



# 2022/2023 Season

# IMPORTANT CHANGES FOR NATIONAL FEDERATIONS

Please note that clubs will not be able to initiate transfers until the instructions contained in this manual have been strictly followed.

As the system is being transitioned:

- The National Federations should use the VIS Software to create Championships Level.
- The Clubs and the players should use the VIS WebManager to create and sign the ITC.

The new version of VIS is available to manage the international transfers of players and should soon congregate all the features in a single platform. You will be updated in this regard in due course.













# Main changes to the VIS system: National Federations

• National Federations must use the VIS Software to create Championships Level.

Link to download the VIS software:

www.fivb.org/vis2009/downloadapplication.asmx?Code=VIS

• The International Transfer Certificate (ITC) is to be created and approved using the VIS WebManager.

Link to open the VIS WebManager:

https://app.fivb.com

- Please note that the http://www.fivb.org/vis2009/ (Internet Explorer "Silverlight") must still be (temporarily) used as follows:
  - 1. Open Microsoft Edge and click on the menu button and then "Settings";
  - 2. Select "Default browser" on the left;

3. Select "Allow" for the "Allow sites to be reloaded in Internet Explorer mode" & restart the browser;

4. Go to VIS2009, open the menu, and click "Reload in Internet Explorer mode".

Doing the above step should help you to open VIS 2009 in Edge.



## **Create Championships Level**

• These instructions are addressed to the National Federations who will create for the first time their Championship Levels using the VIS Software (example below):

Enter your normal Log-in details and on the icon "Federations" to make the changes for the new season



You will have a similar page as per the example (NF-SUI). Click on Volleyball Teams by Division

$\sim$	<b>\</b>	
Code:	sųi	
Name:	SWISS VOLLEY	
Confederation:	Confederation européenne de volleyball	
Information	Volleyball teams by division	
	volleyball teams by division	
Persons		
Pres	ident: Mrs. Nora WILLI	
General secr	retary: Mr Werner Augsburger	
Address		
Addres		
Addre	55:	
Zip code / cit	ty:	
Count	ry:	Ÿ
Phon	ne: +41 31 303 37 55	
Fa	ax: +41 31 303 37 77	
e-mail addres	sses (one per line)	
Federation:		Press:
info@volle	yball.ch	claudia.imhasly@volleyball.ch
Referees:		Transfers:
info@volle	yban.ch	info@volleyball.ch alessandro.raffaeli@volleyball.ch



Code: BEN	
Name: FEDERATION BENINOISE DE VOLLEY-BALL	
Confederation: Confédération africaine de volleyball	
Information Players Referees Volleyball clubs Vol	lleyball teams by division Volleyball transfers
Gender: Men 🔹 Season: 🔹	Divisions: 🕂 🏟 Teams: Assign teams
A- Click on the star button	
A- Click off the star batton	
B- Fill the new season as below and then cl	ck on OK
New seas	on 🗙
Name: 2020/2021	
Dates: from 01/08/2020 🖄	to 31/07/2021 登
	OK Cancel
C- Please, click on "Divisions" and click on t division". Please fill in as it is shown in the	
New division     ×       Confederation volleyball transfer level:     •       Level:     •	
Name: Description: Existing: From: To: OK Cancel	Add division in season         Division: All the existing divisions are already in the season         Championship dates: Start:



Ne	w division 🛛 🗙
Confederation volleyball transfer level:	Highest •
Level:	1 ्
Name:	Ligue National A
Description:	
Existing:	From: 15.10.2015 🖄 To: 🖄
	OK Cancel

D- Click on OK and then fill in the Championship dates "Start" and "End" and then click on OK.

Add division in season	×
Division: 1 - Ligue National A	*
Championship dates: Start: 🖄 End:	194 <sup>1</sup> 7
☑ Copy teams from previous season, if available	
	OK Cancel



## Adding Clubs

 The National Federations must create Club's profile using the VIS Web platform (VIS 2009):

FIVB VIS manager	×		
FIV3 Fédération	Internationale de Vo	lleyball	
enu Q	Players X List of volleyba	all transfers	× Volleyball clubs ×
Global	Drag a column header and dr	rop it here to gr	oup by that column
Confederations	Federation 🕎	Confeder 🏆	Name
National federations	Ukraine	CEV	"Favorit" Lubny
Events calendar	Russia	CEV	"KAPITAN" SAINT-PETERBURG
Officials	Switzerland	CEV	#Dragons Lugano
Referees	France	CEV	TESTCLUBS
	Moldova	CEV	"Dinamo" Tiraspol
Players	Moldova	CEV	"Olimp" Ungheni
Medical personnel	Belgium	CEV	01243 WAASLAND KRUIBEKE
Users	Germany	CEV	1. FC Spich
	Austria	CEV	1. Linzer VV
~ Volleyball	Germany	CEV	1. VC Essen-Borbeck 1979 e.V.
	Germany	CEV	1. VC Norderstedt
Competitions calendar	Germany	CEV	1. VC Parchim
Clubs	Germany	CEV	1. VC Stralsund
Transfers	Germany	CEV	1. VC Telstar Bochum
Referens	Cermany	CEV	1. VC Wiesbaden
	Cermany	CEV	1. VC Wiesbaden
Coaches	Cermany	CEV	1. Volleyballclub Frankenthal (Pfalz) e.V.
Halls	Slovakia	CEV	1.BVK Bratislava
	Hungary	CEV	1.MCM-Diamant Kaposvári Női Röplabda Club
Beach volleyball	📴 Slovakia	CEV	1.VK PUCHOV
	Contraction Turkey	CEV	1920 MARAS SPOR
Development	Contraction Turkey	CEV	4 EYLÜL BLD.
	Canal Turkey	CEV	68 AKSARAY BELEDIYE
Media	Egypt	CAVB	6th October City Club Sporting
	Refresh K Clea	ar filters	New View / Modify Exports

- 1- Click on "Clubs" and then
- 2- Click on "New"-
- 3- You will have a similar page as the example (NF-BEN) filling the Club and Address and then clicking on Insert





4- Once the Club is created (VIS 2009) it is automatically registered in the VIS Software and VIS WebManager. You can then find it by clicking on Clubs and by typing the name of the Club (ex: Allada VBC) by clicking on this icon and then filter

le Ma	ain Persons								
derations	Events Volley Beach	Players Referees	Officials	Rankings	Arricles Images	Injuries	Modif	y Accept Cancel	Close all panes
Bodies	Events	Persons	Volleyball	Beach volleyba	II Media	Medical	Ed	lit	Tools
olleyball	clubs ×				/				
Drag a col	lumn header and drop it h	ere to group by tha	it column	•					
NC* T	FEDERATION T	CONFEDERAI T	NAME	Ŧ	СІТҮ	٢	T	CONTACT	
1 [	🔳 Albania	CEV	STUDENTI		Tirana		~	SAKO Arben	
2	🔳 Albania	CEV	TIRANA		Tirane		~	Angelo Koleka	
3 [	🖬 Albania	CEV	TEUTA		Durres		~	Emiljan JANI	
4	Argentina	CSV	Azul Voley Club		Azul		~	Castro Diego	
5	Argentina	CSV	C. A. Belgrano				~	Rizzone Facun	do
6	Argentina	CSV	Ciudad de Bolívar		San Carlos de Boliv	ar	~	Rizzone Facun	do
7	Argentina	CSV	C. A. Boca Juniors		CABA		~	Alejandro Ricc	i
8	Argentina	CSV	C.S.y D.Huracán				~	Arribas Diego	
9	Argentina	CSV	La Union Formosa		Formosa		~	Lorena De Arm	as
10	Argentina	CSV	Asociación Deportiva Cen	tenario	Neuquén		~	Carod Leonard	0
11	Argentina	CSV	Ohras Sanitarias de San II	ian	San luan		1	DIEGO SOLER	

5- You will see a similar page as per the example (Club Allada VBC). Double click on the row

Volleyba	ll clubs 🗙													
Drag a	column header and drop it	here to group by tha	ıt column	/										
NC* T	FEDERATION T	CONFEDERAL T	NAME	/ т	άτγ	r	CONTACT	Ŧ	EMAIL ADDRESS	WEB SITE	Ŧ	T U	ISER T	GENDERS
12369	9 🔚 Benin	CAVB	Allada VBC		Cotonou	•	Mr. Didier		aliyarofr@yahoo.fr			2		MW



6- You will see a similar page as per the example (Club Allada VBC) below

File Main Persons												
Federations	Players Referees Officials	Clubs Transfers	Rankings	Articles Images	Injuries	Cut Copy Nodify Accept Cancel	Close Help all panes					
Bodies Events	Persons	Volleyball	Beach volleyball	Media	Medical	Edit	Tools					
Volleyball clubs 🙁 Club: 🖬 Al	Volleyball clubs × Club: Allada VBC ×											
No: 12369 Name: A												
Active: 🗹 🛛 Federation: 📑	Benin						Ŧ					
Club Address Teams	Transfers											
President: Mr. Didi	er											
Contact person: Mr. Didi	er											
Profile:												
Teams: 🗹 Men	✔ Women											
Sponsors:												
Web site:												
Twitter username:												
		Ad	lding 7	Feams	S							
			5									
7- Click on Te	7- Click on Teams to create the name and gender of the Teams											
	8- You will have a similar page as per example (Club Allada VBC) here below. Please click on "new"											
		/										

The Main       Persons         Works Volkey Bask       Persons         Dollas       Persons         VolkeyBall clubs x       Chube Alfands VBC         Active:       Persons         VolkeyBall clubs x       Chube Alfands VBC         Active:       Persons         VolkeyBall       Madia         VolkeyBall clubs x       Chube Alfands VBC         Active:       Persons         VolkeyBall       Madia         VolkeyBall       VolkeyBalll	
Process and the second seco	
Volleyball clubs × Club: Allada VBC ×          No: 12369       Name: Allada VBC         Active:        Federation:         Enin       •         Club       Address         Teams       Transfers         Drag a column header and drop it here to group by that column	
No: 12369 Name: Allada VBC Active:  Federation: Benin Club Address Teams Transfers Drag a column header and drop it here to group by that column	Bodies Events Persons Volleyball Beach volleyball Media Medical Edit Tools
Active:  Federation: Benin  Club Address Teams Transfers  Drag a column header and drop it here to group by that column	Volleyball clubs × Club: Allada VBC ×
Club Address Teams Transfers Drag a column header and drop it here to group by that column	No: 12369 Name: Allada VBC
Drag a column header and drop it here to group by that column	Active: 🗹 Federation: 🔤 Benin 🔹
Drag a column header and drop it here to group by that column	Club Address Teams Transfers
	Drag a column header and drop it here to group by that column
Refresh Clear filters New View / Modify Delete No team	



9- When pop-up window New Team opens (see below), please insert the name of the Team and Gender and then click on OK.

	New team	×
Name:	Allada	
Gender:	Men	•
		OK Cancel

#### 10- You will see a similar page as below

Ν	lo: 123	869 Name:	Allad	a VBC								
Activ	/e: √	Federation:	🔚 Be	nin					Ŧ			
	Club     Address     Teams     Transfers       Drag a column header and drop it here to group by that column											
N	0* <b>T</b>	DIVISION	GENDE	NAME OF TEAM	T	CONTACT PERSON	EMA	IAIL ADDRESS T	PHONE NUMBER	TRANSFER LEVEL		
	5157		Men	Allada								

11- If you have more Teams in the Club, please follow the sequence from the item 8 by clicking on "new" and then item 9. The pop-up window New Team opens (see below) for you to insert the name of the Team and Gender and then click on OK.



#### 12- You will see a similar page as below

No: 123	869 Name:	Allada	a VBC									
Active: 🗹	Federation:	🔚 Be	nin			Ŧ						
	Club Address Teams Transfers Drag a column header and drop it here to group by that column											
Didg d co	namin neader and	urop ic ii		1								
NC+ T	DIVISION	GENDI	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER T	TRANSFER LEVEL					
5157		Men	Allada									
5158		Wom	Allada									



13- Once the new season and the division have been updated you will find all teams in the "Non-assigned" column (see below):

Code:	BEN Te	am name: B	enin						
Name:	FEDERATIC	ON BENINOIS	E DE VOLLEY-BAL						
Confederation:	Conféd	ération africa	ine de volleybal			• Type: Na	tional Federation		v
Information	Players	Referees	Volleyball clubs	Volleybal	l teams by divi	sion Volle	yball transfers		
Gender: Me	n	* Season	2020/2021	• * *	Divisions:	🕽 🔅 Tea	ms: Assign teams	5	
Non-assigned									
Allada VBC Allada	:								

14-Now you have to allocate the relevant club to the relevant division. You have to click on "assign teams" and drag the teams from "Nom-assigned teams" and drop them in the chosen division. After you have moved/updated the relevant teams to their new division click on "Accept teams assignments" (see below):

	FEDERATIO		Benin SE DE VOLLEY- aine de volle			Type: Nation	al Federation		Ŧ
Information	Players	Referees	Volleyball o	lubs Volleyball	teams by divisio	n Volleybal	Itransfers		
Gender: Me	en	- Seasor	n: 2020/2021	* * *	Divisions: 🕒	Teams:	Accept teams assignments	Cancel teams assignments	
Non-assigned	d teams: 0			1 - Ligue Nationa Allada VBC Allada	ıl A: 1 teams	0			

The National Federation can start updating the others existing divisions following the same procedure as above.



#### FIVB

#### Adding teams – contact details & officials names

Federation: Germa	any Gender: Women 👻 Di Name: Rote Raben V	vision: W - 1. Bundes- Liga Fraue ilsbiburg	n *	To access the Information tab, please click twice on the team name
Sponsors:				Rote Raben Vilsbiburg 🛞
Information Pla	yers			No.: 1041 Name: Rote Raben Vilsbiburg
Contact				Active: 🖌 Federation: 💻 Germany
Contact:	André Wehnert			Club Address Teams
Phone number:	+49 8741/3545			Division 🛛 Gender 🖓
Fax number:	+ 49 8741/8143			1. Bundes- Liga Frauen Women
Email address:	bundesliga@roteraben.de			2. Bundes- Liga Süd Frauen Women
Officials				
	Function	Name	Country	id
	Team manager:			You can then fill in all the team contact
	Head coach:		*	details (phone, email, etc) and officials names
	Assistant coach:		+	hames
	2nd assistant coach:			
	Doctor:		*	
	Physiotherapist:			
	Journalist:		*	



#### Adding teams - adding players





### FIVB

## Adding teams - adding players

deration: Germany Gender: Women	Players sele	ction							
Code: Name: Rote R	Selectable players Drag a column header and drop it here to group by that column						Players in the team		
ponsors:							No. sł No. player	Last name	🕅 First name
	No. FI 😵	Last name	First name	Team/shirt n: 🕅	Federati *				
nformation Players	100014	Klappenbach	Tina	Klappenbach	Gerr				
lo. sł No. player Last name		Tiemann	Christian	Tiemann	Gerr				
and the property of the second se	100039	Borger	Cordula	Borger	Gerr				
	100061		Alexandra	Bruhn	Gerr				
	100078	Kuck	Wolfgang	Kuck	Gerr				
	100079	Hoffman	Bernhard	Hoffman	Gerr				
	100158	Sude	Burkhard	Sude	Gerr				
	100159	Voss	Christian	Voss	Gerr	Add 🛟			
	100164	Kuchenhoff		Kuchenhoff	Gerr				
	100165	Schweigler		Schweigler	Gerr	Remove			
	100212	Fell	Jan	Fell	Gerr				
	100223	Boltze	Andreas	Boltze	Gerr				
	100224	Brall	Thomas	Brall	Gerr				
	100242	Freier	Lars-Bjorn	Freier	Gerr				
	100246	Radfan	Ariane	Radfan	Gerr				
	100494	Ahmann	Jörg "Vince"	Ahmann	Gerr				
	100495	Hager	Axel "Hägar"	Hager	Gerr				
	100503	Schuler	David	Schuler	Gerr				
	100509	Paetow	Beate	Retow	Gerr				
	100510	Schwarz	Martine	Schwarz	🔳 Gerr 🕳				
	4		UI		•		4	11	
Refresh KClear filters New	a View / Mod	ity No playe			Ø	ОК 🛛 🥝 Са	ncel		

You can select the players from the list



## Adding teams - adding players

deration: Germany Gender: Women	Players select	tion					
Code: Name: Rote R	Selectable	players		Players in the tear	m		
Sponsors:	Drag a colum	nn header and drop	it here to group by	that column		No. st No. player	Last name
sponsors.	No. FI V	act name	First name	Team/shirt ni 😽	Eederati *		
nformation Players	Contraction of the local sector of the local s	Klappenbach	Tina	Klappenbach	Gerr		
n du s	100035 1		Christian	Tiemann	Gerr		
No. sł No. player Last name	100039 8		Cordula	Borger	Gerr Gerr		
	100039 8		Alexandra	Bruhn	Gen		
	100078		Wolfgang	Kuck	Gen		
	100079		Bernhard	Hoffman	Gerr		
	100158 5		Burkhard		61: Bruhn Alexandra (B	ruhn)	
	100159		Christian	Voss			You can fill in all th
		Kuchenhoff	····	Kuchenht No. s	hirt:	📃 Captain 🗲	<ul> <li>players details bet</li> </ul>
		Schweigler		Contraction of the local distance of the loc	rom: Enter date	To: Enter date	adding the player
	100212 F	and the second second	Jan	Fell		ter core 15	your team
	100223		Andreas	Boltze	🤣 ОК 🛛 🧕	Cancel	your team
	100224		Thomas	Brall	Gen		
	100242 F		Lars-Bjorn	Freier	Gerr		
	100246	Radfan	Ariane	Radfan	Gerr		
	100494	Ahmann	Jörg "Vince"	Ahmann	Gerr		
	100495	Hager	Axel "Hägar"	Hager	Gen		
	100503 5	1997-7997	David	Schuler	Gerr		
	100509 F	Paetow	Beate	Paetow	Gerr		
	100510 9	Schwarz	Martine	Schwarz	🥅 Gerr 🖕		
	4				*	4	ш
					🛷 ок	Cancel	





### Adding teams - removing players





Please note that the <u>http://www.fivb.org/vis2009/</u> (Internet Explorer "Silverlight") must still be (temporarily) used:

- If a new team must be created
- To find the affiliated clubs who still do not have a division's level defined.
- To register their affiliated players.

#### **Observation**:

• The National Federations who have created or amended their Championship Levels must use the VIS Software. Should you require any assistance, please contact your Confederation and/or the FIVB.

### MANDATORY RECOMMENDATIONS TO RECEIVING FEDERATIONS:

- 1- The Receiving Federation cannot deliver a player's license to foreign players without a valid ITC approved by all parties on the FIVB VIS system;
- 2- For players who have dual nationalities and who are not already registered on the FIVB VIS System, the Receiving Federation must provide the FIVB and the respective Confederation with a copy of one and/or both passports;
- 3- For any changes regarding a player's profile, you have to keep the same FIVB VIS number for that player in order to avoid duplicates. Players are not allowed to have more than one (1) FIVB number or VIS profile.
- 4- Regarding any issue with the date of birth and/or family name of the player, you have to contact the FIVB and provide us with a scanned passport copy in order to be able to make the necessary corrections.