Training halls;
- e) Working schedule and specific tasks;
- f) Facilities for accommodation and transportation;
- g) Promotion of the event.

51.2 INSPECTION MEMO AND ADDITIONAL VISITS

- 51.2.1 Each inspection must be closed with a general meeting attended by the authorities of each city hosting the matches, the chairman of each local committee and OC members in charge of the organization, press, refereeing, transport, accommodation, commercialization, TV, publicity, etc.

The conclusions of this meeting must deal with previous inspections and the up-to-date situation; all those persons attending must sign the memo of these conclusions.

- 51.2.2 Additional inspection visits may be agreed between the FIVB and the organizer.

51.3 FINAL VISIT

The inspection visit held in the year of the competition is a final control at least two months prior to the start of the competition.

51.4 ARRANGEMENTS PRIOR TO A VISIT

- 51.4.1 The organizer submits an up-to-date report on preparations.

Organizers must provide venue, participant flow and accreditation maps for each competition venue and they must be presented prior to the first inspection visit for verification by FIVB officials.

- 51.4.2 The organizer and technical delegates prepare the visit and agree on:
- a) Purpose of the visit;
 - b) Working program

- 51.4.3 The visit is established in accordance with one or more of the following groups of tasks, depending on the sequence of visits:

- 51.4.3.1 First visit: to verify documents, plans, questionnaires or reports by either the organizer or the FIVB Commissions on:
- a) host cities (main and secondary)
 - b) competition halls
 - c) training halls
- 51.4.3.2 Second visit: to verify projects or establish the situation on:
- a) publicity in competition halls
 - b) training and selection of national technical officials
 - c) accommodation (visit of hotels and restaurants)
 - d) transportation within each city and between them
 - e) telecommunications and broadcasting
 - f) local and national advertising
 - g) schedule of initial organization (drawing of lots, match timetable, refereeing clinic, pools and rounds per city, competition dates, anti-doping facilities and laboratories, etc.)
 - h) emblem and mascot of the competition
 - i) personnel for the competition
 - j) plan for the promotion of the event
- 51.4.3.3 Third visit: to determine the situation on:
- a) match timetable for each competition hall
 - b) training schedule and meals
 - c) arrival and departure dates for teams, FIVB officials and referees
 - d) transportation (local and inter-city)
 - e) each competition hall
 - f) hotels and restaurants in each city
 - g) accreditation procedure for team members, referees, FIVB officials, mass media, broadcasters, sponsors, organizers, etc.
 - h) drawing of lots (date, place, equipment and protocol)
 - i) press centre and sub-centers
 - j) medical services and controls
 - k) number and selection of national technical officials
 - l) availability of sports equipment and material at all venues and training halls
 - m) FIVB official forms to be printed
 - n) status of the promotion plan
- 51.4.3.4 Final visit to check and definitively establish the situation on:
- a) arrivals, departures and schedule of the clinic and meetings
 - b) timetables of matches, training and meals
 - c) accreditation for all participants
 - d) international television coverage needs and national broadcasting program
 - e) playing area equipment, material and services at all venues
 - f) hotels and restaurants reserved for teams, referees, officials and the press
 - g) hall arrangements, preparation and execution of the drawing of lots

- h) vehicles available for the competition in accordance with FIVB requirements (see Section IV)
- i) sponsorship, licensing, publicity and commercial services at all venues
- j) arrangement of advertising panels at all venues
- k) posters, official program, tickets and other printed material (FIVB official forms)
- l) training halls
- m) warming-up, secretarial and working areas at all venues
- n) press centre, communication area and transportation available
- o) broadcasting centre (ground station)
- p) local and inter-city transportation for teams, FIVB officials and referees
- q) promotion of the event

51.4.4 The organizer prepares the working program and fixes dates for:

- a) Arrival;
- b) Visits to top government officials;
- c) Working meetings (date, place, duration);
- d) Inspections (of plans, projects, venues, suppliers' factories, etc.);
- e) Technical discussions;

51.4.5 Final meeting to discuss the inspection memo.

51.5 FIVB DELEGATES

51.5.1 Two technical delegates and one administrative delegate are in charge of the inspection visits for the senior World Championships and Olympic Games, only one technical delegate for other FIVB competitions.

51.5.2 The FIVB may appoint other delegates for inspections requiring experts or professionals.

51.5.3 The technical and administrative delegates carry out their yearly inspection visits either together or separately.

51.6 FINANCIAL CONDITIONS

Financial conditions are previously agreed according to the event, but for FIVB competitions expenses are shared as follows:

51.6.1 The organizer covers the following expenses:

- a) International travel expenses for three delegates once a year;
- b) Accommodation in five-star hotels, including meals, meeting rooms and refreshments;
- c) Local transportation (one car per two visitors), including inter-city transportation by air for distances over 200 kilometers;
- d) Professional personnel, at least two English or French interpreters and one English- speaking shorthand-typist.

51.6.2 The FIVB covers the following expenses:

- a) Per diem for visitors;
- b) The international expenses for the subsequent visits in the same year, if these are necessary.

52 DRAWING OF LOTS

52.1 ORGANISATION

The drawing of lots is organized under the supervision of FIVB officials at a public session from 2 months to one year prior to the start of the competition.

52.2 PRINCIPLES

The ceremony follows the provisions of Section I concerning team distribution (seeding) and principles for the drawing of lots (See Article 7 and also Chapter 5).

52.3 ORGANISER'S OPTIONS

The organizer must have his technicians ready to make their choice of matches and dates, as granted by the regulations.

52.4 PREPARATION

(See also Article 24, General guidelines for the preparation of drawing of lots)

52.4.1 The draw should preferably take place in the main city hosting the competition;

52.4.2 Between rounds the drawing of lots must take place immediately following the last match of the previous round if the rest interval is only one day. If the rest interval is two days, the drawing of lots can take place on the morning-noon of the day after the last preliminary round match.

53 MATCH SCHEDULE

53.1 PRINCIPLES

Principles to be applied:

53.1.1 Where drawing of lots are held before the start of the competition, the organizer will have its own choice of matches as follows:

53.1.1.1 One match per group of four teams,

53.1.1.2 Two matches on two different days per group of five or more teams;

Once the match order for the first round has been determined by the drawing of lots and in accordance with the Berger Table, the organizer must submit to the FIVB a proposed match schedule.

53.1.2 The Specific Competition Regulations establish the principles for the match schedule of the phases after the first round.

53.1.3 Where a drawing of lots ceremony is not held before the start of the competition, in the case of a Round System, the match schedule will be decided by the FIVB considering a proposal from the organizer.

53.2 DAILY TIMETABLE

(See also Article 7.3)

- 53.2.1 Based on the match schedule, the FIVB, in consultation with the organizer, prepares the daily timetable per group, considering the following:
- a) Important matches are played at peak audience hours;
 - b) Teams playing the last match at night do not play the first match the next morning;
 - c) Priority may be given to direct live television broadcasting, if requested;
 - d) Time difference with other continents or countries may be taken into consideration when direct live transmission is scheduled, provided local public attendance is not at risk.
 - e) The daily timetable must be prepared and issued immediately after the drawing of lots at the end of each phase, or whenever necessary.
- 53.2.2 Once both the FIVB and the organizer approve the match schedule and timetable, in principle no changes can be accepted.
- 53.2.3 The Control Committee may agree to last-minute timetable changes requested by the organizer if:
- a) The request is due to financial or broadcasting problems;
 - b) Coaches of all teams involved are informed at least 24 hours prior to the match.

54 TRAINING SCHEDULE

54.1 PRINCIPLES

Principles to be applied:

- 54.1.1 The organizer submits to the FIVB a draft of the training schedule and daily timetable in which the following principles apply:
- a) Each team has an official playing area at its disposal for no less than one and a half hours daily;
 - b) Training hours do not interfere with meals or official matches to be played.
- 54.1.2 Training on the competition playing court is granted to the teams before their first match, as follows:
- 54.1.2.1 At least one hour the day before their first match of the competition;
 - 54.1.2.2 Before semi-finals and finals, the teams that have not yet used the competition playing court have priority for two hours' training if time is available.

55 CLINICS AND MEETINGS

55.1 RESPONSIBILITY OF THE ORGANISER

The organizer is responsible for the material and organizational aspects of the following clinics and meetings:

- a) Refereeing clinic
- b) Statisticians clinic
- c) Control Committee and sub-committee meetings
- d) Preliminary Inquiry
- e) General technical meeting
- f) Team Doctors Meeting

55.2 PURPOSE AND ORGANISATION OF THE REFEREEING CLINIC

All international and national referees, technical officials and Refereeing Sub-Committee members meet for the purpose of conciliating their opinions and refereeing criteria on the interpretation of the Rules and refereeing instructions and guidelines. The meeting takes place within the three days prior to the start of the competition, and is to be conducted by the Refereeing Delegate. The organizer prepares the following:

- 55.2.1 A meeting room of sufficient capacity, with blackboard, chalk, projector, stationery and the following documents:
 - a) Official Volleyball Rules, in at least three official languages,
 - b) refereeing instructions issued by the FIVB for the competition,
 - c) Refereeing Manual;
- 55.2.2 A hall with an official playing court, stands, local sound and microphones at the disposal of the lecturers, clip boards and paper for the participants;
- 55.2.3 At least two Volleyball teams of similar, acceptable technical level at the disposal of the Refereeing Sub-Committee;
- 55.2.4 Attendance of line judges, official scorers, ball retrievers, moppers, music operators and court announcers is compulsory.

55.3 PURPOSE AND ORGANISATION OF THE VIS CLINIC

The FIVB Volleyball Information System (VIS) will be used in all competition venues. Clinics for statisticians will be conducted by a Technical -Sub committee member in order to coordinate and establish working routines, verify criteria and ensure that the VIS will operate under optimal conditions with top quality personnel. The organizer prepares the following :

- 55.3.1 a meeting room of sufficient capacity, with blackboard, chalk, stationery and the document Guidelines for preparing and using VIS;
- 55.3.2 a practical clinic will be organized at the same time than the Refereeing clinic.
- 55.3.3 The local personnel attending must be those who will officiate during the competition.

55.4 PURPOSE AND ORGANISATION OF THE CONTROL COMMITTEE MEETINGS

The working sub-committees convene for the purpose of enforcing regulations and controls laid down in these Regulations or assigned to them by the governing body, for which the organizer prepares the following, after receipt of the meeting calendar:

- 55.4.1 A meeting room to seat a minimum of eight persons (for details see Article 19.1.4);
- 55.4.2 A copy of Section I of these Regulations for each member;
- 55.4.3 A copy of the competition handbook (see Article 58) for each member;
- 55.4.4 The documents required by each sub-committee:
 - a) Team registration forms (O-2 and O-2bis) received from each participating country for Appeal Sub-Committee,
 - b) Refereeing forms "R" for Refereeing Sub-Committee,
 - c) Medical forms "M" for the Medical Delegate,
 - d) Sports forms "O" for the Technical Sub-Committee,
 - e) VIS-printed forms for the Press Delegate and Technical Sub-Committee,
 - f) report of the last inspection visit,
 - g) Other documents requested by the FIVB,
 - h) English interpreter and Secretary,
 - i) Refreshments.

55.5 PRELIMINARY INQUIRY

- 55.5.1 All teams will undergo a Preliminary Inquiry to determine team composition, uniforms, shirt numbers, health and registration conditions, etc.
- 55.5.2 The Control Committee members and the Organizers will jointly determine the date, place and time for such inquiry, which will be conducted by the Technical delegate, one Appeal Sub-Committee member and the organizers before the General Technical Meeting.
- 55.5.3 In the invitation letter for the team must be mentioned that the Team Manager, Coach and the Doctor must participate in the Inquiry and the team must present the passports, O-2 and O-2bis forms, M-3 form and FIVB ID-Card for the team Doctor. Three sets of the captain's uniform in different colors must be presented, together with a sample of the training suit, bags and warm-up shirts or suit (if any).
- 55.5.4 The Team Manager verifies the names of the players and officials listed on the O-2bis form correcting spellings and data. No substitution of players will be allowed; officials may be different ones or replaced. The Team Manager or Coach must sign the O-2bis to confirm the final list of players and officials.
- 55.5.5 The organizers hand over the O-2bis form checked by the Team Manager to the FIVB Technical delegate who then checks data and names listed on the form previously recorded in the VIS by the FIVB Secretariat. The data must be checked from the passports. If no

discrepancies in names or/and shirt numbers are found, the FIVB Technical Delegate signs and approves the final list for accreditation.

The organizer must distribute to each team ID-Cards and O-3 forms (training schedule), Handbooks, souvenirs and the invitation letter to the General Meeting, Coaches Press Conference and Team Doctor Medical meeting.

55.5.6 The FIVB Delegate must check that the team composition and choice of uniforms are published in the first issue of the Daily Bulletin.

55.5.7 Teams' Accreditation

The accreditation should be prepared immediately upon each team's arrival (preferably at its own hotel) as follows:

55.5.7.1 The organizers must present to the Head of Delegation a copy of the O-2 registration form issued by the FIVB VIS and which has been recorded by the FIVB secretariat according to the O-2 form previously received.

55.5.7.2 The Team Manager verifies the names of the players and officials listed on the form, correcting spelling and data.

55.5.7.3 Immediately after the Preliminary Inquiry, the organizers issue ID cards for each delegation's member, as per the persons mentioned on the O-2bis form signed by the FIVB Technical Delegate.

55.5.7.4 Extra officials must only be accredited once their living expenses have been paid by the respective National Federation to the organizers.

55.6 GENERAL TECHNICAL MEETING

Twenty-four hours before the start of the competition, the Control Committee members, team managers, coaches, referees, doctors and organizers convene in each host city for the purpose of verifying that all conditions are met. The Technical Delegates will check that this meeting does not conflict with the training schedule. The organizer shall prepare the following:

- a) A conference room of sufficient capacity, with simultaneous interpretation, sound system, blackboard and chalk;
- b) Specific Competition Regulations for all participants;
- c) Printed official program;
- d) Game protocol;
- e) Handbook for participants (see Article 58);
- f) Agenda (see the Article 13.1.4).

55.7 FINAL REPORT

See Article 13.12.

55.8 TEAM DOCTORS MEETING

The purpose of the meeting is to verify if the competition conditions are in compliance with the FIVB Medical Regulations and to update Team Delegations

on important competition matters as well as the FIVB Medical and WADA Regulations, TUE forms and WADA's prohibited substances.

56 CEREMONIES

56.1 APPROVAL

The programs of the opening, closing and awards ceremonies must be approved beforehand by the FIVB Executive Committee.

56.2 PREPARATION AND SCENARIO

See the document "Protocol for the ceremonies of the FIVB Competitions".

57 REGULATIONS AND INFORMATION ON THE COMPETITION

57.1 PRINTED BROCHURE

No later than one year before the event, all affiliated National Federations receive a printed brochure from the organizer containing the Specific Competition Regulations and related information.

57.2 CONTENT

The sections to be included in the brochure are:

57.2.1 Organizer:

- a) Mailing address
- b) Cities involved
- c) Competition dates

57.2.2 Participants:

- a) Number of participating teams
- b) Team selection and qualification
- c) Team composition
- d) Withdrawals and team replacement

57.2.3 Entries:

- a) Official registration
- b) Team registration
- c) Entry fee

57.2.4 Competition:

- a) Formula
- b) Drawing of lots
- c) Calendar per round (arrival and departure dates)
- d) Medical controls and services
- e) Balls, posts and nets to be used

57.2.5 Awards:

- a) Prizes and trophies
- b) Medals and diplomas
- c) Other awards if any

57.2.6 Financial and other conditions:

- a) Accompanying persons
- b) Accommodation, meals, hotels, etc.
- c) Travel conditions provided for teams, referees and FIVB officials

57.3 APPROVAL

The content of this brochure is previously approved by the FIVB delegates and provides the data required by the Specific Competition Regulations of the corresponding event.

58 COMPETITION HANDBOOK

- 58.1** The organizer will prepare, under the supervision of the FIVB Volleyball Events Department, a competition handbook for the participating volleyball teams, officials and referees.
- 58.2** The competition handbook will be distributed to team delegations, officials and referees on the day of their arrival.
- 58.3** The competition director will control the distribution of the competition handbook.
- 58.4** The FIVB Volleyball Events Department will check the preparation of the competition handbook and complete the checklist in close collaboration with the competition director.
- 58.5** The competition handbook shall include:
- a) Map of country with competition cities & airports;
 - b) Map of cities with location of hotels, competition and training halls;
 - c) Map of competition hall showing team and official stands plus flow chart with accredited areas.
 - d) Foreword by Organizer;
 - e) List of CC members and International Referees;
 - f) General Organizational Chart;
 - g) Technical Organizational Chart;
 - h) List with the names of liaison persons and interpreters for each team;
 - i) Participating teams & pools;
 - j) Matches schedule;
 - k) Arrival and departure of officials, referees and teams;
 - l) Meeting schedule;
 - m) intercity transportation (teams, officials, referees);
 - n) competition and training halls (with address, telephone & fax numbers);
 - o) hotels (with address, telephone & fax);
 - p) medical services and controls (including address, telephone & fax numbers of the clinic engaged for emergencies);
 - q) opening and closing ceremonies programs;
 - r) applications for media accreditation;
 - s) procedure for press interview;
 - t) address, telephone and fax numbers of embassies of each participating team;

- u) main sponsors;
- v) general information for delegations;
- w) "Specific Competition Regulation";
- x) "Refereeing Instructions" and Guidelines;
- y) design and layout of Marketing Materials as provided in the FIVB Brand and Graphic Guidelines;
- z) detailed marketing, commercial and television regulations

59 FINAL REPORT

59.1 PRINCIPLES FOR THE PRODUCTION OF THE FINAL REPORT

- 59.1.1 An Official Final Report of the event is to be produced, the costs of which are paid for by the organizer.
- 59.1.2 The organizer and the FIVB are responsible for the editorial content, but the organizer must observe a minimum of content requirements:
 - 59.1.2.1 The front cover must contain the name of the event and both FIVB and event emblems (as provided in the FIVB Brand and Graphic Guidelines);
 - 59.1.2.2 The Report must not contain any publicity or advertising other than that of the official Commercial Affiliates accepted by the FIVB;
 - 59.1.2.3 The logos and the names of all Commercial Affiliates of the competition must be contained in one full page;
 - 59.1.2.4 At least one page showing photos of scoreboards, advertising boards, press and TV centre, facilities and products, etc.;
 - 59.1.2.5 The official photo of each team group placed below the title of the event;
 - 59.1.2.6 At least one page showing samples of posters, medals, diplomas and trophies awarded to individuals and teams;
 - 59.1.2.7 As many action photos as possible but each team must be shown in at least one action photo;
 - 59.1.2.8 Photos of the Award Ceremonies and of each of the three winning teams;
 - 59.1.2.9 The Opening and Closing Ceremonies;
 - 59.1.2.10 A detailed report on the TV coverage at home and abroad.

59.2 STATISTICS AND TECHNICAL CONTENT

- 59.2.1 The FIVB Press Department / FIVB VIS Department shall provide the following technical content:

- 59.2.1.1 Teams' ranking per pool after each phase of the competition;
- 59.2.1.2 Final statistics on players and teams' performance recorded for each individual skill;
- 59.2.1.3 Mention the top 10 individual players based on the VIS results for each skill.
- 59.2.1.4 Technical analysis of the competition.

59.2.2 The organizer must include the following:

- 59.2.2.1 Participating TV stations and final report on TV coverage and broadcasting both locally and internationally;
- 59.2.2.2 As far as possible, ratings on TV viewers and broadcasting time locally and to each country;
- 59.2.2.3 Attendance of public at each match and at all matches of the whole competition;
- 59.2.2.4 A brief report on lodging, meals and transportation may be included.

59.3 PRINTING FORMAT AND DISTRIBUTION

- 59.3.1 Size must be A4.
- 59.3.2 Each participating National Federation, journalist, TV channel, FIVB official and referee must receive one copy from the organizer.
- 59.3.3 The FIVB should receive at least 250 copies for distribution to National Federations, sponsors and other personalities.
- 59.3.4 For the Junior and Youth World Championships, the final 20% of the FIVB financial support will be paid to the organizers only after the final report has been received by the FIVB.

CHAPTER 13

Responsibilities, Assignments and Coordination

60 MANAGEMENT OF THE COMPETITION

60.1 RESPONSIBILITY OF THE ORGANISER

The administrative organization of the competition is the responsibility of the Organizing Committee in general and the management officials in particular.

60.2 TECHNICAL ORGANISATION CHART

The management officials and personnel are methodically arranged in the technical organizational chart in accordance with the three technical divisions of a competition (see the “FIVB Forms and Layouts”).

60.3 MANAGEMENT OFFICIALS

The management officials are in charge of providing logistics, material and personnel support for the running of the competition, and these are:

- a) Competition Director;
- b) Refereeing Manager;
- c) Court Manager;
- d) Technical Manager.
- e) Press Officer (see Article 65.3)

61 COMPETITION DIRECTOR

The Competition Director is invested with full authority over any other entity or person in charge of the running of the venues in which the matches are held, for which his duties are:

61.1 DUTIES TOWARDS FIVB OFFICIALS

To assist the chairmen of the FIVB sub-committees and obtain the necessary support from other departments of the general organization (transportation, accreditation, accommodation, etc.).

61.2 RECRUITMENT OF PERSONNEL

To prepare a logistic plan for the quantification and recruitment of national technical officials and volunteers.

61.3 INSTALLATION OF THE WORKING AREAS

To obtain the equipment, material and furniture required for installing all working areas, meeting and other rooms needed for the FIVB and the organization.

61.4 INSTALLATION OF THE COMPETITION HALL

To check the plans for the preparation and installation of the stands and booths, press and interview rooms, changing rooms and medical services, in accordance with Section I "General Regulations for International Competitions".

61.5 AUTHORITY

To supervise and coordinate the plans of the managers of each of the three technical divisions under his/her control and facilitate their smooth operation.

62 REFEREEING MANAGER

The Refereeing Manager instructs the national technical officials and ensures the preparation of documents, facilities, material and equipment required by the Refereeing Sub-Committee and by the referees in order to perform their tasks, for which his duties are:

62.1 DUTIES TOWARDS FIVB OFFICIALS

To ensure adequate board, lodging and transportation for the referees and Refereeing Sub-Committee members from 72 hours before the start of the competition to 24 hours after it.

62.2 COLLABORATION WITH THE REFEREEING SUB-COMMITTEE

To work conjointly with the Chairman of the Refereeing Sub-Committee during the competition and attend all scheduled meetings, events and the refereeing clinic.

62.3 AUTHORITY

To arrange the working program and coordinate the activities of each of the three supervisors of the operational branches under his responsibility:

62.3.1 Supervisor of refereeing documents and material who is in charge of the preparation of material and documents required for the matches, for which his duties are:

62.3.1.1 To obtain and make available to referees and members of the Refereeing Sub-Committee sufficient copies of the Official Volleyball Rules, refereeing instructions for the competition, various timetables (games, refereeing meetings and clinic) and the program of the refereeing clinic;

62.3.1.2 To obtain and make available a sufficient quantity of the following FIVB forms:

- a) Score-sheets correctly filled-in,
- b) Line-up sheets,
- c) Referee nomination,
- d) Daily refereeing duty roster,
- e) Refereeing evaluation,
- f) Registration of international referees;

62.3.1.3 To ensure the availability of material and equipment required at each playing court, as follows:

- a) Thermometer,
- b) Hygrometer,

- c) Pressure gauges and instruments for measuring both the circumference and weight of the balls, hand or foot air pump,
- d) 2 mechanical scoreboards,
- e) 5 flags for the use of line judges,
- f) 5 balls approved by the Refereeing Sub-Committee for each match;

62.3.1.4 To have at his disposal one or more English typists to fill out and prepare the documents mentioned in 62.3.1.2 above.

62.3.2 Supervisor of national technical officials who recruits and trains a sufficient number of line judges, scorers, ball retrievers and speaker to submit them to the Refereeing Sub-Committee for approval as follows:

62.3.2.1 The same 3 scorers per two matches daily during the competition at each venue;

62.3.2.2 The same 10 line judges per two matches daily/competition/venue;

62.3.2.3 The same 15 ball retrievers per two matches daily/competition/venue;

62.3.2.4 The same 8 floor moppers per two matches daily/competition/venue;

62.3.2.5 The same 2 speakers per two matches daily/competition/venue.

62.3.3 Supervisor of the refereeing meetings and clinic who is in charge of their planning and organization, for which his/her duties are:

62.3.3.1 To ensure the availability of meeting rooms and halls for refereeing practice and the selection of national technical officials;

62.3.3.2 To ensure the presence of men's and women's Volleyball teams of a good technical level for the duration of the refereeing practice;

62.3.3.3 To install meeting rooms and halls and ensure the distribution of all documents and material.

63 COURT MANAGER

The Court Manager is responsible for the smooth running of the matches, the availability of material and equipment officially approved by the FIVB and strict order in the competition area, for which his duties are:

63.1 DUTIES TOWARDS FIVB OFFICIALS

To facilitate the work of the Control Committee members by providing interpreters and couriers during the competition.

63.2 PLANS FOR THE INSTALLATION OF COMPETITION AND WARMING-UP AREAS

To draft the plans for the installation of the competition and warming-up areas in accordance with Section I.

63.3 AUTHORITY

To arrange the working programs and coordinate the activities of each of the three supervisors of the operational branches under his/her responsibility:

63.3.1 Court Supervisor who ensures the installation and operation of the playing area, warming-up court and training courts in accordance with Section I of these Regulations ("General Regulations for International Volleyball Competitions"), for which his/her duties are:

63.3.1.1 To install the playing area as per the FIVB layout (see "FIVB Forms and Layouts") and maintain tables, chairs, benches, etc., as well as advertising panels, TV, movie and photo cameras, in place;

63.3.1.2 To ensure perfect condition of the floor surface, posts and nets, regularly verify the exact height of the net, the position of the side bands and antennae and the tension of the net;

63.3.1.3 To install and maintain in operational condition the playing area of all training halls and warming-up courts;

63.3.1.4 To supervise the operational condition of the lighting and sound system, two mechanical scoreboards, electronic scoreboard and floor mops;

63.3.1.5 To train and coordinate the personnel working on the court as floor moppers, net keepers, light and sound technicians, manual workers and assistants.

63.3.2 Protocol Supervisor who ensures the installation and operation of changing rooms, working areas, lounges and stands in accordance with Section I "General Regulations for International Competitions", for which his/her duties are:

63.3.2.1 To keep non-authorized people away from the playing area, maintaining all access under strict order and control;

63.3.2.2 To maintain strict order and control of VIP rooms, officials' lounges, changing and work rooms;

63.3.2.3 To maintain strict control of access and order in the warming-up court in accordance with the daily match timetable and training schedule;

63.3.2.4 To train and coordinate the work of marshals, couriers, interpreters, hostesses and auxiliary personnel who assist teams, referees and Control Committee members on the court;

63.3.2.5 To determine the zone outside the competition area where teams, referees and heralds assemble for the entrance parade of each match;

63.3.2.6 To recruit, train and nominate the speakers for each match.

63.3.3 Equipment and Supplies Supervisor who ensures the availability and good condition of all FIVB approved sports material required for the competition in accordance with Section I of these Regulations, for which his duties are:

63.3.3.1 To prepare a detailed list of material and equipment required in such Regulations for the competition area, warming-up court and training halls;

63.3.3.2 To make available the material and equipment as indicated in Section I on or near the competition area;

63.3.3.3 To recruit, train and coordinate the work of personnel required as warehouse keepers, manual workers and auxiliary personnel;

63.3.3.4 To provide teams on the court with trolleys, balls, carts and supply water, soft drinks and towels.

64 TECHNICAL MANAGER

The Technical Manager is responsible for the availability of working space, equipment, material and staff for the organization of the secretarial services required for the competition, for which his/her duties are:

64.1 DUTIES TOWARDS FIVB OFFICIALS

To facilitate the work of the Control Committee members responsible for communications, statistics and technical organization, providing staff support during the competition.

64.2 PLANS FOR THE INSTALLATION OF THE SECRETARIAT AND FLOW OF INFORMATION

To draft the layout and flow charts required for the installation of equipment and the collection, preparation and distribution of printed reports, FIVB forms and technical data.

64.3 AUTHORITY

To arrange the working programs and coordinate the activities of each of the three supervisors of the operational branches under his responsibility:

64.3.1 Competition Data Recording Supervisor, who ensures the availability of printed FIVB official forms, lists of participants per delegation and function (referees, journalists, photographers, TV personnel, FIVB officials, special guests and VIPs) and sports biographies of teams, players and VIPs, for which his/her duties are:

64.3.1.1 To check the printing of sufficient FIVB official forms;

- 64.3.1.2 To ensure the correct completion of the FIVB official forms, as well as the match schedule of the competition;
- 64.3.1.3 To recover the scoresheet of each match and process the FIVB forms related to daily match results and team ranking requiring the authorization and signature of the FIVB member in charge of the technical organization;
- 64.3.1.4 To have typed the official list of participating players, referees, Control Committee members, journalists, photographers, etc.;
- 64.3.1.5 To train and coordinate the work of typists, PC operators and experts in sports statistics.
- 64.3.2 Statistical Evaluation Supervisor who organizes and coordinates the personnel requested by the Control Committee member in charge of individual and team statistical evaluation, for which his duties are:
 - 64.3.2.1 To install the furniture and equipment required by statisticians on duty during each match along the 3 m wide free passage-way around the playing area;
 - 64.3.2.2 To ensure the availability of printed tables and forms needed to process the playing actions of the players;
 - 64.3.2.3 To process the statistical data required for TV on-screen information;
 - 64.3.2.4 To verify the conformity of statistical data obtained during the matches and the data contained in the print-outs to be distributed;
 - 64.3.2.5 To ensure the permanent contact between the statistics personnel and the Game Technical Supervisor by runners;
 - 64.3.2.6 To ensure the permanent on-site presence of experts in computer programming, software and hardware chosen for the processing of the statistical data;
 - 64.3.2.7 To ensure the availability of working charts and blank data forms for statisticians, as well as handbooks for operating the chosen computer program and PCs;
 - 64.3.2.8 To train and coordinate the work of statisticians, writers, typists, PC operators and programmers.
- 64.3.3 Information Supervisor who organizes and coordinates the collection, duplication and distribution of official information concerning recorded competition data, statistical evaluation of teams and players, as well as important notices concerning the competition, for which his/her duties are:
 - 64.3.3.1 To ensure the availability of and install the working rooms allocated to the Secretariat with powerful and high-speed

photocopiers, PC and laser printers, tables and furniture necessary for printing, sorting and preparing the documents to be distributed

- 64.3.3.2 To have available pre-printed covers and collect all FIVB forms duly filled out, in order to prepare the daily news bulletin, including:
 - a) Daily match schedule
 - b) Daily match result table per pool
 - c) Daily team ranking per pool
 - d) Daily box score of statistical evaluation of teams and players per skill
 - e) Notices of information issued by the Control Committee and/or the organizer
- 64.3.3.3 To establish a flow chart of communication between the sources of information (Control Committee members, official match scorers, statisticians and OC) and the addressees of the information (teams, referees, Control Committee members, journalists, TV broadcasters, OC);
- 64.3.3.4 To establish the most fluid and efficient system for the daily distribution early in the morning to the press and Control Committee members of the daily news bulletin and as soon as available the match report and competition reports;
- 64.3.3.5 To establish a photocopying system to serve FIVB needs and other sections of the organization;
- 64.3.3.6 To obtain the room list or accommodation address of Control Committee members, referees and teams;
- 64.3.3.7 To train and coordinate the work of collectors of reports and forms, couriers, sorters, photocopier and printer operators.

CHAPTER 14

Press and Media Relations

65 RESPONSIBILITIES OF THE ORGANISER

65.1 PRESS RELEASE PRODUCTION

Production of event press release paper, bearing agreed title, FIVB and event emblem and any other name/logo to be defined by the FIVB, such as sponsors' names/logos, etc., up to 10.

65.2 PRESS RELEASE DISTRIBUTION

The organizer is responsible for the regular distribution of news stories to key media in its country (e.g. international press agencies, national newspapers, magazines, television and radio) as well as copies sent automatically to the FIVB separately.

65.3 OC PRESS OFFICER

65.3.1 The Press Officer should be a native-level English (writing and speaking) professional journalist, preferably a Volleyball specialist. He/she must be active at least three months before the event takes place. The Press Officer should also be member of the executive committee of the Organising Committee.

65.3.2 The Press Officer is responsible for the successful planning, implementation and management of the press operations of the event.

65.3.3 He/she ensures the flow of information and the smooth operation of facilities, equipment and services provided by the Organiser for the accredited press.

See Annex B (OC Press Officer Duties)

65.4 OC PRESS WRITER

The Press Officer is required to hire a Press Writer capable of writing accurate Match Descriptions in English and capable of doing so while simultaneously watching the match. Speed is of the essence, as the match description should be loaded into the VISASP system within minutes of the close of the match. The Press Writer should be a native-level English (writing) sports journalist familiar with the style of American/English match reporting.

See Articles 85.5 – 85.7 for Mixed Zone and Press Conferences

and Annex C (Match description and Press conference guidelines)

66 FINAL RESULTS REPORT

The organizer is responsible for compiling and issuing to the FIVB, as well as to each team, a complete record of results as soon as possible after the conclusion of the event.

67 OFFICIAL PHOTOGRAPHER

- 67.1** The organizer is responsible for appointing an official photographer, recognized for quality service, who is available at the venue for the entire competition.
- 67.2** The FIVB may appoint or nominate another official photographer and signs the agreed working conditions with both photographers.
- 67.3** Vital to the success of the competition is the supply of at least 16 high quality photos directly to the FIVB website per match. The Organizing Committee must hire a professional photographer for the event and inform him/her that all photos provided are FREE OF ANY RIGHTS, including use in FIVB publications, website and by media worldwide. The Press Officer is required to provide the email address of the official photographer to the FIVB (press@fivb.org and vis@fivb.org). The Official Photographer will receive all instructions concerning the loading of digital photos onto the FIVB website directly from the FIVB once his or her contact details are supplied.

See Annex D (Guidelines for Official Photographers)

CHAPTER 15

Marketing, Commercial and Television Matters

68 DEFINITIONS

For the purposes of this Chapter, the terms below shall have the following meaning:

- 68.1** “**Commercial Rights**” means any and all commercial rights and opportunities on a worldwide basis in and in relation to an FIVB competition including, without limitation, the relevant media rights, marketing rights and data rights, as defined hereafter.
- 68.2** “**Media rights**” means the right to create, distribute and transmit on a linear and/or on demand basis for reception at any time anywhere in the world by any and all means and in any and all media, whether now known or devised in the future (including, without limitation, all forms of television, radio, wireless and Internet distribution), audiovisual, visual and/or audio coverage of all relevant aspects of an FIVB competition and all associated and/or related rights, including fixed media and interactive rights.
- 68.3** “**Marketing rights**” means the right to exploit by any and all means and in any and all media whether now known or devised in the future any types of advertising, promotion (including, without limitation, electronic and virtual promotion and ticket promotions), endorsement, public relations, marketing, merchandising, licensing, franchising, sponsorship, hospitality, concessions, travel and tourism, publishing, betting, gaming, retailing, music, and all other commercial association rights and opportunities in relation to an FIVB competition that are not media rights or data rights.
- 68.3** “**Data rights**” means the right to compile and exploit statistics and other data in relation to an FIVB competition.
- 68.4** “**Imagery**” means, in relation to any participating National Federation, or Club, that National Federation’s or Club’s (and its team’s) name, nickname, symbols, emblems, logos, marks, designations, shirts and other kit colours and designs (with or without any references to the shirt manufacturers).
- 68.5** “**FIVB Host Broadcaster**” (hereinafter “**HB**”) means the broadcasting and production team responsible among other things for the multilateral production by FIVB of television and media promotion and coverage of an FIVB competition and its national distribution together with FIVB’s TV Agency (hereinafter “**TV Agency**”) responsible for the production of highlight programs and international distribution. For the purposes of these Regulations, references to “international media”, “media representatives” and other similar references include HB within their meaning.
- 68.6** “**Venue**” means in respect of any FIVB competition, the entire premises of the Competition Hall at which such FIVB competition takes places and any parking

areas, hospitality areas and fan areas inside the fence of these premises which are under the control of FIVB or the Organizer.

69 FIVB MARKETING AND COMMERCIAL RESPONSIBILITIES

FIVB will endeavor to:

- sign publicity and sponsorship contracts, providing a copy of the marketing benefits to the National Federation;
- grant the National Federation suitable conditions for purchase of a license to produce competition merchandise and on site retail of souvenirs and secondary articles;
- coordinate the interests of the participants with those of the National Federations and the broadcasters, in order to attain optimum conditions for the game and optimum income;
- ensure the excellence in all aspect of the sport by setting and preserving world class standards that will maintain and grow Volleyball as one of the world's premier sports and entertainment properties;
- establish a global marketing strategy aimed to attract global partners and to deliver through world class standard events consistent and tangible value;
- promote the sport, its flagship events and athletes by improving global awareness, exposure and engagement;
- work in close collaboration with the National Federations and Organizers by providing the necessary tools in order to create a consistent marketing, communication and commercial platform;
- monitor the events, collect the research data, evaluate and provide feedback to all the stakeholders;
- establish the marketing regulations and guidelines and to approve all the respective material accordingly.

70 INTELLECTUAL PROPERTY RIGHTS

- 70.1** FIVB is the exclusive owner of all intellectual property rights of the FIVB competitions, including any current or future rights in all audio and visual (with or without audio) material, FIVB's names, logos, brands, music, mascots, medals, plaques and trophies. Any use of the aforementioned rights requires the prior written approval of FIVB, and must comply with any conditions imposed by FIVB.
- 70.2** All rights to the fixture list, as well as any data and statistics collected by FIVB (including databases in which such data is stored) in relation to the games of, and players' participation in, FIVB competitions are the sole and exclusive property of FIVB. No tickets or accreditation may be used by anyone in order to gain access

to a venue of an FIVB competition for the purposes of collecting or gathering such data, and such activities are expressly prohibited. The foregoing prohibition does not apply to the participating National Federations, subject to any and all such data collected being used solely for the purposes of instructing their team, players and officials and expressly excluding any other exploitation or use whatsoever.

71 TITLES AND MARKS OF FIVB COMPETITIONS

- 71.1** FIVB is the sole owner of the titles and marks of the FIVB competitions and will decide at its own discretion the name and/or marks to be added to the title of an FIVB competition in order to identify a presenting sponsor. In any event, National Federation/Organizer is not allowed to appoint a title sponsor.
- 71.2** FIVB will also decide at its own discretion the name and/or mark to be added as presenting sponsor e.g. "*FIVB VOLLEYBALL WORLD GRAND PRIX 2012 presented by Sponsor*". When FIVB does not appoint a presenting sponsor the National Federation/Organizer is allowed to engage a presenting sponsor. Prior to engaging a presenting sponsor, the National Federation/Organizer must receive written approval by the FIVB.
- 71.3** The competition names are the official titles, including the Event Title, as chosen by FIVB. They shall be used by all stakeholders to refer to an FIVB competition in a proper and official manner as per the FIVB Brand and Graphic Guidelines. The official FIVB language is English. No translations of the FIVB competition names or titles are allowed unless included in the FIVB Brand and Graphic Guidelines or approved in writing by FIVB.
- 71.4** The National Federation/Organizer and the Host City (or other public authorities) shall use the official FIVB competition title in all public statements and communications in order to ensure consistency across all Host Cities and Countries.
- 71.5** The FIVB competition logos are the official emblems/symbols of the FIVB competitions as developed by FIVB and provided in the FIVB Brand and Graphic Guidelines. Any association of a presenting sponsor with FIVB competition logos must receive written approval by the FIVB prior to any use.
- 71.6** The Host City Designation is the official title which describes the status of the city in relation to the FIVB competition as follows: FIVB VOLLEYBALL WORLD LEAGUE 2012 [Host City].

72 FIVB BRAND AND GRAPHIC GUIDELINES

- 72.1** FIVB has developed a consistent branding concept for the FIVB competitions in order to promote and communicate the FIVB competitions in the best possible way. Such concept shall be used and implemented by the National Federation/Organizer according to the FIVB Brand and Graphic Guidelines provided by the FIVB.

- 72.2** All marketing materials for which designs are being provided in the FIVB Brand and Graphic Guidelines shall be produced according to the designs provided by the FIVB and in the English language. FIVB will make a section of the FIVB website available.

73 MARKETING AND COMMERCIAL RIGHTS

73.1 AUTHORITY TO GRANT RIGHTS

- 73.1.1 The FIVB is solely authorized, unless it concedes these rights according to the terms of these Regulations and/or the National Federation/Organizer Agreement, to grant commercial, promotional and licensing rights such as, but not limited to the following:
- (a) Association rights through official titles such as “Partner”, “Sponsor”, “Supplier”, “Product”, etc., linked to the FIVB competitions.
 - (b) Promotional rights for sale, demonstrations or exhibitions inside or outside of the competition venue (including the press centers) by official partners/sponsors/suppliers.
 - (c) Licenses for the use of the Marks (including emblem, logo, designation, name) of the FIVB competitions, including the right to use the Marks on Merchandise for retail to the general public.
 - (d) Branding and advertising rights by using static, dynamic or sound publicity in or around the competition sites.
- 73.1.2 The National Federation/Organizer acknowledges that it will not enter into any contractual arrangements (written or verbal) related to those matters designated above, without the written approval of the FIVB.
- 73.1.3 FIVB owns and has the sole right, to the exclusion of the participating National Federations, Clubs, and any other party, to exploit all of the commercial rights to the FIVB competitions including, without limitation, those arising at, and relating to, the official training sessions of each participating National Federation or Club. FIVB may exercise its right to exploit these commercial rights at its sole discretion and on a universal basis.

73.2 GOODS AND SERVICES

Only such companies as agreed by the FIVB may be afforded the right to offer gifts/samples to athletes, officials, press or VIPs.

73.3 FIVB OFFICIAL SUPPLIERS

- 73.3.1 Official Suppliers may only be appointed by the FIVB, unless the Organizer has been specifically authorized to do so by FIVB TV & Marketing Department, with respect to any goods or services to be used by the Organizer teams, officials, etc., such as official clothing, volleyballs, drinks, transport, etc. Official suppliers' goods or services

shall be used to the exclusion of similar goods or services of competitors.

73.3.2 Subject to new supplier contracts concluded between FIVB and a third party, the following companies have been appointed as FIVB Official Suppliers:

- MIKASA, in the ball category;
- Gerflor, in the floor category; and
- Senoh, for court equipment (including net posts, post protection, net antennae, nets, referee chairs).

73.3.3 The FIVB appreciates that the Organizers may be under pressure to accept local suppliers; however, each company will be examined on a case by case basis and shall be subject to written approval by the FIVB.

73.4 NO THIRD PARTY COMMERCIAL ASSOCIATION

73.4.1 A participating National Federation or Club may not display (including on any clothing) any third party commercial identification or branding in any competition hall or during training sessions of the FIVB competition or at any official FIVB press conference other than: manufacturer's identification on the kit in accordance with the FIVB Kit Regulations.

73.4.2 This provision applies from 5 days before the first game of the FIVB competition until the conclusion of the competition. FIVB declines all responsibility and liability in the event of any conflict between any agreement entered into by a National Federation or Club and any arrangement entered into by FIVB relating to the exploitation of the commercial rights to the FIVB competition.

73.5 PROMOTION SUPPORT (HEROES CAMPAIGN AND MORE)

Each participating National Federation or Club must support and ensure that its players, officials and other employees support the marketing programme established by FIVB in exploiting the marketing rights to an FIVB competition including, without limitation, the promotional programmes run by FIVB and its commercial affiliates (e.g. Heroes Campaign, ball retrievers, flag bearers, player awards etc).

73.6 PROMOTIONAL USE OF NATIONAL FEDERATION AND CLUB IMAGERY BY FIVB

73.6.1 Upon registration of a National Federation or Club for an FIVB competition, FIVB has the non-exclusive right to use and/or sub-license the right to use, free of charge, the National Federation's or Club's imagery for:

- (a) the staging and organizing of the FIVB competition (and future editions of the competition),
- (b) promotional purposes related to the FIVB competition (and future editions of the competition),
- (c) editorial purposes (including on/for the FIVB digital services) and/or

(d) other purposes reasonably designated by FIVB.

73.6.2 Any such use may occur after the FIVB Competition and may include references to and/or branding of third parties, including sponsors, provided that no such reference or branding implies an endorsement of any such third party or their products and/or services by the relevant National Federation or Club.

73.6.3 This paragraph does not relate to the imagery of any National Federation's or Club's players.

73.7 OTHER USE OF NATIONAL FEDERATION AND CLUB IMAGERY

73.7.1 Upon registration of a National Federation or Club for an FIVB competition, FIVB has the non-exclusive right, if such National Federation or Club qualifies for the said competition, to use and/or sub-license the right to use free of charge that National Federation's or Club's imagery for incorporation into commercial and promotional merchandise and materials (together with packaging and promotional materials for such merchandise and materials) provided that any such merchandise and materials

(a) relate to the FIVB competition,

(b) include the FIVB competition name and/or an FIVB competition logo,

(c) include National Federation or Club imagery from each of the other participating National Federations or Clubs and

(d) do not give undue prominence to the National Federation or Club imagery of any one or set of participating National Federations or Clubs.

73.7.2 The requirements specified in 72.7.1.c and .d do not apply to the use of the National Federation or Club imagery of the participating National Federation or Club that wins the FIVB competition where such National Federation or Club imagery is featured in images of the celebration of its victory following the final game (for example, photographs of the presentation and lifting of the trophy). Such merchandise and materials may be sold or distributed free of charge and may include customary references to and/or branding of any manufacturer, distributor and/or provider of the relevant merchandise and materials, provided that no such reference or branding implies an endorsement of any such third party or their products and/or services by any participating National Federation or Club.

73.7.3 This paragraph does not relate to the imagery of any National Federation's or Club's players.

73.8 CONSENTS

National Federations or Clubs must obtain all necessary third party rights and consents that are required in order for them to comply with this Chapter and, upon request, must supply FIVB free of charge with the necessary documentation

(including, without limitation, any third party consents) required to allow FIVB to use and exploit its rights under these Regulations.

73.9 PLAYER IMAGE RIGHTS

- 73.9.1 By signing the O-2bis form players agree to their performance or appearance at the FIVB competition being photographed, filmed and recorded in any audio, visual, audio-visual and/or electronic form of coverage and that such audio, visual, audio-visual and/or electronic recordings and other reproductions may be used and/or exploited in whole or in part by FIVB (and its licensees and/or assignees) for promotion of the sport of Volleyball, FIVB and FIVB competitions by any and all means (including but not limited by means of inclusion of the recordings and reproductions in television opening and closing sequences, break bumpers, merchandising, videogames, event advertising and promotion material) via any and all current and/or future media throughout the world in perpetuity and without restriction.
- 73.9.2 Players participating in FIVB competitions consent and grant to FIVB (and its licensees and/or assignees) all permissions, consents and waivers necessary to enable FIVB (and its licensees and/or assignees) to use, exploit, license and/or sub-license their name, nickname, likeness, performance, appearance and/or voice as embodied in any such audio, visual, audio-visual and/or electronic recordings and/or other reproductions in any manner and in any and all current and/or future media throughout the world in perpetuity and without restriction (including the waiver of any and all image, personality, appearance or similar rights under any applicable laws). Players shall not assert any claim to use, sell or exploit any of the rights granted to FIVB (and its licensees and/or assignees) pursuant to this clause for any reason whatsoever.
- 73.9.3 All photographs taken and audio-visual recordings made by players at an FIVB competition, including those of players competing within any venue, shall be used solely for personal and non-commercial purposes, unless prior written consent is obtained from the FIVB.
- 73.9.4 Players may not display (including on any clothing) any third party commercial identification or branding in any FIVB competition hall or training ground of the FIVB competition or at any official FIVB press conference other than: manufacturer's identification on kit in accordance with the FIVB Kit Regulations.
- 73.9.5 Players shall acknowledge that FIVB declines all responsibility and liability in the event of any conflict between players and any arrangement entered into by FIVB relating to the exploitation of the commercial rights to an FIVB competition.
- 73.9.6 Players shall not personally make publicity, sampling or corporate presentations, during the period of an FIVB Competition, in favor of any third party product or corporation.

74 ADVERTISING ON PLAYER UNIFORMS

The FIVB may authorize national teams to wear advertising on their shirts and track suits in accordance with these Regulations (refer to Article 4.9, as well as Chapter 6 and Annex A of these Regulations).

75 MERCHANDISING PROGRAM

- 74.1** FIVB owns all rights to all FIVB competition marks for event merchandising.
- 74.2** National Federation/Organizer can request a license to produce and sell event merchandise according to the FIVB Brand and Graphic Guidelines and product range approved by FIVB.
- 74.3** All rights to on site retail are vested in the National Federation/Organizer.
- 74.4** National Federation/Organizer shall take all reasonable measures to prevent the sale of counterfeit merchandise.

76 TROPHIES

- 76.1** Trophies awarded to winners of FIVB competitions (past and current) must remain within the relevant National Federation's control at all times and must not leave the National Federation's country without FIVB's prior written consent. National Federations must not permit a replica trophy to be used in any context where a third party (including, without limitation, National Federations' sponsors and other commercial partners) is granted visibility or in any other way which could lead to an association between any third party and the replica trophy and/or an FIVB competition. National Federations must comply with any trophy use guidelines that the FIVB administration may issue from time to time.
- 76.2** National Federations may not, and may not permit any third party to, develop, create, use, sell or distribute any promotional materials or merchandise bearing any representation of the trophy or any replica thereof (including, without limitation, trophy lift images) or use any such representation in a manner that could lead to an association between any third party and the trophy, replica trophy and/or an FIVB competition.

77 NATIONAL FEDERATION / ORGANIZER DUTIES

- 77.1** Independent of all guarantees and documents of support presented and of other duties contained in these Regulations, the National Federation/Organizer must:
- 77.1.1** adhere strictly to the Organizer Agreement and these Regulations;
 - 77.1.2** adhere to the FIVB Brand and Graphic Guidelines and include the logo and branding of the Commercial Affiliates in all publications relating to the competition and exclude branding and publicity of all competitors or advertisers not authorized by FIVB, in the official program, entry tickets,

posters, press bulletins and, in general, all promotional and informative printed matter for the event, whose publication is the responsibility and at the expense of the National Federation and Organizing Committee;

- 77.1.3 supply the FIVB with competition halls, clean and free of all advertising and charges, in order to be able to exercise the commercialization rights that produce income towards the general expenses of the Competition. (see Article 79 below)
- 77.1.4 provide Commercial Affiliates with the opportunity to display products in the competition halls free of charge should such a request be made by FIVB or as per the terms agreed in FIVB's Official Partner, Official Sponsor and Official Supplier Agreements. Only approved products are given such a privilege.
- 77.1.5 extend suitable hospitality facilities to FIVB and to Commercial Affiliates, under the following conditions:
 - (a) the numbers are to be agreed in the Organizer/National Federation Agreement; and
 - (b) the quality of the infrastructure, decoration and catering shall be modern and of the same level as other top quality internal sporting events.

78 COORDINATION WITH THE FIVB

- 78.1 The National Federation and its Organizer shall, upon appointment as the Organizer, make available to the FIVB a fax and/or e-mail number which shall be the official, designated fax and/or e-mail of the Organizer until the conclusion of the event.
- 78.2 The Organizer shall appoint a specific person, who is conversant with the English language, as a Court Manager, who will be responsible for liaison with the FIVB on all matters relating to sponsorship and television. Such person must be available 5 days prior to the event and for the full duration of the event.
- 78.3 The Organizer shall provide the FIVB with access to a portable communication system (portable or cellular phones), which will enable parties to communicate quickly within the stadium as well as between the various sites during the event.
- 78.4 The Organizer shall make available to the FIVB a room at the stadium containing a telephone and suitable furniture. Such room shall be used by the FIVB for coordination and storage purposes for the duration of the event.
- 78.5 The Organizer shall be responsible for providing the FIVB and official sponsors with complimentary tickets / accreditation. Such tickets are to be distributed to parties by deadlines to be agreed.
- 78.6 Prior to the event, the National Federation/Organizer shall provide the FIVB with an agreed number of official printed items (programs, posters, etc.) for distribution to official sponsors and suppliers. Any material produced during or after the event shall also be provided in similar quantities.

- 78.7** The Organizer shall submit to the FIVB, by an agreed date, intended prices of tickets for the events. The FIVB will not normally withhold approval, unless ticket pricing principles are deemed to be unreasonable.
- 78.8** In order to provide sponsors, suppliers, mass media and VIPs with essential information related to venues, hotels and the country, the Organizer shall forward to the FIVB detailed maps/scale drawing of arenas and towns/cities, routes between designated host cities, general information of country/cities and names, addresses and telephone numbers of all official hotels.
- 78.9** A very important objective of the National Federation, its Organizer and the FIVB is to raise adequate income in order to stage a first-class event. For this reason, in spite of the fact that, for sentimental or legal reasons, all parties may have preferred local sponsors, the National Federation, its Organizer and the FIVB will cooperate to guarantee that the selection of sponsors will be the absolute responsibility of the FIVB and if authorized to do so by the FIVB TV & Marketing Department, which will be requested to consider carefully the involvement of such preferred sponsors if agreement can be reached on the level of financial/supply contribution, rights package and whether such company may jeopardize the overall marketing program

79 CLEAN VENUE AND ON COURT BRANDING

- 79.1** All Venues must be delivered free of any advertising. Permanent advertising shall be covered by the Organizer. All advertising inventory belongs to FIVB and is subject to the Organizer/National Federation Agreement and Competition Handbooks (if any).
- 79.2** Competitions must apply the official Court Layouts (as per Competition Handbooks and Organizer/National Federation Agreements) for the positioning of publicity on the floor and around the court and adhere to the FIVB Brand & Graphic Guidelines.
- 79.3** Static panels (3.4m by 1.0m) or LED panels may be placed at the edge of the free zone around the playing court. The precise number of static panels for each Competition is determined in the Organizer/National Federation Agreement and Competition Handbooks (if any). Five (5) will be placed beyond the free zone of each end line and five others to the right and to the left behind the first referee beyond the free zone.
- 79.4** LED panels shall be allocated in % of time in accordance with the Organizer/National Federation Agreement. No animation shall be allowed during rallies.
- 79.5** Branded presence is allowed as follows:
- a) On the top 7cm white band of the net, at least three times the FIVB (Confederation or National Federation) logo, and no more than 6 logos of Commercial Affiliates (including FIVB Commercial Affiliates) are allowed (subject to the Organizer/National Federation Agreement).

- b) The area in the free zone below the coaches' line limit is reserved for FIVB or FIVB promotional programs branding.
- c) Floor moppers and ball retrievers may wear T-shirts with branded presence of Commercial Affiliates (subject to the Organizer Agreement).
- d) On the floor, within the free zone on the side of the first referee, up to two (2) printed or glued logos of no more than one (1) square meter may be placed either on each corner or between the corner and the referee's chair. Other floor branding is reserved to FIVB or FIVB promotional programs.
- e) All 2nd and 3rd Tier branding (including flags or giant banners) belongs to FIVB and is subject to the Organizer Agreement and Competition Handbooks (if any);
- f) No publicity will be allowed on the referees and referees chairs;
- g) Flags outside the Competition halls are subject to the National Federation or Competition Handbooks (if any).

79.6 Video Screen, Scoreboard and all other on court branded inventory (such as towels, coolers, players benches, ice box,, protection fences warm-up area, net pole protection, net rope protection, side net mesh etc.) is reserved for FIVB and is subject to the terms of the Organizer Agreement and Competition Handbooks (if any).

79.7 Excluded sponsor categories

- (a) No publicity is permitted for strong Alcohol (spirits) and Tobacco;
- (b) No publicity which could be prejudicial to any ethnic, religious or political group is permitted;
- (c) No sponsors who are deemed by the FIVB as being competitors to commercial affiliates of the FIVB;
- (d) All other publicity is subject to FIVB approval.

80 BRANDING / ADVERTISING IN THE HALL

80.1 DUTY OF THE ORGANISER

The Organizer shall ensure that only officially appointed Commercial Affiliates are permitted to have the contractually agreed identification in the halls where the events take place (the Official Court Layouts as per the Organizer Agreements will apply).

80.2 EXCLUSIVE MARKS ON THE SCOREBOARD / VIDEO SCREEN / INFORMATION BOARDS

The Organizer shall unconditionally ensure that the official hall scoreboard, video screen and information boards carry the official team names, event title, as well as any other names/logo/symbol as approved by the FIVB. No other

names/logo/symbol may be placed on the scoreboard without the consent of the FIVB.

80.3 BRANDED MATERIAL

No panel, banners, flags or advertising inscription whatsoever can be used, printed, projected, displayed, etc. in any way inside the competition hall and adjacent zones, except as specified in the present Regulations or in the Competition Handbook (if any).

- 80.3.1 The size of all competition hall advertising boards will be specified by the FIVB in Organizer/National Federation Agreements or Competition Handbooks (if any).
- 80.3.2 Advertising boards are positioned vertically and no more than 8m from either end line of the court (9m for the Olympic Games and World Championships) and no less than 5m from the side line (6m for the Olympic Games and World Championships), facing the central cameras. Team benches and scorer's table are positioned on the side nearest the central cameras.
- 80.3.3 The design and colors used for the hall advertising boards shall follow the design instructions as per the FIVB Brand and Graphic Guidelines and may not be fluorescent nor of any other luminous material adversely affecting the electronic coverage by television.
- 80.3.4 The quality of the LED panels (i.e. pixels) shall be in conformity with other international sports competitions of high standard, and will be specified in Organizer/National Federation Agreements or Competition Handbooks (if any).
- 80.3.5 The Organizer shall provide assistance to the FIVB in supervising production, delivery and installation of boards at each venue and supervision of boards during the event to ensure non-obstruction by photographers, articles of clothing, etc.
- 80.3.6 No commercial entity other than the Commercial Affiliates of the event may be represented in the hall on any form of banner, board or other display material of any kind, without the written approval of the FIVB.
- 80.3.7 The Organizer shall assist the FIVB with the following:
 - 80.3.7.1 Scale drawings of all halls to be utilized for games (actual playing court floor and surrounding area);
 - 80.3.7.2 Actual delivery of boards to each designated venue by the agreed deadline.

81 MASCOT

81.1 PROPOSALS OF THE ORGANISER

No later than one year before the competition, the Organizer prepares at least two proposals for the mascot.

81.2 LEGAL REGISTRATION

The mascot shall be legally registered by the FIVB (or, after FIVB's approval, by the Organizer) in the name of the FIVB.

81.3 PUBLIC PRESENTATION

The mascot is presented publicly in a special ceremony where the mass media, Organizer and the FIVB receive sample copies. Subject to domestic law provisions, such ceremony must take place after legal registration of the mascot.

81.4 ORIGINALS

On or before the mascot presentation ceremony, the FIVB receives the original artwork in order to proceed with its commercial program.

82 EVENT PROMOTION

82.1 The Organizer/National Federation shall propose a Host City Dressing Program.

82.2 The Organizer/National Federation shall acquire, at no cost to FIVB, suitable media space at high traffic locations such as: airports, train stations, roads leading to the Venue.

82.3 All promotion materials will be executed in accordance with the FIVB Brand and Graphic Guidelines.

82.4 The Organizer/National Federation shall develop a Promotion and PR Plan, including fan activities.

82.5 The Organizer/National Federation shall protect the Commercial Affiliates and shall prevent association by unauthorized parties.

83 INSPECTION VISITS

The requirements for inspection visits, as per Articles 11 and 51 of these Regulations apply.

84 FINAL AUTHORITY

The FIVB has final authority to refuse all branding and advertising which is contrary to the spirit of these Regulations. The FIVB alone is competent to supervise their application.

85 TELEVISION AND MARKETING COMMUNICATION MATTERS

85.1 TELEVISION CO-OPERATION

85.1.1 FIVB is exclusively entitled to undertake the multilateral production of television and media coverage for the FIVB competitions, including all

games and other official events, in particular in order to promote the FIVB competitions and the participation of the relevant National Federations or Clubs. In order to fulfill this role, HB will film and produce a wide range of materials for FIVB's own use and also for the production of material for distribution by TV Agency on a worldwide basis to the official broadcast partners and other FIVB-appointed media outlets for the overall benefit, coverage and promotion of the FIVB competitions.

- 85.1.2 Each National Federation or Club participating in an FIVB competition, including their teams and officials (in particular their press officers), are required to cooperate to the fullest extent possible to facilitate the operations of HB and TV Agency, including in respect of access to and the obtaining of consents from players, coaches and other team officials for the purposes of interviews, in order to best promote the FIVB competition as a whole. All access and clearances afforded to HB and TV Agency must be no less favorable than those granted to any other media organization, including ones to whom specific media rights have been granted by any National Federation or Club.

85.2 VIDEO AND FILM

National Federations or Clubs participating in the FIVB competitions may be permitted to make coaching films, which must not be used for any purposes whatsoever other than solely for the instruction of players, referees and officials of the relevant National Federations or Clubs. Permission to film and produce such "coaching" films must be obtained from the FIVB in writing. Such permission sets out any relevant financial and other conditions. Available space and for the submitted to FIVB at least 30 days before the start of the FIVB competition. All practical arrangements for filming, including access, working areas, number and size of crew, type of cameras etc., are communicated in advance by circular letter or similar means of communication. All intellectual property rights for any material recorded for such purposes must be assigned to FIVB in writing and, if so requested by FIVB, a copy of all relevant materials filmed provided to FIVB within 24 hours of such request.

85.3 FIVB RESPONSIBILITIES

FIVB will endeavor to:

- a) sign a contract with the HB which offers the best conditions regarding TV coverage.
- b) appoint a TV Agency to coordinate worldwide sales and distribution and to produce Highlight Programs to promote Volleyball.
- c) encourage the greatest possible participation on the part of television broadcasters.
- d) study and improve the preparation of press conferences and delivery of game results to the press.
- e) coordinate the production of action and scenic photographs for distribution to the press.

- f) facilitate the positioning of photographers and TV cameras at angles near the game action.

85.4 NATIONAL FEDERATIONS' AND CLUBS' DUTIES

National Federations and Clubs shall provide to the international media information, news and access to players and officials, while protecting the game and the players.

85.5 AFTER MATCH/TOURNAMENT PRESS CONFERENCES

- 85.5.1 Official FIVB press conferences have to be organized in cooperation with the FIVB press delegate in order to help media representatives meet their deadlines in the countries concerned. Each official FIVB press conference must be attended by at least the head coach of the team plus the captain unless a specific player is requested by the media instead of the captain.
- 85.5.2 Access to these official press conferences must be open to all accredited media representatives. FIVB-provided backdrops must be used at all official press conferences. The official post-game FIVB press conference at the competition hall must start no later than 20 minutes after the final whistle.
- 85.5.3 The FIVB press delegate, taking into consideration the interviews for the broadcasters, decides on the order of asking questions to the players and coaches. When no deadlines are apparent the standard order of asking questions is losing captain, winning captain (at which point both players leave) losing coach, winning coach. The team press officers may be asked to provide interpretation.

85.6 MIXED ZONE

- 85.6.1 After the game, all players must pass through the mixed zone which is set up between the court exit and the dressing rooms. This area – accessible only to coaches, players and representatives of the media – is divided into the following for media:
 - a) Host broadcaster;
 - b) TV rights holders;
 - c) News agencies and radio;
 - d) Written Press;
 - e) TV non rights holders.
- 85.6.2 The host National Federations or Organizers ensure that the area is safe and not accessible by the general public or any other unauthorized people. All players of both teams are obliged to pass through the mixed zone but they are not obliged to give interviews.

85.7 TV FLASH INTERVIEWS

- 85.7.1 All interview requests have to be coordinated with and approved by the FIVB TV Coordinator. All interview locations must be pre-determined by the FIVB TV Coordinator. All interviews are to be held with the prior consent of the interviewees.
- 85.7.2 Interviews are not permitted before, during or after the game on the field of play itself or in its immediate vicinity. However, “flash” interviews can take place under the provisions of the following paragraph.
- 85.7.3 “Flash” interviews last a maximum of 90 seconds each and take place immediately after the final whistle in an area which is pre-determined by the FIVB TV Coordinator. Both teams must make their head coach and at least two key players, i.e. players who had a decisive influence on the result, available for multiple interviews.

85.8 MEDIA POSITIONING

- 85.8.1 The FIVB press delegate, assisted by both press officers of the teams, must ensure that:
- a) no media representatives are allowed on the field of play before, during or after the game, with the exception of the approved operations of FIVB HB;
 - b) non-authorized media representatives are not allowed on the playing area. Only media representatives who have accreditation and press delegates (or the approved operations of FIVB HB) are allowed to carry out their work in the press tribune (that can be either in the stand or around the court);
 - c) no media representatives are allowed in the dressing room area, with the exception of flash interviews in FIVB-approved positions and the approved operations of FIVB HB; and
 - d) the dressing rooms are off limits to representatives of the media before, during and after the game with the exception of the approved operations of FIVB HB.
- 85.8.2 All other Media Operations matters are referred to in these Regulations and the Event Media Guidelines and/or Competition Handbooks.

86 REQUIREMENTS FOR LOCAL BROADCASTERS PROPOSED BY ORGANIZER

- 86.1 Any National Federation wishing to apply for a Competition must guarantee that its country can provide a HB, technically capable of televising the event and which, moreover, is prepared to meet the obligations laid down in these Regulations.
- 86.2 Any HB proposed by the candidate Federations must sign a Letter of Intent.

- 86.3** This Letter of Intent must be sent by the candidate Federation to the FIVB with the official application to organize the Competition, together with the relevant questionnaires.
- 86.4** The FIVB cannot award the organization of a Competition without having received the Letter of Intent as a *sine qua non* condition for the signature of a contract with the host broadcaster. Without this prerequisite, the candidature of the Federation to organize the event in question will not be considered.
- 86.5** Upon appointment of the Organizer of a Competition a Host TV Broadcaster Agreement with HB shall be signed (see Article 89).

87 OBLIGATIONS OF THE HOST TV BROADCASTER

- 87.1** The production of the TV signal, free of charge, for all games of the Competition in accordance with the schedule approved by the FIVB.
- 87.2** Cover each game by a minimum of between six and ten cameras, depending on the Competition (with reference to the TV Production Layout/Camera Plan, the Volleyball Television Broadcast Manual, Competition Handbooks (if any) and the Organizer Agreement) with use of replay, slow motion and on-screen score or scoreboard views after each point is scored.
- 87.3** Assure the television coverage in a number of Competition sites with the requirements mentioned in Articles 87.2, 87.4, 87.5 and 87.6.
- 87.4** Assure the live broadcasting on national television of at least the following number of games (depending on the Competition):
- 87.4.1 All host country games (preliminary and semi-finals)
 - 87.4.2 Quarter-final and semi-final games
 - 87.4.3 Final round games
- 87.5** Use the FIVB official computer and/or timing company and grant to each of such companies on-screen credits as per EBU regulations and the Organizer Agreement.
- 87.6** Produce a news feed after each produced match day to be sent out no less than 15 minutes after the last match, for FIVB to distribute to international broadcasters.
- 87.7** Provide the FIVB, within two hours of each match, with a time-coded digital BETA CAM PAL master tape and two DVD copies at no cost. Such master recording shall consist of the color picture signal devoid of any commercial material, with stereo international sound on two tracks and English commentary on the other two audio tracks.
- 87.8** Provide an ENG crew for a set number of days, depending on the Competition.
- 87.9** Provide equipment for the FIVB commentary position (when requested by the FIVB) on a free of charge basis.

- 87.10** Recognize the FIVB's full and exclusive property of the color television signal with international sound which FIVB may grant to international broadcasters.

88 RIGHTS AND BENEFITS OF THE HOST BROADCASTER

- 88.1** The exclusive right to broadcast within its territory all the matches of the competition in its entirety, coupled with the use of the marks in connection with such broadcast.
- 88.2** The exclusive right to designate itself "Host Broadcaster" of the competition.
- 88.3** To receive a sufficient number of passes and accreditations to permit its employees to have access to the site for the duration of the competition.
- 88.4** To be granted the best and exclusive space and view around the playing court for the camera positions in accordance with the positions previously determined by the FIVB (see "FIVB Forms and Layouts"). International Broadcasters may be granted secondary positions in the event for unilateral broadcasting purposes.
- 88.5** To determine in conjunction with the FIVB the RATE CARD COST of technical facilities such as commentator positions, unilateral feeds, etc. that the international broadcasters will be requested to pay directly to the host broadcaster.
- 88.6** To submit to the FIVB and the Organizer the most suitable time to schedule the matches of the host country's national team.
- 88.7** To be notified in due time of the names of FIVB Commercial Affiliates whom it will be entitled to contact to offer broadcast advertising time for the entire competition or during selected matches. The HB will grant the first right of refusal for this broadcast advertising time to these Commercial Affiliates.

89 CONSIDERATION FROM HOST BROADCASTER

- 89.1** As full consideration for the rights and benefits granted by the FIVB to the host broadcaster, the latter must offer to pay the FIVB/National Federation an amount to be agreed.
- 89.2** The total consideration is offered without any deduction whatsoever and is quoted net of any taxes (including any withholding taxes levied in the residence country of the host broadcaster) or other deductions required to be made, which shall be the sole responsibility of the host broadcaster.

90 HOST TV BROADCASTER AGREEMENT

These requirements and conditions will be contained in the agreement which must be signed by the FIVB, National Federation and the designated host broadcaster once the organizing country has been chosen by the FIVB.

SECTION IV

Terms and Conditions to Bid for an FIVB Competition

CHAPTER 16

Fundamental Arrangements

91	GUARANTEES TO BE PRESENTED BY THE CANDIDATE NATIONAL FEDERATION
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The organization and realization of an FIVB competition is not possible without the collaboration, efficient support and direct effort of the Government and TV companies of the interested country. Thus, before an FIVB competition is granted, the candidate National Federation (NF) must fulfill the following requirements:

- 91.1** Offer the FIVB the necessary economic guarantees, with the backing of sponsors or a governmental agreement, offering financial aid.
- 91.2** Present the application to hold the FIVB competition made by the official authority of the city/cities concerned together with the NF which, in a separate letter, guarantees that the competition will be organized to the satisfaction of and in accordance with the requirements of the FIVB.
 - 91.2.1** The NF and the city/cities chosen shall be jointly responsible for all commitments entered into and shall assume complete financial responsibility for the organization of the competition. The FIVB will bear no responsibility whatsoever.
 - 91.2.2** The FIVB will conclude a written agreement with the NF concerned detailing the obligations incumbent upon the city/cities and the NF.
- 91.3** Present a document in which the Government agrees to:
 - 91.3.1** Grant its efficient support to the realization of the competition;
 - 91.3.2** Grant the necessary facilities for visas, customs, security, bank transactions and exchange, communication, transport and telecommunication and in general make a direct effort towards an excellent running of the competition.

91.4 Present the FIVB with documents in which is stated:

- 91.4.1 that there is in the country at least one broadcaster capable of and willing to provide a wide television coverage as per Chapter 15 of these Regulations;
- 91.4.2 the declaration of the interested broadcaster (Letter of Intent) regarding the coverage which it can or wishes to give to the event, the conditions which it offers in order to acquire the broadcasting rights in its territory and all other terms as per Chapter 15 of these Regulations.

92 FIVB POWERS AND RANGE OF COMPETENCE

- 92.1 The FIVB is the highest world authority in the field of Volleyball. It represents and defends its interests before sporting and public authorities. It disposes of the power and the responsibility to organize and control international Volleyball competitions in accordance with Section I of these Regulations.
- 92.2 Statutorily, international Volleyball competitions (with the exception of the Olympic Games) are directly under the authority and are the exclusive property of the FIVB. This property includes, without being limited thereto, all publicity rights, broadcasting by radio or television (by cable, wire, in a paid closed circuit, etc.), photographs and video, films, all kinds of publicity in the competition halls where competition activities take place, the use of mascots, symbols, emblems, slogans, badges and in general all commercial and marketing rights inherent to the competition in question, currently existing or created in the future (see also Chapter 15).
- 92.3 The FIVB Board of Administration delegates its powers of administration, management and organization to the FIVB Executive Committee or Executive Group in the highest instance and to the competent Commission in the second instance.
- 92.4 The Executive Committee or Executive Group designates a General Coordinator from among the members of the Board of Administration to follow the preparation of the competition and also delegates the necessary powers to the NF chosen to organize the FIVB competition.
- 92.5 The FIVB Executive Group designates two technical and one administrative delegate as experts to carry out a professional verification and inspection visits in the host country. (See Article 11 and Article 51 of these Regulations).

93 POWERS OF THE NATIONAL FEDERATION

- 93.1 The NF and its Organizing Committee (OC) are the only bodies recognized by the FIVB as competent to negotiate all problems or matters regarding the competition assigned to them. Thus the OC must be composed of representatives of the said NF, Government authorities, local personalities and experts, in order to guarantee that it will assume the responsibility and have the necessary control for the smooth running of the competition.

- 93.2** The NF is responsible towards the FIVB Executive Committee and the Board of Administration. Thus, together with its OC, it remains under the control of the Executive Committee, whose powers authorize it ultimately to take final decisions in all sectors.
- 93.3** The NF and the Mayor of the City where each venue is located must agree among themselves the degree of their respective involvement, but the city must include the event in its monthly list of official events and publicize it in all its tourist publications and public places.

94 DUTIES OF THE NATIONAL FEDERATION AND ORGANISING COMMITTEE CONCERNING FIVB RIGHTS AND REGULATIONS

- 94.1** Fulfill all obligations and responsibilities established for the organizers in Section I and strictly follow the guidelines of Section III of these Regulations.
- 94.2** Accept that, if chosen by the FIVB as organizer of the competition requested, they have the responsibility for the protection and respect of all rights that are the exclusive property of the FIVB, excluding all possibility of another body or third persons being able to make a contract, on their own, regarding the competition, without the previous consent or written agreement by the FIVB to an exception.
- 94.3** Determine the dates and schedules for the competition, in agreement with the FIVB, which will select the option permitting an optimum income, spectator attendance and television broadcasting on the one hand, and the best physical condition of the athletes on the other.

CHAPTER 17

Competition Arrangements

95	PARTICIPANTS AND DURATION
95.1	The number of participating teams is established by the Specific Competition Regulations.
95.2	The longest competition will last no more than 20 days, from the arrival to the departure of the teams.
95.3	No more than 110 matches will be played in the longest competition.
95.4	Unless FIVB Executive Committee approves, no more than two matches per day per venue must be scheduled
96	PROPOSED CITIES
96.1	The competition must ideally be played in only two cities, but a maximum of six may be accepted. The final number of competition cities will depend on the competition formula.
96.2	One of the cities will be proposed as principal site to host the opening and closing ceremonies and matches from all phases of the competition, including the finals. This city must have at least one international airport.
96.3	The proposed sites must have an international airport permitting the landing of long haul aircrafts or alternatively must be at a distance attainable by bus or train in not more than three hours from the venues.
96.4	Every city must dispose of sufficient courts for the training of teams.
97	COMPETITION HALLS
97.1	For Senior World Championships, the principal city must have a 15,000 seat competition hall, unless otherwise decided by FIVB.
97.2	The other cities proposed must offer at least one competition hall with seating for at least 5,000 spectators.
97.3	At least two competition halls are necessary, one of them being the principal hall with seating for 15,000 spectators and the other with a minimum of 5,000 seats (for two pools in each hall).
97.4	Candidates for the organization of Junior or Youth World Championships must provide two competition venues in two different cities meeting FIVB requirements.

- 97.5** The needs of the broadcasting media must be satisfied.
- 97.6** Should construction or repair of a hall be projected, the OC must present detailed plans and give guarantees regarding finances.
- 97.7** Competition halls must fulfill technical requirements and satisfy the needs for areas determined in Section I.

98 BOARD AND LODGING

98.1 HOTELS

Lodging must be offered in first-class hotels. The FIVB will decide on the basis of proposals presented by the OC or directly by the hotels.

- 98.1.1** Each team is composed of 18-20 persons (see Article 4.5), including one journalist. All teams will be lodged in the same hotel or in various hotels, all of the same category, reserving 4 single rooms and 7-8 twin rooms for each delegation.

The Organizer to provide the reservation of a minimum of two meeting rooms per 6 participating teams which every team can use at least once a day for 1 and a half hours. If the team wants to use more than this, it shall have the obligation to make the necessary arrangements on its own respecting the rights of other participating teams.

- 98.1.2** The Control Committee members and FIVB officials will be lodged in single rooms in a first-class hotel. They should all be provided with free internet access in the hotel.
- 98.1.3** Whenever possible, the referees and the invited journalists will be lodged in single rooms in the official hotel which provides facilities for exercise and leisure. The hotel where invited journalists are hosted shall have internet connections available.
- 98.1.4** Beds should have a length of 2.20m.

98.2 FOOD

- 98.2.1** Quantity and quality sufficient for athletes must be guaranteed, according to the recommendations of the FIVB Medical Commission.
- 98.2.2** Menus must combine calorific necessities with the regional tastes of participants.
- 98.2.3** Athletes will be guaranteed three basic meals a day, plus a snack meal.

98.3 COST

- 98.3.1** For junior and youth competitions, the OC bears all expenses for the board and lodging of participants.

- 98.3.2 For Senior World Championships, the FIVB guarantees the payment of at least 50% of the sum which has been previously approved and contracted by the FIVB.
- 98.3.3 For Senior World Championships, the OC pays the remainder of the cost, but no more than 50% of the total cost.

99 LOCAL TRANSPORTATION

The OC bears all local transportation expenses in accordance with the plans submitted to the FIVB for approval as follows:

99.1 TEAMS

- 99.1.1 Each Team will dispose of a bus and a car. The time taken between the team hotel and the competition and training halls must be no more than 30 minutes.
- 99.1.2 Teams may travel between sites by bus or train, for a maximum duration of three hours.
- 99.1.3 Longer journeys require a regular commercial or charter flight (seats must be reserved with a guarantee of absolute priority). The organizer and its official travel agency must arrange for the coordination and transportation of team luggage when transferring between cities from team hotel to team hotel.

99.2

FIVB OFFICIALS

CARS / MINIBUSES

- | | | |
|--------|---------------------------|--|
| 99.2.1 | President | <i>1st class vehicle with driver</i> |
| 99.2.2 | Control Committee members | <i>Four 1st class vehicles with driver</i> |
| 99.2.3 | Technical delegates | <i>Two 2nd class vehicles with driver</i> |

99.3 REFEREES

- 99.3.1 International Referees in service
One 2nd class vehicle with driver (permanent circuit service)
- 99.3.2 Referees not in service, line judges and Scorers
Two minibuses (permanent circuit service)
- 99.3.3 In the case of transportation to secondary sites, the same conditions as those for the teams apply.

99.4 ACCREDITED JOURNALISTS

- 99.4.1 Public transportation service should be available from the venue to the journalists' hotel. The press staff shall inform all the journalists in advance by email and on site about fares and timetable. If no public transportation is available, the organizers shall set up a shuttle service

arriving at least 1 hour before the first match and leaving the venue 2 hours after the last match (If there is a Press Centre, it will be included).

- 99.4.2 A reasonable number of minibuses with drivers will be used to cover the permanent circuit service.

100 PRE-COMPETITION MATCHES

Training matches between two teams qualified for any FIVB competition can be held before the opening of the World Championships, without exploitation of commercial and TV rights.

CHAPTER 18

Financial Arrangements

101 INFRASTRUCTURE EXPENSES

The infrastructure expenses of the organization must be met by the organizing country and are not the responsibility of the FIVB or of the Common Financial Fund. The NF shall co-operate in this respect with the local government.

These expenses include:

- a) The renovation, extension and building of competition halls.
- b) The use or reconditioning of the required telecommunication centre.
- c) The installations for the mass media.
- d) The necessary measures for the local transport of participants.
- e) The reconditioning of hotels.
- f) The necessary measures to facilitate national and international communication by internet and telephone.

102 DIRECT EXPENSES OF THE NATIONAL FEDERATION AND ORGANISING COMMITTEE

102.1 Local transportation to and from the international airport determined by the OC and transportation as established under Article 99.

102.1.1 Organizers shall be financially and logistically responsible for the hospitality of teams eliminated from the competition where travel delays occur with international connections within the host country. The organizers are responsible for arranging and bear accommodation for the teams until the teams are able to leave by plane. The organizers are responsible for unforeseen cases.

102.1.2 The organizers shall also be responsible for arranging the 1st possible flight connection for teams. In case that FIVB is responsible -after agreement of the parties- for the international travel arrangements, the FIVB will make its best efforts in cooperation with the travel agency to arrange the 1st possible flight connection for teams.

102.2 Suitable arrangement and decoration of the competition halls as per the templates provided in the FIVB Brand and Graphic Guidelines, including a floor covering which will give an excellent impression on television, in conformity with Section I.

102.3 Acquisition of the official material and equipment selected by the FIVB in accordance with Articles 15.3 and 15.4 of these Regulations.

- 102.4** The travel and accommodation expenses of the FIVB President and his/her spouse when he/she attends a competition.
- 102.5** International travel expenses for four delegates once a year.
- 102.6** Living expenses and local transport for the FIVB technical delegates when on an inspection visit during the preparation period of the competition.
- 102.7** Expenses concerning competition halls, organization, staff and auxiliary refereeing officials, official ceremonies and press conferences during the competition, other than those mentioned under Article 101.
- 102.8** In senior World Championships, not more than 50% of the cost of board and lodging of the teams, referees, Control Committee members, FIVB officials, guests and invited journalists. In other FIVB competitions, the organizer is responsible for 100% of these costs.
- 102.9** Production costs of the official program, posters, gate tickets and panels for publicity.
- 102.10** Per diem for referees and Control Committee members, according to the FIVB Financial Regulations.
- 102.11** Medical expenses for first-aid and anti-doping according to these Sports Regulations.
- 102.12** Publicity for the event on a national scale.

103	DIRECT INCOME FOR THE NATIONAL FEDERATION AND ORGANISING COMMITTEE
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- 103.1** 100% of the retail on site of Competition merchandise as per Section V of these Regulations.
- 103.2** 100% of the sale of entry tickets and of the official competition program.
- 103.3** 100% of private and governmental contributions and subsidies.
- 103.4** 100% of the entry fee which amounts to USD 1000.- per team.

104	INSURANCE REQUIREMENTS
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To be included in Specific Competition Regulations.

- 104.1 THE EXPENSES COVERED BY THE ORGANIZER:**
All necessary insurance covering risks as organizer including but not limited to liability, invalidity, death and medical insurance, based on independent professional advice received for insurance needs within the host country.
- 104.2 EACH PARTICIPATING DELEGATION:**

All necessary insurance covering risks as a participating team delegation including travel, medical, accident and liability insurance, based on independent professional advice received for insurance needs for the participation team delegation.

104.3 THE FIVB

Insurance coverage for FIVB Officials and International Referees for travel, illness and accident insurance.

CHAPTER 19

Marketing, Commercial and Television

105 MARKETING AND COMMERCIAL MATTERS

For Marketing and Commercial matters, please refer to Articles 69 to 84 of these Regulations.

106 TELEVISION MATTERS

For Television matters, please refer to Articles 85 to 90 of these Regulations.

CHAPTER 20

Bidding Process

107 APPLICATION LETTER

- 107.1** The National Federation must submit to the FIVB an application letter in which it commits itself to adhere to all the clauses of Sections I (General Regulations for International Competitions) and IV (Terms and Conditions to bid for an FIVB Competition) and proceed to organize the event in accordance with Section III (Organizer's manual) of these Regulations. In case the FIVB has issued a Bid Manual for a competition, the NF must also commit itself to adhere to all the provisions of the Bid Manual.
- 107.2** The sample letter in "FIVB Forms and Layouts", O-11 form, must be used.
- 107.3** Letters of agreement from the main authority of each city proposed to host part of the event, in which all guarantees for ceremonies and local support are given, must be enclosed with the application letter.
- 107.4** Opening and closing ceremonies must be attended at least by the highest local government authority.
- 107.5** The Application Letter must be accompanied by the Host TV Broadcaster's letter of Intent as per Article 86 of these Regulations.

108 QUESTIONNAIRE ON CITIES AND LETTER OF GUARANTEE

- 108.1** A questionnaire on the city's infrastructure, communications, sports halls, and hotels, signed by the city's sports authority and the National Federation, must be submitted to the FIVB, together with the application letter.
- 108.2** The sample questionnaire in "FIVB Forms and Layouts" (FIVB O-12 Form) must be used.

109 QUESTIONNAIRE ON COMPETITION / TRAINING HALLS AND HOTELS

- 109.1** Each competition hall proposed to host the matches must be described providing the information required by the FIVB regarding its standards. The same applies regarding the proposed hotels.
- 109.2** The sample questionnaires in "FIVB Forms and Layouts" (FIVB O-13, O-14 and O-15 Forms) must be used.

110 GENERAL PRINCIPLES APPLICABLE TO A BIDDING PROCESS

- 110.1** In the event that the FIVB Board of Administration or Executive Committee decide to apply an official bidding process for one or more competitions (in particular the Senior World Championships or the World Cup), such process shall follow the minimum requirements set out in this Article.
- 110.2** The FIVB shall issue a Bid Manual stipulating the main parameters for the organization of the competition and the details of the bidding process. The Bid Manual shall be made available to any interested party.
- 110.3** The FIVB shall publicly invite organizers to submit their application within a time limit of no less than six (6) months starting from the public invitation for bids.
- 110.4** The FIVB Executive Committee shall appoint an Evaluation Commission, consisting of the Sports Events Council as president and 2 or 3 members of the FIVB Board of Administration as members. The Evaluation Commission will be assisted by the competent FIVB Sports Events Director, with a mission to study the candidatures and submit an evaluation report to the FIVB Board of Administration. The members shall carry out their missions under a duty of confidentiality.
- 110.5** Following the expiry of the time limit for applications, a member of the Evaluation Commission will visit the country of each of the candidate Organizers for a duration of between three (3) and five (5) days (the duration depends on the number of proposed venues). There will be only one visit per each bid country.
- 110.6** The FIVB Board of Administration or Executive Committee may invite the candidate Organizers to make a presentation of their candidature (oral presentation supported by printed material, projected slides and video) during its meeting and prior to the start of the voting process.
- 110.7** The selection of the Organizer shall be made by the FIVB Board of Administration or, if necessary, by the Executive Committee.

SECTION V

Final Provisions

CHAPTER 21

Miscellaneous

111	ENTRY INTO FORCE
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- 111.1** These Regulations were approved by the FIVB Board of Administration on 19 March 2012 and shall enter into force on 20 July 2012.
- 111.2** These Regulations supersede all previous versions of the FIVB Sports Regulations and amendments thereto, which are hereby cancelled.

ANNEXES

to the FIVB Sports Regulations

ANNEX A

VOLLEYBALL SPORTS MATERIAL, TEAM EQUIPMENT AND ADVERTISING GUIDELINES

A.1 VOLLEYBALL SPORTS MATERIAL

The use of homologated sports material is mandatory for all FIVB, World and Official Competitions, as well as National or League Championships.

“**Sports Material**” means articles necessary for the practice of Volleyball that are not deemed to be personal items. “**Homologated Sports Material**” means sports material declared by the FIVB as being in accordance with the Official Volleyball Rules and with FIVB international standards.

A.1.1 SYNTHETIC FLOORS

For 2009-2012 Taraflex Sport M Plus and Taraflex Sport Performance Plus by GERFLOR and Mondoflex Blue Laguna H23 + Rose Flamingo H41 by MONDO are FIVB Approved and homologated sports floors.

Taraflex by GERFLOR is the exclusive floor covering for all FIVB and World Competitions, including the 2012 Olympic Games.

If the subfloor is wood or synthetic, FIVB recommends using Taraflex Sport M Plus Coral 6146 for the center court and Taraflex Sport M Plus Teal 6431 for the surrounding area. If the subfloor is concrete or similar, FIVB recommends using Taraflex Sport Performance Plus Coral 6146 for the center court and Taraflex Sport Performance Plus Teal 6431 for the surrounding area.

A.1.2 BALLS

For 2009-2012, MIKASA Ball Type MVA-200 (color) is the exclusive game ball for FIVB and World Competitions. For the period 2009 – 2012 only synthetic leather colored Volleyballs are approved as FIVB Approved Volleyball balls.

For 2009-2012, other homologated balls include*:

<u>Manufacturer</u>	<u>Model</u>	<u>Colors</u>
MIKASA	MVA 200 (Official Game Ball)	(y-b)
MIKASA	MVA 300	(y-b)
MIKASA	VLS 300 Beach (Official Game Ball)	(y-w-b)
MOLTEN	V5M5000	(g-r-w)
MOLTEN	BV5000 Beach	(y-b-w)
GALA BV	5591S Pro-Line	(r-w-b)
CAMBUCI	Penalty Pro 6.0	(w-b-g)
CAMBUCI	Penalty Beach Volley Pró	(w-b-g)
QINGDAO-SYNSHEEN	Star VB 215-34	(y-r-w)

(*status July 2012 – please contact the FIVB Technical Department for an updated list of homologated suppliers)

Note: For FIVB and World Competitions, ball trolleys, ball bags or related ball equipment must not display any advertising deemed by the FIVB to be in conflict with FIVB Exclusive Suppliers.

A.1.3 COURT EQUIPMENT

For 2009-2012, SENOH court equipment (including net posts, post protection, net antennae, nets and referees' chairs) is exclusive for all FIVB and World Competitions. Use of other court equipment for FIVB and World Competitions must be submitted for approval to the FIVB.

A.2 HOMOLOGATED UNIFORMS

Only uniforms homologated by the FIVB are authorized in FIVB, World and Official Competitions. Uniform and shoe suppliers homologated by the FIVB for the period 2012-2013 are as follows*:

<i>ADIDAS</i>	<i>Uniforms & Shoes</i>	<i>GIVOVA</i>	<i>Uniforms</i>
<i>ASICS</i>	<i>Uniforms & Shoes</i>	<i>GRANDSPORT</i>	<i>Uniforms</i>
<i>CHAMPION</i>	<i>Uniforms</i>	<i>MEROOJ</i>	<i>Uniforms</i>
<i>DACAPO</i>	<i>Uniforms</i>	<i>MIKASA</i>	<i>Uniforms</i>
<i>DESCENTE</i>	<i>Uniforms & Shoes</i>	<i>MIZUNO</i>	<i>Uniforms & Shoes</i>
<i>ERREA</i>	<i>Uniforms</i>	<i>NIKE</i>	<i>Shoes</i>
<i>ERIMA</i>	<i>Uniforms</i>	<i>OLYMPIKUS</i>	<i>Uniforms & Shoes</i>

(*status July 2012 – please contact the FIVB Technical Department for an updated list of homologated suppliers)

The logo of the manufacturer must be clearly visible on the uniform and must be in accordance with the uniform standards and size specifications that follow.

A.3 STANDARDS FOR TEAM EQUIPMENT

Team Equipment incorporates the following:

- Player Equipment (see A.3.1)
- Team Official Equipment (see A.3.2)
- Team Equipment Accessories (see A.3.3)

A.3.1 PLAYER EQUIPMENT

Player Equipment consists of uniform jersey (shirt), uniform shorts, uniform socks, shoes and training suit. Uniform jersey (shirt), uniform shorts, uniform socks and training suit must be the same for the whole team; in addition, the Libero must have two sets of each uniform. Player equipment accessories consist of knee-guards, ankle supports and elbow protections. Each of this equipment (except jersey and shorts) can be from different manufacturers, bear different colors and designs.

Players' uniforms must be in conformity with Section I, Chapter 9 of these Regulations and the present Annex. Only FIVB homologated uniforms and shoes may be used. All letters and numbers (country name, country code, player's registered jersey name and player's numbers) on the player uniforms and warming up suits must be Latin characters and must be in contrasting colors to the part of the uniform and/or warming up suit where they are placed.

The following are standards for player equipment:

A.3.1.1 UNIFORM JERSEY (SHIRT)

A.3.1.1.1 Uniform Jersey Model

The uniform jersey should have an athletic look. All players of the same team, except for the Libero, must wear the same color and design. The Libero uniform must have a different, contrasting color (the same color for jersey and short) and must be numbered like the rest of the team. The same requirements apply to the jack/bib for the re-designated Libero.

- a) Sleeves: Athletic type sleeveless or short sleeves allowed. Long sleeves below elbow length are not allowed.
- b) Collar: Collar required.
- c) Body fit: Jerseys must not be loose or baggy and should follow the bodyline.

A.3.1.1.1 Printed Information on the Uniform Jersey
(see also Diagrams 1 & 2 on pages 157-158)

- a) Front number 15cm high and no less than 2cm wide stripe (centered).
- b) No numbers on the sleeves.
- c) Homologated manufacturer's logo: standard 20cm² on the front right-hand side (logo to fit within a rectangle 5cm long and 4cm high).
- d) Country flag and country name: min. 36cm² and max 40cm² on the front upper left side. Only the country name or the official country code (3 letters) must be at the bottom of the flag. The size of the 3 letter country code or the country name must be clearly visible and sized to the length of the country flag.
- e) Back number 20cm high and no less than 2cm wide strip (centered below the player's registered jersey name).
- f) 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
Men
 Under 12 letters 6cm high, no less than 1cm wide stripe 12 letters and over 4cm high, no less than 0.5 cm wide stripe
- g) The dimension of the captain's bar: height – 2cm and width – the same as the front number, but no less than 8cm. The captain's bar must be located, centered under the number on the front of the jersey.

A.3.1.2 UNIFORM SHORTS

A.3.1.2.1 Uniform Shorts Model

The uniform shorts should have an athletic look for both men and women. All players of the same team must wear the same color and style, except for the Libero who must wear shorts of a contrasting color to the rest of the team.

Men

- a) Waist and length must not be loose or baggy. The inseam must not exceed 10cm.

Women

- b) To fit the bodyline, tight in waist and length. Inseam of maximum 5 cm or cut in an upward angle towards the top of the leg.
- c) Women are allowed to use a one piece uniform if the standards for jersey and shorts are met.

A.3.1.2.2 Printed Information on the Uniform Shorts
(see also Diagrams 1 & 2 on pages 157-158)

- a) Number of 4 - 6cm high and minimum 1cm wide stripe on the right side leg of the shorts.
- b) Homologated manufacturer's logo: standard 20cm² on the front left side (logo to fit within a rectangle 5cm long and 4cm high).

A.3.1.3 UNIFORM SOCKS

Socks must be uniform in color and the same length of socks for the entire team.

A.3.1.4 SHOES

For FIVB, World and Official Competitions, players must wear shoes from a FIVB homologated manufacturer. Shoes and trademarks may differ in design. Basic colors should be similar. Players cannot choose to wear shoes which have marking soles. No taping, stickers etc on shoes will be allowed.

A.3.1.5 TRAINING SUITS

Where training suits are worn in the warm up courts or in the competition control area, they must be of the same color and style for the entire team and when worn by team officials. Information placed on the warming up suit must conform to the following requirements:

A.3.1.5.1 Training Suit Jacket

- a) Homologated manufacturer's logo: standard 20cm² on the front right side (logo to fit within a rectangle 5cm long and 4cm high)
- b) Country flag and country name: min. 36cm² and max. 40cm² on the front upper left side. Only the country name or the official country code (3 letters) must be at the bottom of the flag. The size of the 3 letter country code or the country name must be clearly visible and sized to the length of the country flag.
- c) The country name is to be displayed on the back of the warming up suit jacket (centered in the middle of the jacket).
- d) The player's registered jersey name (to be placed above the country name as with the jersey) may also be displayed on the back of the warming up suit jacket (recommended for senior FIVB and World Competitions), please see the above point (A.1.1.2 f) for letter size specifications.

A.3.1.5.1 Training Suit Pants

Homologated manufacturer's logo: standard 20cm² on the front left side (logo to fit within a rectangle 5cm long and 4cm high)

Note: Players must wear their playing uniform for warm up on the competition court and no other jerseys are allowed.

A.3.1.6 SPECIAL UNIFORMS

A player may wear a special uniform as shown in diagram 4 – (available soon). No variations to the uniform shown in the diagram will be allowed.

A.3.1.7 PLAYER ACCESSORIES

Any accessories used by players during competition (e.g. knee protectors (knee pads), elbow protectors (elbow pads), player hand towels, head bands, wrist bands etc.) cannot display any advertising. Any manufacturer's logo displayed on these accessories cannot be greater than 6cm².

Undergarments must not be visible under the uniform (shorts or jersey) and in any event must be of the same color with the uniform.

A.3.2 TEAM OFFICIAL EQUIPMENT

Teams taking part in FIVB, World and Official competitions are composed of a maximum of 18 to 20 members (see Article 4.5.1 of these Regulations and Article 4.1.1 of the Rules of the Game).

Team Official Equipment includes training suit and polo shirt or dress jacket, collared dress shirt, tie and formal slacks.

The officials on the bench (maximum five, as approved in the Preliminary Inquiry, see Article 4.9.8 of these Regulations) must conform to either of the following dress code options:

- a) all to wear their official training suit and polo shirt of the same color and style, OR
- b) all to wear dress jacket, collared dress shirt, tie and formal slacks of the same color and style, OR

- c) all to wear dress jacket, collared dress shirt, tie and formal slacks of the same color and style.

Any officials wearing dress jacket, collared dress shirt, tie and formal slacks will not be allowed on the playing court during the warm up.

Officials on the bench must be consistently dressed (i.e. all to wear jackets or all to wear no jackets e.g. if the head coach takes off his dress jacket or warming up suit jacket, all other officials must take off their dress jackets or warming up suit jackets at the same time).

The following standards apply for team official equipment:

A.3.2.1 TRAINING SUITS

Training suits worn by team officials in the warm up courts or in the competition control area, must be of the same color and style as worn by the entire team and must comply to the specifications previously defined in section A.3.1.5. Polo shirts will be worn with warming up suits.

If the officials use training suit and polo shirt, the same rules regarding advertising as for players' uniforms must apply. This includes the number of sponsors, which must be the same sponsors with the ones on the players' uniforms.

A.3.2.2 POLO SHIRTS

Polo shirts (including a collar) worn in conjunction with the warming up suit must comply with the following:

Printed Information on the Polo Shirt

- Homologated manufacturer's logo: standard 20cm² on the front right side (logo to fit within a rectangle 5cm long and 4cm high).
- The country name is to be displayed on the back of the polo shirt (centered in the middle) consistent with the warming up suit jacket.
- For senior FIVB and World Competitions, the official's family name or usual nick name (as per O-2 form) is recommended to be placed on the back of the polo shirt. Please see refer to the above point (1.1.2 f) for letter size specifications.

A.3.2.3 DRESS JACKET, COLLARED DRESS SHIRT, TIE & FORMAL SLACKS

The dress jacket, collared dress shirt, tie and formal slacks worn by team officials must be of the same color and style. Long or short sleeve shirts with collar may be worn.

A.3.3 TEAM EQUIPMENT ACCESSORIES

Team equipment accessories include player sports bags, trainer's bag, medical doctor's bag, laptop computer and coach clipboard. Other accessories may be added to the definition of team equipment accessories by the FIVB in the future.

On team equipment accessories, any manufacturer's logo cannot exceed 10% of the surface area and shall not be greater than 60cm².

A.4 ADVERTISING GUIDELINES

The regulations relating to advertising on team uniforms can be found in Section I, Chapter 6 of these Regulations.

A.4.1 TEAM EQUIPMENT

When taking part in a competition, team members must not carry any advertising material on their team equipment unless previously approved by the FIVB. Please refer to the Specific Competition Regulations of the competition to determine whether advertising on team equipment is allowed **(for**

the Olympic Games no advertising is allowed; all other FIVB requirements for uniforms are applicable).

If advertising is allowed there may be special considerations to be taken into account over and above the points below which will be defined in the Specific Competition Regulations.

A team may have up to two sponsors during a given event. Team members must not display any advertising logo other than the name(s) of the one/two sponsor(s) logo that has been registered by the National Federation and approved by the FIVB on all team equipment. A team must display the same advertising on all team equipment.

The size of the advertising must not exceed 300cm² in one block on the front of the jersey and 50cm² on each jersey sleeve. In the case of a sleeveless jersey the advertising can either be placed on the shoulder or on the collar but limited to the max size 50cm².

The team may decide to distribute the advertising space on its uniform to its two sponsors as follows (see also diagrams 1a&1b, 2a&2b, 3a&3b):

Option A: Major sponsor in the block on the front of the shirt and a minor sponsor in the two blocks on the sleeves. Only in the case of the Libero uniform the advertisements may be inverted so the team's major sponsor logo 300cm² may be replaced with the team's minor sponsor logo 50cm² and vice versa.

Option B: Major sponsor in the block on the front of the shirt and in one of the two blocks on the sleeves. Minor sponsor only in one of the two blocks on the sleeves.

For options A and B, the advertising block on the front of the jersey may be either below the number or above, in the latter case with the placement of a longer, thinner advertising.

Option C: Two sponsors with equal exposure, 150cm² each in the block on the front of the shirt (which must remain as one square block) and each of them a 50cm² block on the sleeves.

Apart from the advertising, the logo of the manufacturer of the homologated uniform must be displayed on the uniform jersey and shorts in accordance with specifications previously defined.

A.4.2 TEAM EQUIPMENT ACCESSORIES

Team equipment accessories include player sports bags, trainer's bag, medical doctor's bag, laptop computer and coach clipboard. Other accessories may be added to the definition of team equipment accessories by the FIVB in the future.

Team equipment accessories may display advertising only if and when the FIVB has delivered the Advertising Approval Certificate to the National Federation of the team. The authorization is given to the approved sponsor. The entire team must display the same advertising on team equipment accessories, however advertising is optional, i.e. advertising does not need to be displayed on all accessories defined above.

On team equipment accessories, any manufacturer's logo cannot exceed 10% of the surface area and shall not be greater than 60cm² and any approved advertising cannot exceed 30% of the total surface area and shall not be greater than 180cm². (Please note that advertising on team equipment accessories is not allowed for Olympic Games competition).

Towels and water bottles are defined as organizer's sports materials and do not come under the definition of team equipment accessories. Team or personal towels and water bottles displaying advertising will only be allowed in the competition/control area with prior approval of the FIVB.

A.4.3 TEAM OFFICIAL EQUIPMENT

Where the team has received an Advertising Approval Certificate, the team officials may also display advertising. The name or logo of the sponsor may appear on the back of the polo shirt and on the front

or the back of the warming up suit. The size of the advertising must not exceed 300cm² and must be identical to the advertising on the player's uniform jersey. On the polo shirt and the warming up suit, all team officials must display the same manufacturer's logo (as per specifications previously defined) and the advertising must be in the described area of the uniform.

A.4.4 RESTRICTED ADVERTISING

Please note that the following advertising is restricted for all FIVB and World Competitions:

- a) Alcohol and Tobacco
- b) Products which may be harmful to health
- c) Advertising which could be prejudicial to any ethnic, religious or political group
- d) Any sponsors who are deemed by the FIVB as being competitors to FIVB Exclusive Suppliers.

A.4.5 PROCEDURE FOR APPLICATION OF TEAM ADVERTISING

In order to register advertising for FIVB and World Competitions the National Federation must forward the appropriate application form for the specific competition available from the FIVB Volleyball Events Department. One sample of the uniform displaying the advertising must accompany the application form.

In order to register advertising for other FIVB Official Competitions, the National Federation must forward the appropriate application form for the specific competition to the respective Continental Confederation or responsible authority of the competition as per Section III of the FIVB Sports Regulations. One sample of the uniform displaying the advertising must accompany the application form.

A team may have several sponsors (in any given match the team must only display the advertising for one sponsor) and must receive an Advertising Approval Certificate for each sponsor. A separate application form and sample uniform is required for each sponsor.

If approved, an Advertising Approval Certificate and an invoice for the advertising fee as determined by the FIVB will be issued by the FIVB to the National Federation. The Advertising Approval Certificate (along with the captain's uniform, warming up suit and team equipment accessories displaying advertising) must be presented by the Team Manager at the Preliminary Inquiry of the competition.

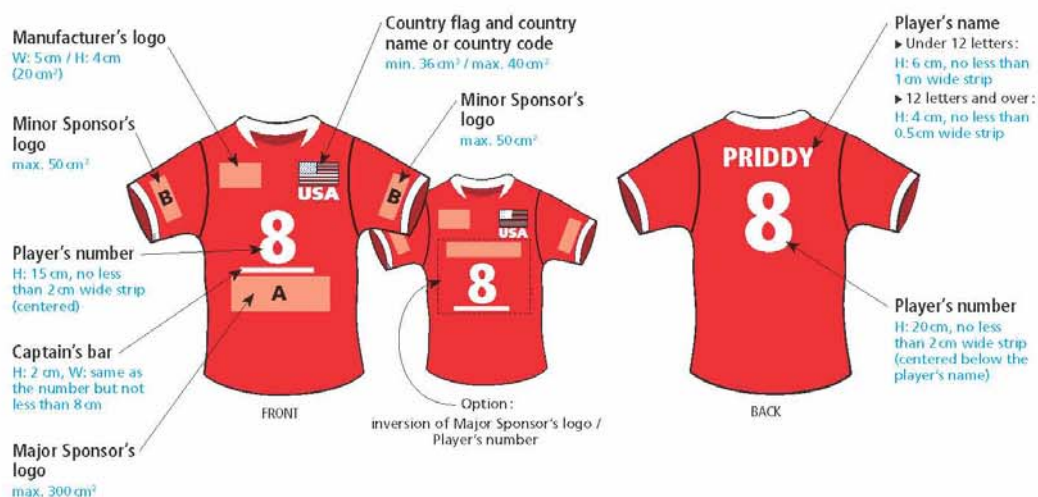
A.4.6 ORGANISER SPORTS MATERIALS & COURT STAFF UNIFORMS

The organizer must seek FIVB approval for advertising on sports materials and court staff uniforms for FIVB and World Competitions. No advertising can be displayed on sports materials and court staff uniforms in these competitions unless FIVB written approval has been received.

Annex A
 Men's Uniforms - Diagram 1a & 1b

Men's Uniform Jerseys

Men's shirt with sleeves (Diagram 1a)



Men's sleeveless shirt (Diagram 1b)



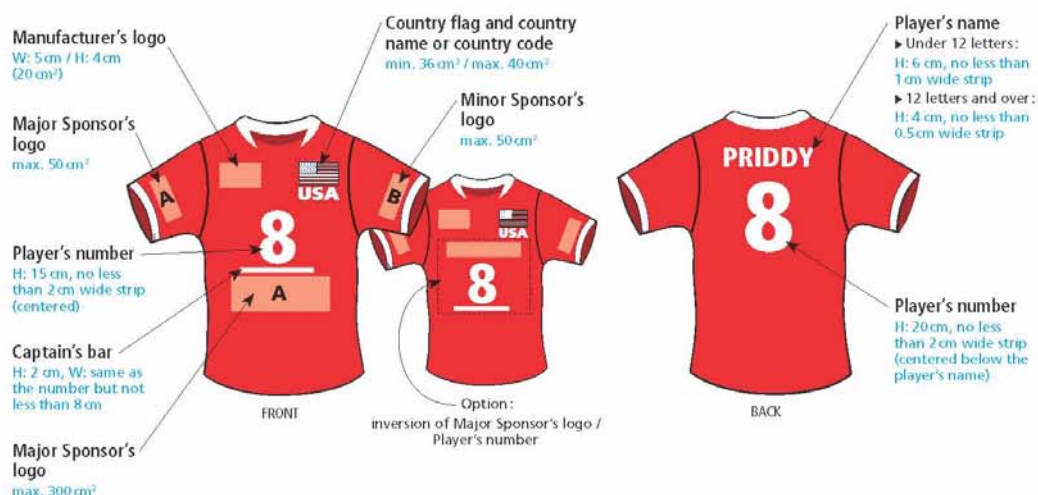
Men's short



Annex A
 Men's Uniforms - Diagram 2a & 2b

Men's Uniform Jerseys

Men's shirt with sleeves (Diagram 2a)



Men's sleeveless shirt (Diagram 2b)



Men's short



Annex A
Men's Uniforms - Diagram 3a & 3b

Men's Uniform Jerseys

Men's shirt with sleeves (Diagram 3a)



Men's sleeveless shirt (Diagram 3b)



Men's short



Annex A

Women's Uniforms - Diagram 1a & 2b

Women's Uniform Jerseys

Women's shirt with sleeves (Diagram 1a)



Women's sleeveless shirt (Diagram 1b)



Women's shorts



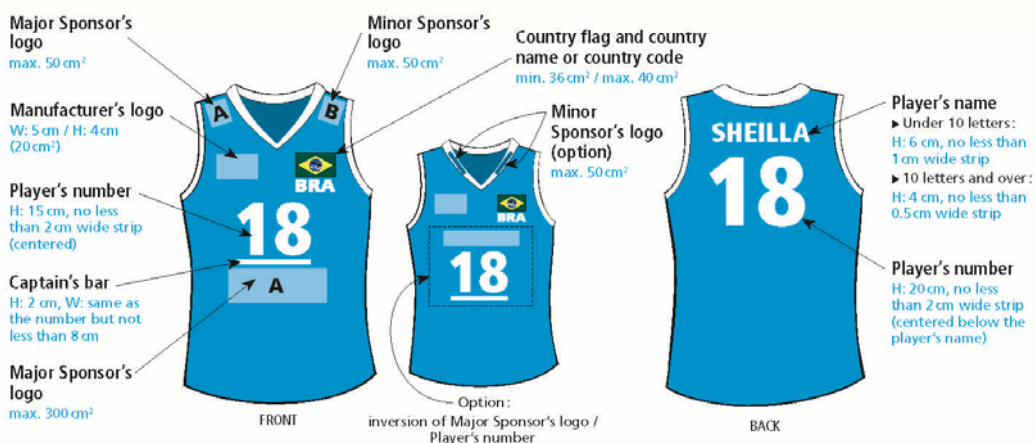
Annex A
Women's Uniforms - Diagram 2a & 2b

Women's Uniform Jerseys

Women's shirt with sleeves (Diagram 2a)



Women's sleeveless shirt (Diagram 2b)



Women's shorts



Annex A
 Women's Uniforms - Diagram 3a & 3b

Women's Uniform Jerseys

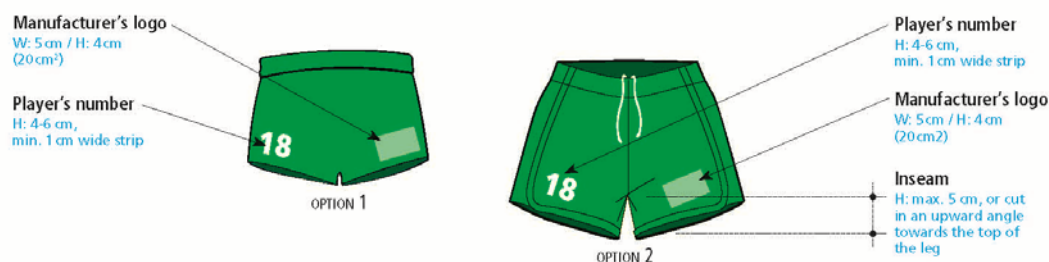
Women's shirt with sleeves (Diagram 3a)



Women's sleeveless shirt (Diagram 3b)



Women's shorts



ANNEX B

OC PRESS OFFICER DUTIES

The OC Press Officer's duties include:

- B.1 Properly promoting the event to the press, ensuring the correct press infrastructure is installed and effectively managing all on-site media activities.
- B.2 Preparing accreditation forms and implementing accreditation in collaboration with the FIVB Press Department.
- B.3 Verifying accommodation and transportation for accredited press (if required).
- B.4 Recruiting, training and managing press staff and volunteers including a photo manager who can control the movement and access of photographers and flash quote reporters.
- B.5 Appointing and briefing an official press writer (English mother tongue professional journalist).
- B.6 At least five weeks before the start of the competition, submitting to the FIVB press department (press@fivb.org) the following contact information for publishing on the FIVB website – Name of Press Officer and their email and mobile phone number, telephone and fax numbers in the press working room.
- B.7 Overseeing the creation and successful running of the:
 - Press Working Room
 - Press Tribune
 - Mixed Zone
 - Press Conferences
 - Photographer positions
- B.8 Jointly with the VIS Staff and FIVB Press Delegate, verifying the accuracy of statistical data and transmitting it to the press and TV networks.
- B.9 Ensuring that the press writer supplies cohesive Match Descriptions and Press Conference Reports to the VIS. The Match Description is to be written by a native-level English (writing) sports journalist in accordance with the terms mentioned in the section "Press Writer"
- B.10 Preparing a final report on press operations after the tournament, including a detailed list of accredited press.
- B.11 Hiring a professional national clipping service to deliver daily to the FIVB Press Delegate and the VIP room, a compilation of all national and international press clippings.
- B.12 Compile daily bulletin and ensure efficient distribution.

ANNEX C

MATCH DESCRIPTION AND PRESS CONFERENCE GUIDELINES

- C.1 As soon as possible after the match is over, the Press Writer must upload the Match Description to the FIVB website.
- C.2 The Match Description must:
- have a simple news-style headline in the present tense.
 - be 200-300 words in length.
 - must have up to three short lead paragraphs explaining who won and lost and what happened overall during the match, following an English-language “inverse pyramid” style of journalism where the most important information is summarized at the beginning of the story.
 - be spell-checked (English U.K.) before being uploaded.
 - be written in U.K. style (eg: Brazil win, Tunisia are, Serbia down etc.)
- C.3 Example from previous FIVB tournaments of how to write the beginning two to three paragraphs of a Match Description:

“Brazil crush Japan in straight sets

Tokyo, Japan, August 12, 2007 - World No. 2 Brazil extended their winning streak against sixth-ranked Japan to 19 games by beating the home team 3-0 in the FIVB World Grand Prix at Ariake Coliseum on Sunday.

Undefeated against Japan since November 2001, Brazil maintained their dominance with a performance of power and precision to win 25-15, 25-19, 25-13 in front of a 10,000 capacity crowd.

The victory improved Brazil’s win-loss record to 6-0 in the Grand Prix qualifying round while dropping Japan to 3-3 with three games remaining in which to book a place in the six-team final round in China from August 22-26.”

- C.4 Important Match Description procedures to follow:
- a) Headline format
- Use a short and simple headline explaining who won, using a verb in the present tense, eg: Brazil crush ..., Guidara guides ..., Spain get off mark ...
- b) Dateline format
- Please note and follow the format for the dateline at the beginning of the Match Description: Tokyo, Japan, December 1, 2007 - (city, country, month-date, year, dash).
- c) Essential information within the first three paragraphs
- The name of the team that won the match (this has to be made clear in the first paragraph) and in how many sets (eg: straight sets/3-0, four sets/3-1, five sets/3-2).

- The name of the team that lost the match.
- The complete final score (eg: 25-16, 25-19, 25-18).
- The day the match took place (eg: Saturday).
- The full title of the competition (eg: the FIVB World Grand Prix).
- The win-loss record (for the winners at least) as a result of the match (eg: The victory improved Brazil's win-loss record to 6-0), if applicable.

d) Extra information needed

The Press Writer also should include as much of the following as possible, either following the opening paragraphs or in the opening paragraphs if considered newsworthy enough:

- Were there any great performances by any of the players? (Exceptional serving? Exceptional blocking? Clever setting, etc?)
- Best Scorer?
- Most Valuable Player?
- Name of the arena (e.g.: ... at Ariake Coliseum)?
- When did the winning team start to take control?
- Why did the winning team start to take control?
- Did the winning team come from behind?
- Were they always in the lead?
- Were there a lot of fans?
- What was the atmosphere like?
- Which team do the winners play next?
- Which team do the losers play next?
- Teams' world rankings?

e) Players' names

In the Match Description, as a general rule players' names should be written in full on first reference and then written with the family name from the second reference onwards.

When a player uses their popular name/shirt name and is sufficiently well known (eg: Brazilian players like Giba), then the popular name/shirt name can be used from first reference.

The other option is to include the full name on first reference with the popular name/shirt name in brackets and on second reference use the popular name/shirt name (eg: Egypt's Hamdy Awad (Elsafi) scored 10 points. Elsafi played an excellent game.).

- C.5 As soon as possible after the official Press Conference is over, the Press Writer must upload comments onto the FIVB website. The Press Writer should strictly observe the following format for the text when doing so:

Example

(SIMPLE NEWS-STYLE HEADLINE)

Setter Takeshita brought team together, says Japan coach

(COMMENTS: Divided by team, using full names of coaches and players, no quote marks are needed)

Japan coach Shoichi Yanagimoto: "... [quote] ..."

Japan captain Yoshie Takeshita: "... [quote] ..."

Japan player Saori Kimura: "... [quote] ..."

Chinese Taipei coach Jeng Fang Fann: "... [quote] ..."

Chinese Taipei captain Kou Nai Han: "... [quote] ..."

Note:

Before uploading to the FIVB website, all Match Descriptions and Press Conference Reports text must be spell-checked.)

ANNEX D

GUIDELINES FOR OFFICIAL PHOTOGRAPHERS

- D.1 All photos must be captioned (through the file info in Photoshop – see examples below – or by directly writing the caption in the VISASP Photo System). All captions must include: full names of all principal players in the photo and their country/countries and what they are doing in the photo. The photo caption must NOT include the photographer's name.
- D.2 The styles of photos required are: action photos, winning/celebration shots, wide angle of stadium, personality shots of players, coaches as well as the atmosphere of the event and the crowd (entertainment, etc).
- D.3 The Press Officer must also obtain from the Official Photographer a selection of quality, high resolution, captioned digital photos on a CD/DVD to be forwarded with the Press Report to the FIVB headquarters. These are for use in FIVB publications and must also be FREE OF RIGHTS.
- D.4 Quality of photographs
- The photographs taken must have a resolution of at least five megapixels
 - The files produced must be saved in JPG format with a minimum compression of eight
 - Except in special cases, the files must have a maximum exposure of 400 ASA
 - All photographs submitted to the FIVB by whatever means (photo gallery, website, e-mail, CD or print) must be print ready without any need for airbrushing or other modification
 - All photographs must include in the JPG file itself IPTC-standard headers listing the place, date, event, the names of people on the photograph and their relative position on the photograph
 - The photographer shall pay particular attention to framing the photographs to ensure, for example, that the players' hands and the ball are visible in action shots and, in the case of low attendance, that no empty seats are seen in the photographs
- D.5 The photographer shall provide a selection of the following types of photograph:
- Action shots during games
 - Photographs showing emotion
 - The principle actions in volleyball (spikes, blocks, digs...)
 - The winning team, the runners-up and the prize-giving ceremony
 - Panorama shots (fish eye) if the venue is full, otherwise shots framed to show spectators
 - Close ups
 - Shots of side activities, entertainment etc. where applicable

- Photographs of the FIVB President if he is attending the event
- Shots of any other VIPs and dignitaries attending the event
- Photographs in which the FIVB sponsors are clearly visible
- The photographer should look for the opportunity to take a variety of photos of the spectators, personalities, children having fun, TV and journalists covering the event, etc.
- The photographer should take one or two panoramic photos of the stadium from outside the venue

D.6 In addition, the official photographer will pay particular attention to his/her position in order to take photos that include the sponsors and the public in the background. Such photos should be suitable for advertising and marketing Volleyball.

D.7 The photographer shall remain behind sponsors' banners or rotating panels and shall pay particular attention to the FIVB sponsors.

ANNEX E

OFFICIAL PRINT MATERIALS: PROGRAM, POSTER AND TICKETS

E.1 *Official Program*

Instructions for preparation and production of the Official Program of the Competition:

The Organizer and FIVB are responsible for editorial content, but the Organizer observes minimum content requirements as stated in these Regulations.

- E.1.1 The Organizer is responsible for the sale of the program and retains 100% of income from such sale.
- E.1.2 The Organizer pays directly for all production costs of the program.
- E.1.3 The Organizer may contract for categories that have been released by FIVB with local sponsors for advertising in the program, after receiving written approval from the FIVB on each proposed local Sponsor. "Local Sponsor" means any company whose business is confined geographically to the host country.
- E.1.4 Local Sponsors whose products/services conflict or might conflict with those of FIVB Commercial Affiliates are not eligible. Only officially appointed Commercial Affiliates are permitted the use of official event or FIVB emblems and official designations, such as "Official Sponsor/Supplier of the [Competition]".
- E.1.5 The maximum number of pages available for Local Sponsors is ten.
- E.1.6 The Organizer must ensure the advertisements of the Competition's official Commercial Affiliates are in full color.
- E.1.7 The Organizer must ensure the official event sponsors occupy the inside front, inside back and outside back cover plus other pages to be designated by the FIVB, but in any case always face copy (e.g. opposite a page of editorial or an action photograph).
- E.1.8 The Organizer must ensure the FIVB official message and photograph of the President (in color) is placed at the front of the program, either on page 1, 2 or 3. It is the first message.
- E.1.9 The centre pages of the program may not contain Local Sponsor advertisements.
- E.1.10 The front cover shall strictly adhere to the design provided in the FIVB Brand and Graphic Guidelines and may not contain advertisements, except branded presence of the official Commercial Affiliates.
- E.1.11 The Organizer provides a separate page, near the front cover, listing all Commercial Affiliates of the Competition, contracted by the FIVB.
- E.1.12 Should a Presenting Sponsor be appointed, such sponsor is offered an additional page for company use, such as the Chairman's message.
- E.1.13 The Organizer provides the FIVB, free of charge, with 30 copies of the program for each official sponsor/supplier as well as 50 additional copies for promotional purposes after the event.

E.2 *Official Poster*

An official poster for the event is produced at the expense of the Organizer.

E.2.1 Principles to follow:

- E.2.1.1 The design of the poster shall be provided by FIVB in the FIVB Brand and Graphic Guidelines. All information shall be written at least in English, as well as in the language of the host country. For those Competitions where no designs are provided by FIVB, Organizer shall seek approval of the design in writing from the FIVB.
- E.2.1.2 Should a presenting sponsor of the event be nominated, such sponsor's name/logo is placed on the poster in a prominent position and of a size to be agreed with FIVB.
- E.2.1.3 The logos of the official sponsors of the event are printed on the poster, in color, in accordance with the design provided by FIVB in the FIVB Brand and Graphic Guidelines or for those Competitions where no designs are provided by FIVB, Organizer shall seek approval of the design in writing from the FIVB.
- E.2.1.4 No other commercial entity other than the Commercial Affiliates of the Competition may be represented on the official poster in any manner.
- E.2.1.5 The design of the poster is submitted to the FIVB for approval not less than six months before the date of the Competition. The poster is available for distribution at least eight weeks prior to the start of the competition.

E.2.2 Distribution

- E.2.2.1 The FIVB is informed of the intended quantity to be produced and the system of distribution which must be approved by the FIVB. The Organizer exerts maximum efforts to use a distribution system which ensures maximum exposure of the poster;
- E.2.2.2 The Organizer provides the FIVB free of charge with a minimum of 500 copies, or 50 copies per sponsor, of the official poster immediately upon printing. These posters are for non-resale purposes.

E.3 *Entry Tickets*

Instructions for preparation and production of Entry Tickets:

- E.3.1 The Organizers shall plan the preparation, production and sales plans for the tickets. They must use the design provided in the FIVB Brand and Graphic Guidelines and shall be subject to FIVB approval of all aspects (design, quantity, distribution, prices, etc.).
- E.3.2 The logos of the official sponsors and presenting sponsor of the event shall be included as per the design instructions in the FIVB Brand and Graphic Guidelines.
- E.3.3 No commercial entity other than the event's official sponsors/suppliers may be represented on the official ticket in any way.
- E.3.4 All benefits from the sale of the tickets belong to the Organizer, unless otherwise agreed with FIVB.
- E.3.5 No third parties can be associated with any ticket promotions.

ANNEX F**INTERNATIONAL REFEREES' QUOTA**

AFRICA		
Code	Country	Quota
ALG	Algeria	10
ANG	Angola	5
BEN	Benin	5
BOT	Botswana	5
BUR	Burkina Faso	5
BDI	Burundi	5
CMR	Cameroon	5
CPV	Cape Verde, Republic of	5
CAF	Central African Republic	5
CHA	Chad	5
COM	Comoros, Fed. & Islamic Rep.	5
CGO	Congo	5
COD	Congo Dem. Rep. (Zaire)	5
CIV	Côte d'Ivoire	5
DJI	Djibouti	5
EGY	Egypt	20
GEQ	Equatorial Guinea	5
ERT	Eritrea	5
ETH	Ethiopia	5
GAB	Gabon	5
GAM	Gambia	5
GHA	Ghana	5
GUI	Guinea	5
GBS	Guinea-Bissau	5
KEN	Kenya	10
LES	Lesotho	5
LBR	Liberia	5
LBA	Libyan Arab Jamahiriya	5
MAD	Madagascar	5
MAW	Malawi	5
MLI	Mali	5
MTN	Mauritania, Islamic Rep. of	5
MRI	Mauritius	5
MAR	Morocco	10
MOZ	Mozambique	5
NAM	Namibia	5
NIG	Niger	5
NGR	Nigeria	10
RWA	Rwanda	5
STP	São Tomé and Príncipe	5
SEN	Senegal	5
SEY	Seychelles	5

SLE	Sierra Leone	5
SOM	Somalia	5
RSA	South Africa	5
SUD	Sudan	5
SWZ	Swaziland	5
TAN	Tanzania	5
TOG	Togo	5
TUN	Tunisia	20
UGA	Uganda	5
ZAM	Zambia	5
ZIM	Zimbabwe	5

ASIA		
Code	Country	Quota
AFG	Afghanistan	5
AUS	Australia	10
BRN	Bahrain	15
BAN	Bangladesh	5
BHU	Bhutan	5
BRU	Brunei Negara Darussalam	5
CAM	Cambodia	5
CHN	China, People's Rep. of	20
TPE	Chinese Taipei	10
COK	Cook Islands	5
FIJ	Fiji	5
PLY	French Polynesia *	5
GUM	Guam	5
HKG	Hong Kong	10
IND	India	10
INA	Indonesia	10
IRQ	Iraq	5
IRI	Iran	20
JPN	Japan	20
JOR	Jordan	10
KAZ	Kazakhstan	10
KIR	Kiribati	5
KOR	Korea	20
PRK	Korea, People's Dem. Rep.	10
KUW	Kuwait	15
KGZ	Kyrgyzstan	5
LAO	Laos, D.P.R.	5
LIB	Lebanon	5
MAC	Macao	5
MAS	Malaysia	5
MDV	Maldives Islands	5
MSH	Marshall Islands	5
FSM	Micronesia (Fed. States of)	5
MGL	Mongolia	5
MYA	Myanmar, Union of	5
NRU	Nauru	5

NEP	Nepal	5
NZL	New Zealand	5
NIU	Niue	5
OMA	Oman, Sultanate of	5
PAK	Pakistan	10
PAU	Palau , Rep. of	5
PLE	Palestine	5
PNG	Papua-New Guinea	5
PHI	Philippines	10
QAT	Qatar	10
SAI	Saipan (Mariana Islands)	5
ASA	Samoa, American	5
SAM	Samoa, Western	5
KSA	Saudi Arabia, Kingdom of	5
SIN	Singapore	5
SOL	Solomon Islands	5
SRI	Sri Lanka	5
SYR	Syria	5
TJK	Tajikistan	5
THA	Thailand, Kingdom of	15
TGA	Tonga	5
TKM	Turkmenistan	5
TUV	Tuvalu	5
UAE	United Arab Emirates	10
UZB	Uzbekistan	5
VAN	Vanuatu	5
VIE	Vietnam	5
YEM	Yemen	5

EUROPE		
Code	Country	Quota
ALB	Albania	5
AND	Andorra, Principality of	5
ARM	Armenia	5
AUT	Austria	10
AZE	Azerbaijan	10
BLR	Belarus	10
BEL	Belgium	10
BIH	Bosnia Herzegovina	10
BUL	Bulgaria	20
CRO	Croatia	10
CYP	Cyprus	5
CZE	Czech Rep.	10
DEN	Denmark	10
ENG	England	5
EST	Estonia	5
MKD	Former Yugoslav Republic of Macedonia	5
FER	Faroe Islands	5
FIN	Finland	10
FRA	France	20

GEO	Georgia	5
GER	Germany	20
GIB	Gibraltar	5
GRE	Greece	20
GRL	Greenland	5
HUN	Hungary	10
ISL	Iceland	5
IRL	Ireland (Eire)	5
NIR	Ireland, Northern (Ulster)	5
ISR	Israel	10
ITA	Italy	20
LAT	Latvia	10
LIE	Liechtenstein	5
LTU	Lithuania	5
LUX	Luxemburg	5
MLT	Malta	5
MLD	Moldova	5
MON	Monaco, Principality of	5
NED	Netherlands	20
NOR	Norway	10
POL	Poland	20
POR	Portugal	10
ROM	Romania	15
RUS	Russia	20
SMR	San Marino	5
SCO	Scotland	5
SVK	Slovak Republic	10
SLO	Slovenia	5
ESP	Spain	20
SWE	Sweden	10
SUI	Switzerland	10
TUR	Turkey	10
UKR	Ukraine	10
WAL	Wales	5
SCG	Serbia & Montenegro	20

NORCECA		
Code	Country	Quota
AGU	Anguilla	5
ANT	Antigua	5
AHO	Antilles, Dutch	5
ARU	Aruba	5
BAH	Bahamas	5
BAR	Barbados	5
BIZ	Belize	5
BER	Bermuda	5
IVB	British Virgin Islands	5
CAN	Canada	20
CAY	Cayman Islands	5
CRC	Costa Rica	5

CUB	Cuba	20
DMA	Dominica	5
DOM	Dominican Republic	10
ESA	El Salvador	5
GRN	Grenada	5
GDP	Guadeloupe *	5
GUA	Guatemala	10
HAI	Haiti	5
HON	Honduras	5
JAM	Jamaica	5
MQE	Martinique *	5
MEX	Mexico	10
MTS	Montserrat	5
NCA	Nicaragua	5
PAN	Panama	5
PUR	Puerto Rico	10
SKN	St. Kitts	5
LCA	St. Lucia	5
VIN	St. Vincent & Grenadines	5
SUR	Surinam	5
TRI	Trinidad & Tobago	5
USA	United States of America	20
ISV	Virgin Islands	5

SOUTH AMERICA		
Code	Country	Quota
ARG	Argentina	20
BOL	Bolivia	5
BRA	Brazil	20
CHI	Chile	10
COL	Colombia	5
ECU	Ecuador	5
FGU	French Guyana *	5
GUY	Guyana	5
PAR	Paraguay	5
PER	Peru	10
URU	Uruguay	5
VEN	Venezuela	20

BEACH VOLLEYBALL

All countries' quota is limited to 6 international referees, except the following countries which are entitled to a quota of 10 international referees as per decision of the FIVB Beach Volleyball Commission:

Austria
Brazil
Germany
Greece
Portugal