



VIS SYSTEM

2023/2024 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.aspx?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>

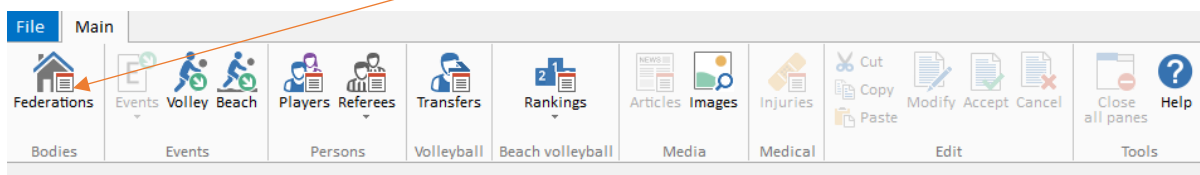
- Please note that the <http://www.fivb.org/vis2009/> (Internet Explorer “Silverlight”) must still be (temporarily) used as follows:
 1. Open Microsoft Edge and click on the menu button and then “Settings”;
 2. Select “Default browser” on the left;
 3. Select “Allow” for the “Allow sites to be reloaded 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

Code: SUI
 Name: SWISS VOLLEY
 Confederation: Confédération européenne de volleyball

Information Volleyball teams by division

Persons

President: Mrs. Nora WILLI
 General secretary: Mr Werner Augsburg

Address





Address:
 Zip code / city:
 Country:
 Phone: +41 31 303 37 55
 Fax: +41 31 303 37 77

e-mail addresses (one per line)

Federation: info@volleyball.ch
 Press: claudia.imhasly@volleyball.ch
 Referees: info@volleyball.ch
 Transfers: 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 **Volleyball teams by division** Volleyball transfers

Gender: Men Season:   Divisions:   Teams: Assign teams



Non-assigned teams: 0

A- Click on the star button

B- Fill the new season as below and then click on OK


New season 


Name: 2020/2021



Dates: from 01/08/2020  to 31/07/2021 

OK Cancel

C- Please, click on "Divisions" and click on the star button to open the Window "New division". Please fill in as it is shown in the next item (D).



New division 

Confederation volleyball transfer level: 


Level:  


Name:



Description:

Existing: From:  To: 

OK Cancel

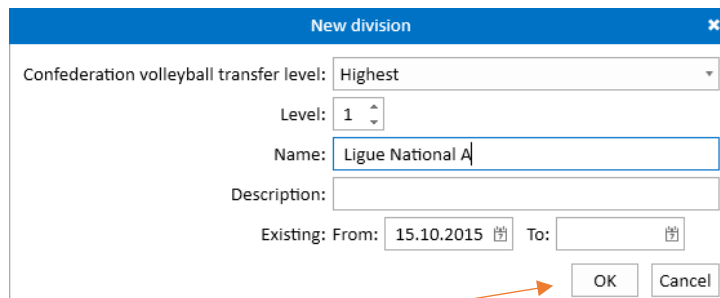
Add division in season 

Division: All the existing divisions are already in the season 

Championship dates: Start:  End: 

☒ Copy teams from previous season, if available

OK Cancel



New division

Confederation volleyball transfer level: Highest

Level: 1

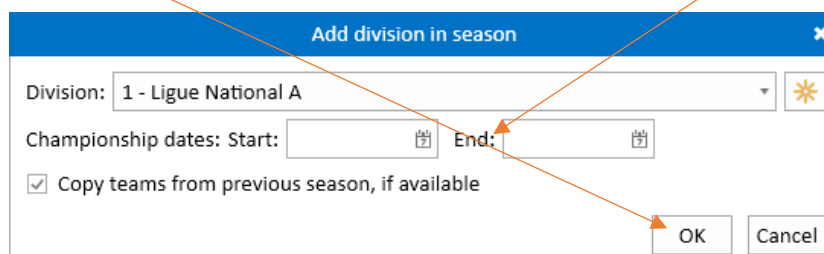
Name: Ligue National A

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

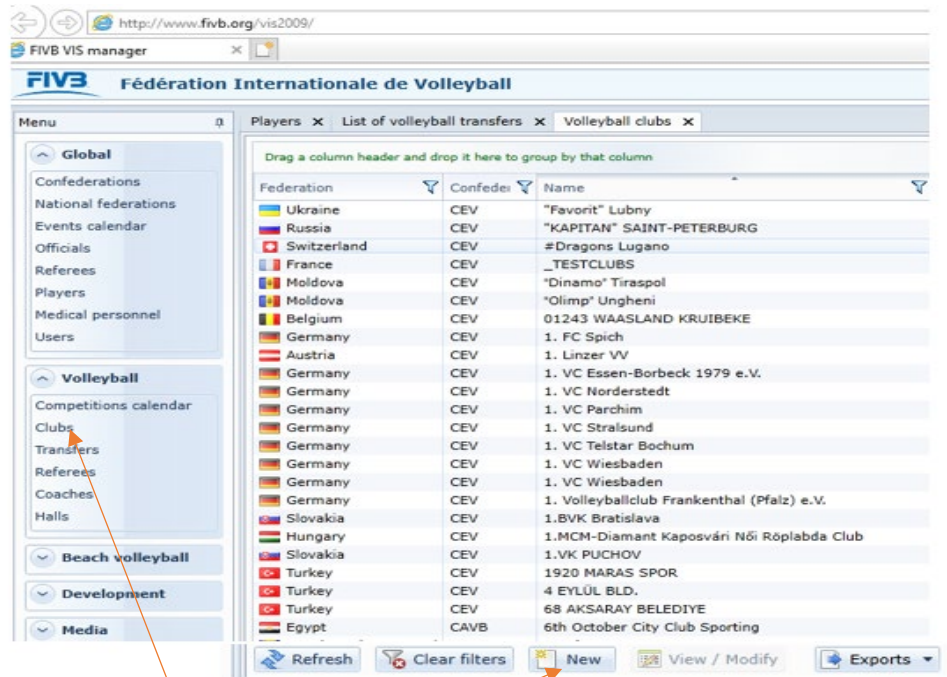
Championship dates: Start: End:

☒ Copy teams from previous season, if available

OK Cancel

Adding Clubs

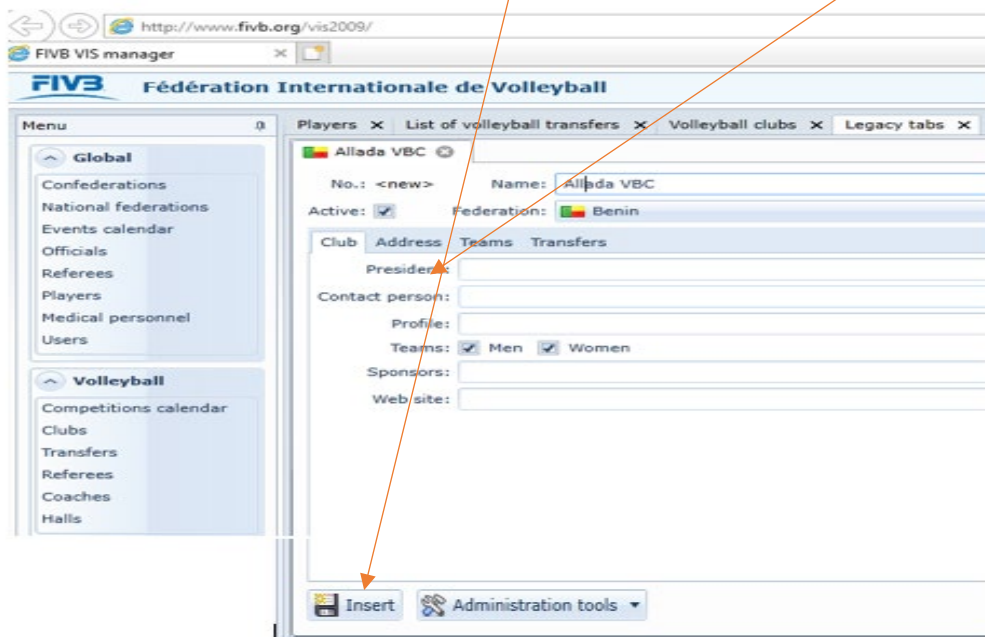
- The National Federations must create Club's profile using the VIS Web platform (VIS 2009):



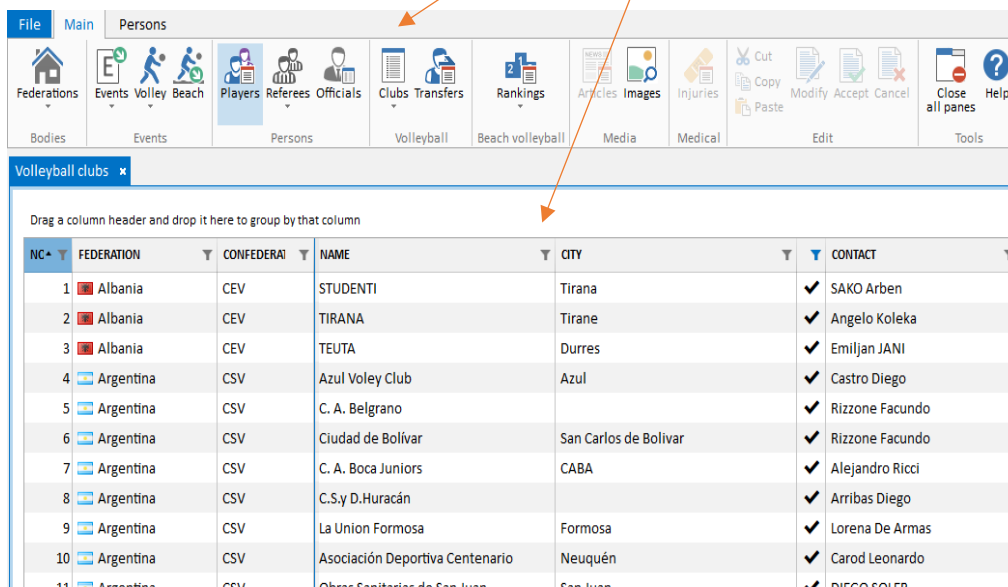
1- Click on "Clubs" and then

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



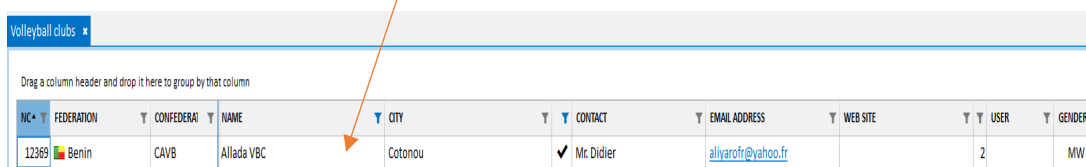
- 4- Once the Club is created (VIS 2009) it is automatically registered in the VIS Software and VIS WebManager. You can then find it by clicking on Clubs and by typing the name of the Club (ex: Allada VBC) by clicking on this icon and then filter



Drag a column header and drop it here to group by that column

NC*	FEDERATION	CONFEDERATION	NAME	CITY	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 Facundo
6	Argentina	CSV	Ciudad de Bolívar	San Carlos de Bolivar	✓ Rizzone Facundo
7	Argentina	CSV	C. A. Boca Juniors	CABA	✓ Alejandro Ricci
8	Argentina	CSV	C.S.y D.Huracán		✓ Arribas Diego
9	Argentina	CSV	La Union Formosa	Formosa	✓ Lorena De Armas
10	Argentina	CSV	Asociación Deportiva Centenario	Neuquén	✓ Carod Leonardo
11	Argentina	CSV	Obras Sanitarias de San Juan	San Juan	✓ DIEGO SOLER

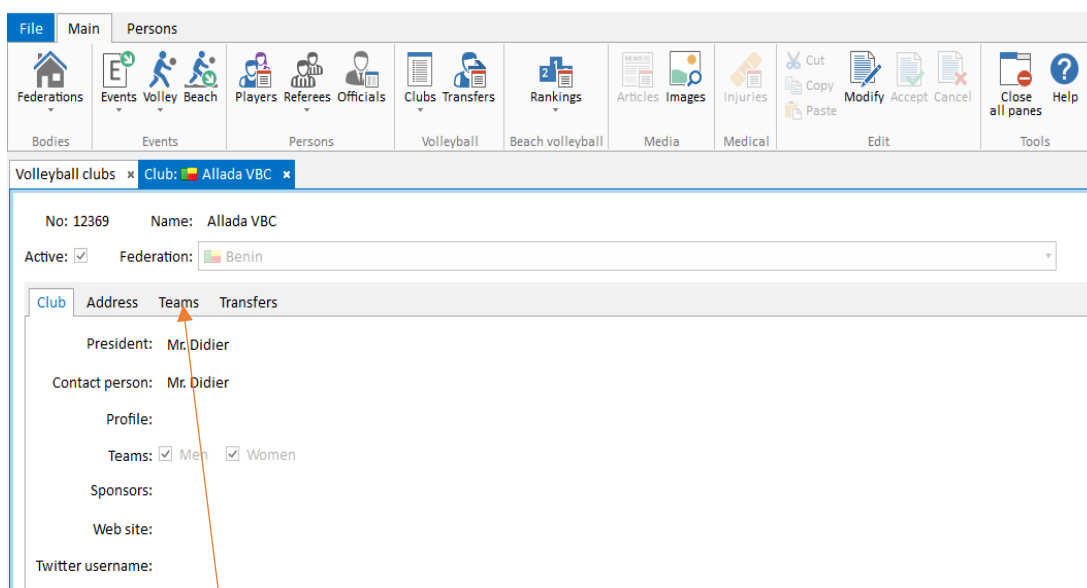
- 5- You will see a similar page as per the example (Club Allada VBC). Double click on the row



Drag a column header and drop it here to group by that column

NC*	FEDERATION	CONFEDERATION	NAME	CITY	CONTACT	EMAIL ADDRESS	WEB SITE	USER	GENDERS
12369	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



The screenshot shows the 'Club: Allada VBC' management interface. The 'Teams' tab is selected, and an orange arrow points to it from the text 'Adding Teams'.

Club: Allada VBC

No: 12369 Name: Allada VBC

Active: ☒ Federation: Benin

President: Mr. Didier

Contact person: Mr. Didier

Profile:

Teams: ☒ Men ☒ Women

Sponsors:

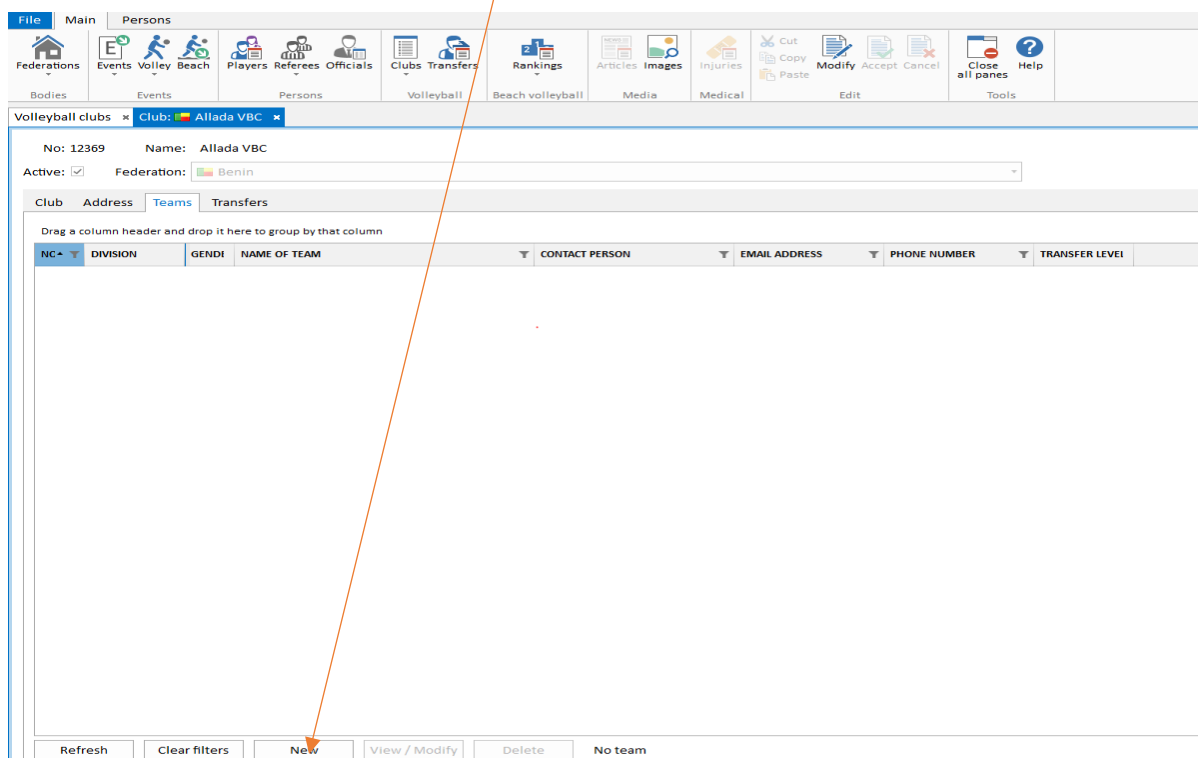
Web site:

Twitter username:

Adding Teams

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 screenshot shows the 'Club: Allada VBC' management interface with the 'Teams' tab selected. An orange arrow points from the text 'Please click on "new"' to the 'New' button at the bottom.

Club: Allada VBC

No: 12369 Name: Allada VBC

Active: ☒ Federation: Benin

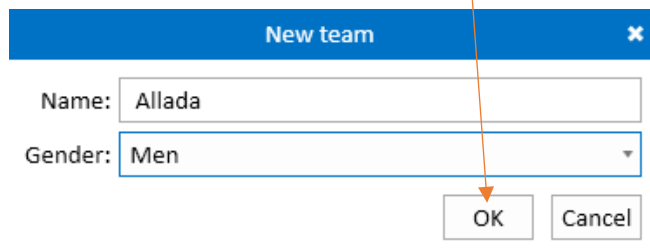
Club Address Teams Transfers

Drag a column header and drop it here to group by that column

NC	DIVISION	GENDI	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	TRANSFER LEVEL

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.



- 10- You will see a similar page as below

No: 12369 Name: Allada VBC

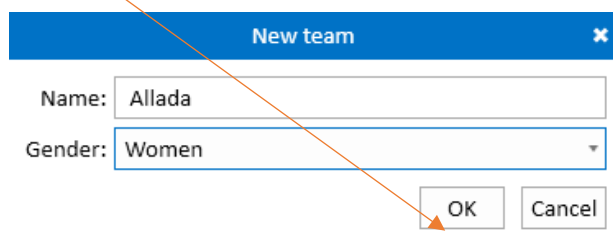
Active: ☒ Federation: Benin

Club
Address
Teams
Transfers

Drag a column header and drop it here to group by that column

NC*	DIVISION	GENDI	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	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: 12369 Name: Allada VBC

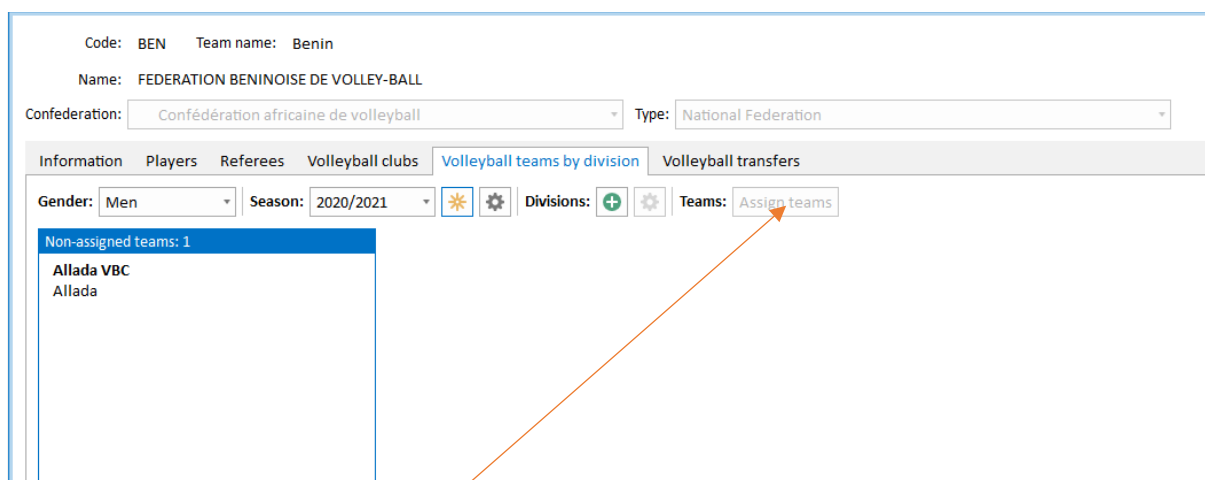
Active: ☒ Federation: Benin

Club
Address
Teams
Transfers

Drag a column header and drop it here to group by that column

NC*	DIVISION	GENDI	NAME OF TEAM	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	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 Team name: Benin
 Name: FEDERATION BENINOISE DE VOLLEY-BALL
 Confederation: Confédération africaine de volleyball Type: National Federation

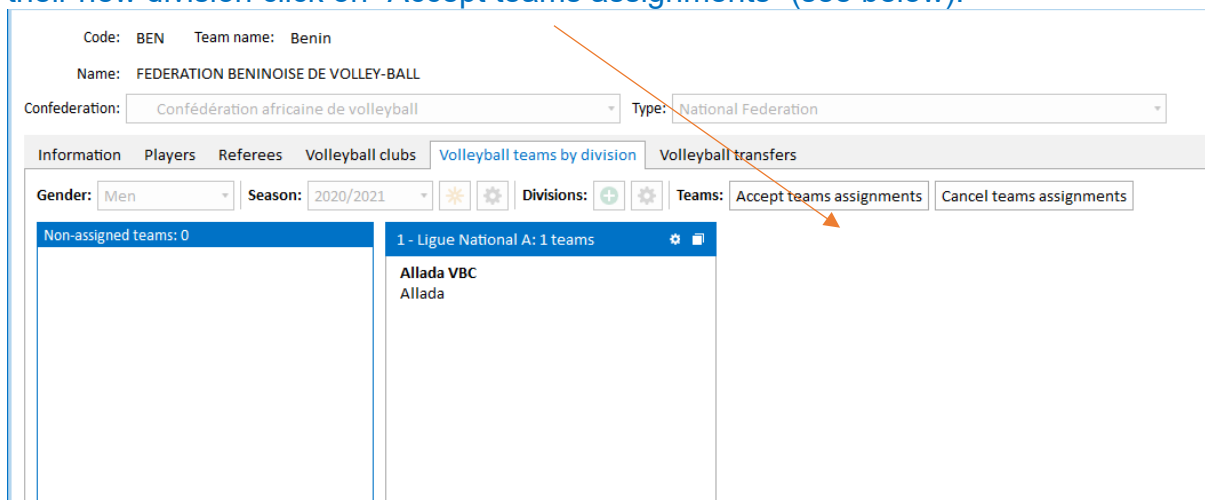
Information Players Referees Volleyball clubs **Volleyball teams by division** Volleyball transfers

Gender: Men Season: 2020/2021 Divisions: Teams: **Assign teams**

Non-assigned teams: 1

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 “Non-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):



Code: BEN Team name: Benin
 Name: FEDERATION BENINOISE DE VOLLEY-BALL
 Confederation: Confédération africaine de volleyball Type: National Federation

Information Players Referees Volleyball clubs **Volleyball teams by division** Volleyball transfers

Gender: Men Season: 2020/2021 Divisions: Teams: **Accept teams assignments** **Cancel teams assignments**

Non-assigned teams: 0

1 - Ligue National A: 1 teams

Allada VBC
Allada

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

Adding teams – contact details & officials names

Federation: Germany Gender: Women Division: W - 1. Bundes- Liga Frauen

Code: Name: Rote Raben Vilsbiburg

Sponsors:

Information Players

Contact

Contact: André Wehnert

Phone number: +49 8741/3545

Fax number: + 49 8741/8143

Email address: bundesliga@roteraben.de

Officials

Function	Name	Country	Id
Team manager:			
Head coach:			
Assistant coach:			
2nd assistant coach:			
Doctor:			
Physiotherapist:			
Journalist:			

To access the Information tab, please click twice on the team name

Rote Raben Vilsbiburg

No.: 1041 Name: Rote Raben Vilsbiburg

Active: ☒ Federation: Germany

Club Address Teams

Division Gender

1. Bundes- Liga Frauen Women

2. Bundes- Liga Süd Frauen Women

You can then fill in all the team contact details (phone, email, etc) and officials names

Adding teams – adding players

Federation: Germany Gender: Women Division: W - 1. Bundes- Liga Frauen

Code: Name: Rote Raben Vilsbiburg

Sponsors:

Information Players

No. sl	No. player	Last name	First name	Team name	Federation
You can add players to your teams by clicking on New					

Refresh Clear filters New View / Modify No player

Adding teams – adding players

Drag a column header and drop it here to group by that column

No.	FI	Last name	First name	Team/shirt n.	Federati
100014		Klappenbach	Tina	Klappenbach	Gerr
100035		Tiemann	Christian	Tiemann	Gerr
100039		Borger	Cordula	Borger	Gerr
100061		Bruhn	Alexandra	Bruhn	Gerr
100078		Kuck	Wolfgang	Kuck	Gerr
100079		Hoffman	Bernhard	Hoffman	Gerr
100158		Sude	Burkhard	Sude	Gerr
100159		Voss	Christian	Voss	Gerr
100164		Kuchenhoff	...	Kuchenhoff	Gerr
100165		Schweigler	...	Schweigler	Gerr
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	Paetow	Gerr
100510		Schwarz	Martine	Schwarz	Gerr

OK Cancel

You can select the players from the list

Adding teams – adding players

100061: Bruhn Alexandra (Bruhn)

No. shirt: ☐ Captain

From: To:

OK Cancel

You can fill in all the players details before adding the player in your team

Adding teams – removing players

The screenshot shows the 'Players selection' dialog box in the FIVB Volleyball clubs management interface. The dialog box contains a table of selectable players and a 'Players in the team' section. A 'Question' pop-up is displayed in the center, asking 'Do you really want to remove this player?' with 'Yes' and 'No' buttons. A red arrow points from the 'New' button in the bottom toolbar to the 'Question' pop-up.

No. FI	Last name	First name	Team/shirt n.	Federati
100014	Klappenbach	Tina	Klappenbach	Gerr
100035	Tiemann	Christian	Tiemann	Gerr
100039	Borger	Cordula	Borger	Gerr
100061	Bruhn	Alexandra	Bruhn	Gerr
100078	Kuck	Wolfgang	Kuck	Gerr
100079	Hoffman	Bernhard	Hoffman	Gerr
100158	Sude	Burkhard	Sude	Gerr
100159	Voss	Christian	Voss	Gerr
100164	Kuchenhoff	...	Kuchenhoff	Gerr
100165	Schweigler	...	Schweigler	Gerr
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

Bottom toolbar: Refresh, Clear filters, New, View / Modify (highlighted with a red arrow), One player displayed, from a single one

- To remove players,
- Click on New
 - Click on the player you want to remove
 - Click on "..."
 - Click "yes"

Please note that the <http://www.fivb.org/vis2009/> (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.