



# **FINANCIAL REGULATIONS**

**Edition 2015**

# FINANCIAL REGULATIONS

## Edition 2015

### Article 1 Revenue and General Expenditure

<b>1.1</b>	<b>RESOURCES</b> .....	<b>3</b>
<b>1.2</b>	<b>AFFILIATION FEES</b> .....	<b>3</b>
	1.2.1 Compulsory Annual Fee .....	3
	1.2.2 Eventual Exemption .....	3
<b>1.3</b>	<b>SCALE OF YEARLY FEES</b> .....	<b>3</b>
	1.3.1 Fee Scale per National Federation Category .....	3
	1.3.2 Conditions for Category 1 .....	3
	1.3.3 Category Review.....	3
	1.3.4 Payment of the Affiliation FIVB Fee.....	3
	1.3.5 Sanctions for Delay or Non-Payment.....	3
<b>1.4</b>	<b>ADMINISTRATION FEES FOR TRANSFERS</b> .....	<b>4</b>
	1.4.1 Conditions for Payment.....	4
	1.4.2 Payment.....	4
	1.4.3 Exempted Transfer .....	4
	1.4.4 Sanction for Registering Foreign Players Without an International Transfer Certificate .....	4
<b>1.5</b>	<b>SCALE OF ADMINISTRATION FEES FOR TRANSFERS, CHANGE OF FEDERATION OF ORIGIN AND ADVERTISEMENT ON UNIFORMS</b> .....	<b>4</b>
	1.5.1 Full Fee.....	4
	1.5.2 Percentage to Confederations and National Federations.....	4
	1.5.3 Change of Federation of Origin.....	5
	1.5.4 Advertisement on Uniforms.....	5
<b>1.6</b>	<b>FINANCIAL PROCEDURES</b> .....	<b>5</b>
	1.6.1 Contracts and Mandates.....	5
	1.6.2 Donations and Grants .....	6
	1.6.3 Negotiation of Sponsorship, Marketing, TV and Broadcasting Rights.....	6
	1.6.4 Percentages Authorised for Agencies .....	6
	1.6.5 Payments to the President and the Treasurer .....	6
	1.6.6 Travel and Related Expenses.....	7
	1.6.7 Expenses of FIVB Executive Vice-Presidents and Confederation Presidents .....	8
	1.6.8 Budget and Expenses of the Commissions and Departments .....	9
	1.6.8.1 Commission Expenses .....	9
	1.6.8.2 Annual Budget .....	9
	1.6.8.3 Justification.....	9
	1.6.8.4 Special Expenses .....	9
	1.6.9 Financial Support to Confederations and Zonal Associations or Organisations Recognised as Such .....	9
	1.6.9.1 Object of the Financial Aid.....	9
	1.6.9.2 Special Allocations .....	10
	1.6.9.3 Allocations .....	10
	1.6.9.4 Accounting and Accounts Verification .....	10
	1.6.9.5 External auditing.....	10
	1.6.9.6 Payment.....	10
	1.6.10 Financial Assistance to Development Centres .....	11
	1.6.10.1 Object of the Financial Assistance .....	11
	1.6.10.2 Allocations .....	11
	1.6.10.3 Activity Period .....	11
	1.6.10.4 Annual Budget and Activity Programmes .....	11
	1.6.10.5 Activity Report.....	11
	1.6.10.6 Payment.....	11
	1.6.10.7 Closing of Centres .....	11
	1.6.11 Expenses of Instructors and Officials in FIVB Competitions .....	11
	1.6.11.1 Travel Expenses.....	11
	1.6.11.2 Board and Lodging .....	11

1.6.11.3	Per Diem Related to Volleyball Activities .....	11
1.6.11.4	Per Diem Related to Beach Volleyball Activities .....	12
1.6.12	Expenses of Congress Participants .....	12
<b>1.7</b>	<b>FIVB INVESTMENTS.....</b>	<b>13</b>
<b>1.8</b>	<b>CURRENCY OF PAYMENT .....</b>	<b>13</b>

**Article 2  
Individual Expenditure**

<b>2.1</b>	<b>EXPENSES INCURRED BY FIVB ELECTED MEMBERS AND SECRETARIAT STAFF .....</b>	<b>14</b>
2.1.1	Travel Expenses .....	14
2.1.2	Lodging, Meals and Per Diem.....	14
<b>2.2</b>	<b>PUBLIC RELATIONS EXPENDITURES OF THE PRESIDENT AND HIS GUESTS .....</b>	<b>15</b>
<b>2.3</b>	<b>EXPENSE ACCOUNT REPORTS .....</b>	<b>15</b>

**Article 3  
Fees for Homologations**

<b>3.1</b>	<b>HOMOLOGATION OF VOLLEYBALLS AND BEACH VOLLEYBALLS .....</b>	<b>16</b>
<b>3.2</b>	<b>HOMOLOGATION OF SPORTS FLOORS .....</b>	<b>16</b>
<b>3.3</b>	<b>HOMOLOGATION OF UNIFORMS AND SHOES .....</b>	<b>16</b>
<b>3.4</b>	<b>HOMOLOGATION OF NETS, POST PADS, REFEREE CHAIRS AND ANTENNAS.....</b>	<b>16</b>

**Article 4  
Entry into Force**

<b>4.1</b>	<b>DATE OF APPROVAL.....</b>	<b>17</b>
------------	------------------------------	-----------

# Article 1

## Revenue and General Expenditure

### 1.1 RESOURCES

The FIVB resources consist of:

- 1.1.1 Annual fees of the affiliated National Federations;
- 1.1.2 Revenue from marketing and television rights' agreements;
- 1.1.3 Recognition fees for sports competitions;
- 1.1.4 Fines imposed by the FIVB;
- 1.1.5 Revenue from Olympic Games television and marketing rights; and
- 1.1.6 Any other kind of revenue approved by the Board of Administration or the Congress, such as competition fees, hosting fees to be paid by National Federations and/or organising committees for events and competitions, as well as any other fees for FIVB services (homologation, transfer of players, etc.).

### 1.2 AFFILIATION FEES

#### 1.2.1 Compulsory Annual Fee

A National Federation wishing to be affiliated must present an application together with the statutory required documents and the payment of the annual fee.

#### 1.2.2 Eventual Exemption

The Board of Administration may exempt an applicant National Federation from payment of the fee for the current year taking into account its financial possibilities, the remaining number of months and uncertain possibilities of international participation.

### 1.3 SCALE OF YEARLY FEES

#### 1.3.1 Fee Scale per National Federation Category

The annual fee of every National Federation is determined in accordance with its international activity and fixed in agreement with the Confederation concerned, based on the following scale:

- |                     |         |
|---------------------|---------|
| a) Category 4 and 5 | CHF 600 |
| b) Category 3       | CHF 300 |
| c) Category 2       | CHF 100 |
| d) Category 1       | CHF 50  |

#### 1.3.2 Conditions for Category 1

FIVB regional members belong to Category 1.

#### 1.3.3 Category Review

This classification will be reconsidered every four years. However, a National Federation may request to be classified in a category superior to the one defined by the Board of Administration.

#### 1.3.4 Payment of the Affiliation FIVB Fee

The Confederations shall collect directly the annual affiliation fees due by the National Federations. The payment must be made directly to the Confederation on the basis of a yearly fee.

#### 1.3.5 Sanctions for Delay or Non-Payment

1.3.5.1 A National Federation failing to pay its annual fee by December 31 will not be granted any sports material or technical assistance by the FIVB or its Confederation until the payment is made.

1.3.5.2 A National Federation that is two years in arrears will be withdrawn from all FIVB programmes

of assistance, but its Volleyball teams will be entitled to enter Volleyball competitions.

1.3.5.3 A National Federation that is three years in arrears shall be suspended following the Confederation's report to the FIVB in accordance with the FIVB Disciplinary Regulations.

1.3.5.4 National Federations' arrears are limited to three years. During suspension, no fees will be charged.

## **1.4 ADMINISTRATION FEES FOR TRANSFERS**

### **1.4.1 Conditions for Payment**

An administration fee must be paid to the FIVB by the club receiving a player coming from another country with an International Transfer Certificate (ITC) issued by the FIVB after the approval of the player's Federation of Origin.

### **1.4.2 Payment**

The payment must be made in accordance with the scale of administration fees provided by the FIVB (see Appendix I) and with the procedure set out in the FIVB Sports Regulations.

### **1.4.3 Exempted Transfer**

In order to promote the development of volleyball worldwide, the FIVB may decide, after consultation with the respective Confederation, that international transfers of players to clubs participating in certain divisions of a NF (or category of NFs) will not be subject to the payment of an administration fee to the FIVB or to the Confederation. In any event, the ITC procedure shall be followed.

### **1.4.4 Sanction for Registering Foreign Players Without an International Transfer Certificate**

A National Federation registering foreign players of its clubs without having duly completed the ITC procedure will be sanctioned according to the FIVB Sports Regulations and Disciplinary Regulations.

## **1.5 SCALE OF ADMINISTRATION FEES**

### **1.5.1 Full Fee**

The transfer of players to clubs of a division which, directly or through promotion, gives access to international tournaments or matches will be charged CHF 2,000 for each ITC, unless otherwise provided in the scale of administration fees provided by FIVB (see Appendix I).

### **1.5.2 Percentage to FIVB, Confederations and National Federations**

1.5.2.1 Administration fees received by the FIVB for transfers processed between the different Confederations must be allocated as follows: 15 (fifteen) percent to FIVB, 20 (twenty) percent to the receiving Confederation, 10 (ten) percent to the receiving National Federation, 10 (ten) percent to the federation of origin and 45 (forty-five) percent to the Confederation of origin.

1.5.2.2 Transfers processed between National Federations within the same Confederation will be handled by the corresponding Confederation. The annual administration fees received by the Confederation will be distributed as follows: sixty (60) percent to the Confederation, ten (10) percent to the receiving National Federation, ten (10) percent for the FIVB and 20 (twenty) percent to the Federation of Origin.

### **1.5.3 Change of Federation of Origin**

1.5.3.1 A change of the Federation of Origin is subject to the conditions set out in the FIVB Sports Regulations, including the payment of an administration fee as follows:

1.5.3.2 The FIVB must receive, from either the new National Federation or from the player, an administration fee of CHF 15,000 for a change of the Federation of Origin application. The fee is increased to CHF 25,000 if the player is a senior national team player. The fee is decreased to CHF 2,000 if the conditions for a special case are met as set out in Article 5.4 of the FIVB Sports Regulations.

1.5.3.3 In all cases, the FIVB will reimburse ten (10) percent to the new National Federation and forty (40) percent to the receiving Confederation.

#### **1.5.4 Advertisement on Uniforms**

According to the rule governing the advertisement on uniforms, the following fees are to be paid by the National Federation to the FIVB for each mentioned competition before the approval of the uniform advertisement by the FIVB:

- 1.5.4.1 For category 4 and 5 National Federations, the following scale of fees for the advertisement on uniforms shall apply:
- for the final round of the Senior World Championships: CHF 10,000
  - for the World qualification tournaments of Olympic Games: CHF 10,000
  - for the final round of the Junior World Championships: CHF 3,500
  - for the final round of the Youth World Championships: CHF 2,500
  - for the final round of the U23 World Championships: CHF 2,500
  - for the Club World Championships: CHF 2,500
  - for the World League and Grand Prix: CHF 5,000
  - for the World Cup: CHF 10,000
  - for the Grand Champions Cup: CHF 15,000
- 1.5.4.2 For category 3 National Federations, the following scale of fees for the advertisement on uniforms shall apply:
- for the final round of the Senior World Championships: CHF 5,000
  - for the World qualification tournaments of Olympic Games: CHF 5,000
  - for the final round of the Junior World Championships: CHF 1,750
  - for the final round of the Youth World Championships: CHF 1,250
  - for the final round of the U23 World Championships: CHF 1,250
  - for the Club World Championships: CHF 1,250
  - for the World League and Grand Prix: CHF 2,500
  - for the World Cup: CHF 5,000
  - for the Grand Champions Cup: CHF 7,500
- 1.5.4.3 For category 1 and 2 National Federations:
- no fee for any FIVB and world competitions will be enforced.
- 1.5.4.4 Confederations may fix their own fees for their continental competitions, but they cannot exceed the highest amount foreseen by the FIVB.

## **1.6 FINANCIAL PROCEDURES**

### **1.6.1 Contracts and Mandates**

- 1.6.1.1 Contracts at large and mandates engaging the FIVB to pay any amount may only be signed by the FIVB President. Mandates to members of the FIVB institutions require the previous approval of the Board of Administration.
- 1.6.1.2 All sponsorship contracts and mandates authorised by the FIVB President are to be signed by the FIVB President and reported to the Executive Committee for information. The financial conditions to be included in any contract are of the sole competence of the President. Directors are not entitled to negotiate or reduce any financial terms of the contracts.
- 1.6.1.3 Working contracts and salaries are of the exclusive competence of the FIVB President. Consultants' fees must be reported to the Executive Committee for information.

### **1.6.2 Donations and Grants**

- 1.6.2.1 Approval of donations and grants is of the exclusive competence of the Board of Administration but only by the proposal of the FIVB President.
- 1.6.2.2 Only the FIVB President is empowered to provide material support to National Federations. Any financial grant requires the previous approval of the Board of Administration.

### **1.6.3 Negotiation of Sponsorship, Marketing, TV and Broadcasting Rights**

- 1.6.3.1 National Federations that intervene and facilitate to conclude new contracts for FIVB marketing, TV or broadcasting rights without the intervention of a marketing agency by introducing a new world sponsor to the FIVB are entitled to receive a service reward for their contractual negotiation of up to ten percent of the net contract value.
- 1.6.3.2 National Federations receiving the FIVB service reward for their contractual negotiations must invest these funds, after previous approval by the FIVB of the developing programmes and budget, in the development of Volleyball and Beach Volleyball in their country. A complete financial and technical report, upon conclusion of this investment, is to be presented to the FIVB.
- 1.6.3.3 FIVB elected members, FIVB staff and/or employees, regardless of their level, will not receive a service reward, compensation or fee for their intervention in any FIVB contractual negotiations.
- 1.6.3.4 Organising committees and National Federations negotiating with the FIVB for the acquisition for the organisation, marketing and/or TV broadcasting rights of FIVB competitions or other competitions will not receive any service reward, compensation or fee for their contractual intervention. They are subject to the regulations, terms and conditions established for the organisation of FIVB competitions or other competitions.

#### **1.6.4 Percentages Authorised for Agencies**

The following scale of commission percentages is authorised on sponsorship contracts (TV and marketing) negotiated by a marketing agency:

- 1.6.4.1 An agency can receive a maximum commission of twenty (20) percent on marketing agreements.
- 1.6.4.2 When an agency requests a higher commission based on its limited possibilities, only the President may give approval. This decision must be notified to the Executive Committee at its next meeting.

#### **1.6.5 Payments to the President and the Treasurer**

- 1.6.5.1 The FIVB President and the Treasurer are entitled to a lump sum payment to cover expenditures related to their activities, as well as those related to special tasks assigned by the President. Such sums, upon proposal of the FIVB President, are fixed by the Executive Committee.
- 1.6.5.2 The President must dispose of a fixed sum determined by the Executive Committee for unforeseen expenses and per diem. The President and his wife are entitled to travel in business-class. The tickets will be provided by the FIVB Secretariat.
- 1.6.5.3 In the event of delegation of Presidential functions to advisers and other persons on special duties other than at competitions, upon the instructions of the President, his adviser or representative is reimbursed as follows:
  - a) Travel expenses: pre-paid business class air ticket provided by the FIVB Secretariat;
  - b) Board and lodging (if not paid by third party) during his required stay: CHF 350 per day;
  - c) Per diem during his required stay, including the travel days: CHF 500 per day;
  - d) A travel allowance of CHF 200 covering all other expenses (train, bus, taxi, visa, etc.), is to be paid.

Note: Only the President is authorised to appoint his representative.

#### **1.6.6 Travel and Related Expenses**

When participating in regular meetings or meetings specially called for by the President, members of the Board of Administration, Executive Committee, Councils and Commissions are entitled to expenses covered either by the FIVB or by the organisation or institution concerned.

- 1.6.6.1 The travel expenses shall be covered as follows:

- a) Business class air ticket for Executive Committee members attending meetings called by the President or representing or accompanying the FIVB President;
- b) Economy class air ticket for members of the Board of Administration for the regular annual meeting called by the FIVB President;
- c) Economy class air ticket for Secretariat staff, for Presidents, Secretaries, members of Commissions and Councils when participating in annual meetings of their respective bodies, and for Presidents and Commission members when summoned by the FIVB President to a meeting;
- d) Economy class air ticket for the first delegate (National Federation President or elected Board member) of category 1 and 2 National Federations when participating in the FIVB World Congress or seminar convened by the FIVB.

Note: The FIVB Secretariat provides the pre-paid airline tickets to be sent from Lausanne, unless otherwise decided by the President.

1.6.6.2 Upon special authorisation by the FIVB President, an airline ticket may be reimbursed for the same amount as if the FIVB would have issued the ticket through its agency when the following items are submitted to the FIVB Secretariat:

- a) A written request from the National Federation of the traveller;
- b) The ticket stub which remains after completion of the journey;
- c) The invoice of the travel agency, clearly indicating the price of the airfare in local currency, together with the exchange rate in USD or CHF;
- d) The name and address of the bank and the name and number of the account to which the reimbursement is to be made.

1.6.6.3 As far as board and lodging are concerned, when participating in annual meetings or tasks assigned to them by the FIVB, the members of the Board of Administration, Executive Committee, Commissions and Secretariat staff are entitled to:

- a) Board and lodging for the duration of the meeting directly paid by the FIVB; or
- b) An allowance of CHF 65 per meal (lunch and dinner) and person, including the meals on the arrival and departure days for them to pay such expenses.

In all cases, extra expenses such as drinks, additional meals, room service, telephone calls, laundry, mini bar, internet, etc., are to be paid by the traveller.

1.6.6.4 The following per diem shall apply:

- a) For regular or other meetings held in Lausanne or elsewhere, the members of the Board of Administration, Executive Committee, Councils and Commissions are entitled to a per diem of CHF 125 per meeting and travel day. A travel allowance of CHF 200 covering all other expenses (train, bus, taxi, visa, etc.) is to be paid;
- b) For meetings and duties in Lausanne, the Secretariat staff will not be paid a per diem;
- c) For meetings and duties in Switzerland, but outside Lausanne, the Secretariat staff is entitled to a per diem of 125 CHF to cover the costs for their transportation, lodging and meals;
- d) For meetings abroad, the FIVB Secretariat staff is entitled to the same conditions as the FIVB members as mentioned under a).

The FIVB Secretariat prepares the per diem form which sets out the dates and place of the meeting, the name of the participants, the corresponding amount and a space reserved for the signature of each member. Payments are to be made on the first day of the meeting.

1.6.6.5 Whether the travel expenses are covered by the host country, a Confederation, a National Federation, an external body or a sponsor, the travel and related expenses shall remain the same.

1.6.6.6 Council members and officials must manage their travel expenses within the parameters provided herein and within their own budget.

1.6.6.7 Local expenses relating to passport, visas, taxes, airport-hotel-airport transfers, etc., are the responsibility of the traveller.



1.6.6.8 No reimbursement in cash may be made outside Switzerland.

### **1.6.7 Expenses of FIVB Executive Vice-Presidents and Confederation Presidents**

The FIVB President is authorised to allocate a fixed yearly sum to the FIVB Executive Vice-Presidents and Confederation Presidents to cover their expenses when their duties frequently require their presence at the FIVB headquarters.

The following cases are to be taken into consideration:

1.6.7.1 Allowances to be paid to the Executive Vice-Presidents having been allocated a monthly allowance by the President for the following specific task(s):

1.6.7.1.1 For their presence in Lausanne in relation to the appointed tasks, no per diem is to be paid; nevertheless, the FIVB will cover the following expenses:

- Travelling costs in business class;
- Accommodation costs for the whole period of stay;
- CHF 65 per meal (lunch and dinner);
- Travel allowance of CHF 200.

1.6.7.1.2 In the event that their presence in Lausanne is requested for their participation in commission meetings, a per diem of CHF 500 per day, including the travel days, is paid by the FIVB, and the FIVB will cover the following expenses:

- Travelling costs in business class;
- Accommodation costs for the whole period of stay;
- CHF 65 per meal (lunch and dinner);
- Travel allowance of CHF 200.

1.6.7.1.3 In the event that their presence is requested elsewhere for any duties, a per diem of CHF 500 per day, including the travel days, is paid by the FIVB, and the FIVB will cover the following expenses:

- Travelling costs in business class;
- Accommodation costs for the whole period of stay;
- CHF 65 per meal (lunch and dinner);
- Travel allowance of CHF 200.

1.6.7.2 For Executive Vice-Presidents and without a monthly allowance for specific task(s) in Lausanne or for any duties elsewhere, a per diem of CHF 500 per day, including the travel days, is to be paid by the FIVB, and the FIVB will cover the following expenses:

- Travelling costs in business class;
- Accommodation costs for the whole period of stay;
- CHF 65 per meal (lunch and dinner);
- Travel allowance of CHF 200.

1.6.7.3 Regardless of their specific situation as described in the previous articles, for any duties appointed by the FIVB President to be accomplished abroad, the Executive Vice-Presidents will be paid by the FIVB a per diem of CHF 500 per day, including the travel days, and the FIVB will cover the following expenses:

- Travelling costs in business class;
- Accommodation costs for the whole period of stay;
- CHF 65 per meal (lunch and dinner);
- Travel allowance of CHF 200.

### **1.6.8 Budget and Expenses of the Commissions and Departments**

1.6.8.1 Commission expenses

Commissions are reimbursed for costs of communication with the FIVB (post, telephone), minor office expenses, minor expenses for the Commission President and Secretary and office supplies, etc.

1.6.8.2 Annual budget

By November 15 at the latest every year, each FIVB Commission, Council and Department must submit its programme of activities for the following year together with the corresponding budget estimated income and expenses. The amount to be allocated to each Commission, Council and Department will be specified within the FIVB budget.

#### 1.6.8.3 Justification

- a) Reimbursement is made on the approval of the FIVB Treasurer within sixty days from reception of the expense account reports (FIVB form), duly completed and countersigned by the Director providing support to the Commission or Council concerned;
- b) No reimbursement is made unless the duly completed expense account report and payment instructions are received by the fixed date and approved by the FIVB President.

#### 1.6.8.4 Special expenses

- a) All projects or activities which entail special expenses must be included in the programme submitted to the Executive Committee with the corresponding detailed budget, drawn up in CHF;
- b) These expenses are checked by the Treasurer who requests the FIVB President to determine how such budget should be managed and to provide the appropriate instructions.

### **1.6.9 Financial Support to Confederations and Zonal Associations or Organisations Recognised as Such**

#### 1.6.9.1 Object of the financial aid

- a) Reimbursement of costs of communication with the FIVB, including mailing, telephone, and administrative costs of the Confederation;
- b) FIVB contribution for expenses incurred by the organisation of training courses, such as preparation of documentation, postage, telephone, etc., and the expenses of continental instructors;
- c) Zonal Associations and/or any as such recognised organisations are entitled to financial support from the FIVB only for sports events and competitions upon receipt of a complete activity report at the end of the year.

#### 1.6.9.2 Special allocations

A special allocation is granted for the hiring of Directors, Secretariat staff, specialised personnel and/or experts, and for the Confederation Presidents' expenses under the following conditions:

- a) Each specific allocation will be made only after a working agreement has been concluded between the FIVB President and the Confederation;
- b) Before granting whole or part of the special allocation, the FIVB Treasurer must receive by March 20 at the latest the following information:
  - The internal audited accounts of the previous year, together with a proposed plan for the expenditure of the allocation;
  - A statement of the salary contribution that the Confederation intends to charge from the special allocation;
  - Documentation relating to the proposed employee: detailed job description, curriculum vitae with certificates, work contract (in accordance with the national law) between the Confederation and the employee for a minimum of one year, renewable prior to signature by the Confederation President.

#### 1.6.9.3 Allocations

- a) The allocation to each Confederation is fixed in the annual budget of the FIVB and in the budget of each Confederation;
- b) The allocation is the same for each Confederation.

#### 1.6.9.4 Accounting and accounts verification

- a) The accounting of each Confederation must be carried out by a chartered accountant in accordance with the laws of the country where the Confederation has its headquarters;
- b) An external audit must be carried out every year, by an external audit company recognised by the FIVB;
- c) The accounts and budgets approved by the General Assembly of each Confederation must contain the allocation fixed by the FIVB and is to be presented to the FIVB within three months after ratification;
- d) The amount of the FIVB's allocation must be included in the accounts of each Confederation and copy of the accounts must be submitted in writing by its chartered accountant to the FIVB Treasurer, together with a report giving details of the expenses incurred by the Confederation during the financial year;
- e) The accounts, together with the details mentioned in d) above, must be sent to the FIVB Treasurer no later than three months after the closing of the accounts;
- f) Assistance for the following year is granted only if the expenses of the previous year have been accounted for satisfactorily in accordance with d) above.

#### 1.6.9.5 External auditing

The FIVB is empowered to have the auditing carried out by professional auditors legally authorised in the country where the headquarters of each Confederation are located. The expenses for such auditing are the responsibility of the FIVB. Each audit must comprise the inventory of furniture and electronic equipment.

#### 1.6.9.6 Payment

- a) No payment will be made by the FIVB to a Confederation that has not submitted its annual external audit from the previous year;
- b) No allocation payment will be made by the FIVB to a Confederation whose outgoing President has not presented the last accounts report to the respective Confederation Congress which elects a new President;
- c) Instructions for the payment of the allocation (name and address of bank, account name and number, special instructions) must be given to the FIVB Accountant at least sixty days before the date on which the payment should be made.

## **1.6.10 Financial Assistance to Development Centres**

### 1.6.10.1 Object of the financial assistance

- a) Partial reimbursement of costs of communication, such as postage, fax, telephone; and
- b) Partial reimbursement of costs of preparing documentation.

### 1.6.10.2 Allocations

The allocation to the Development Centres is established in the annual budget of the FIVB based on the proposal of the FIVB President and Treasurer.

### 1.6.10.3 Activity period

The annual activity period for the Development Centres is fixed from January 1 to December 31 of each year.

### 1.6.10.4 Annual budget and activity programmes

By October 15 at the latest every year, each Development Centre must submit its programme of activities for the following year, together with estimated costs to be paid by the Centre including a minimum of one coaches course and one referees course.

### 1.6.10.5 Activity report

No later than January 15 of every year, each Development Centre must submit its activities report from the previous year. Such report must contain information on instructors, number and names of participants, duration and programmes, and mention the financial support received from local government, sports authorities, sponsors and the FIVB.

### 1.6.10.6 Payment

- a) Instructions for the payment of the allocation (name and address of bank, account name and number, special instructions) must be sent to the FIVB Accountant by November 15 of each year at the latest, together with the documents mentioned above;
- b) No payment will be made unless the documents and reimbursement instructions are received by the fixed date.

### 1.6.10.7 Closing of Centres

Should no programme or activity report be received within a period of two years, the Centres should be closed and the equipment provided should be returned.

## **1.6.11 Expenses of Instructors and Officials in FIVB Competitions**

### 1.6.11.1 Travel expenses

- a) Travel expenses (economy class airline ticket) for instructors and officials participating in official competitions, instructor's courses and Olympic Solidarity courses, are paid by the organiser or by the FIVB;
- b) The organiser or the FIVB travel agency, with the FIVB President's approval, will arrange for the pre-paid airline tickets to be sent to the instructors and officials.

### 1.6.11.2 Board and lodging

- a) Instructors and officials are entitled to board and lodging when participating in official competitions or courses;
- b) Payment for board and lodging is made by the organiser or by the FIVB.

### 1.6.11.3 Per diem related to Volleyball activities

- a) For FIVB competitions, including FIVB qualification tournaments and test events, all Control Committee and referees will receive:
  - a per diem of CHF 125 from the FIVB and USD/CHF 100 from the respective

- Organising Committee, from the first to the last day of their duties; and
  - a travel allowance of CHF 200 from the FIVB and USD/CHF 125 from the respective Organising Committee, covering the day before and the day after their mission for travel expenses (train, bus, taxi, visa, etc.);
  - FIVB delegates performing inspection visits will receive from the FIVB a per diem of CHF 125 from the first to the last day of their duties and a travel allowance of CHF 200, covering the day before and the day after their mission for travel expenses (train, bus, taxi, visa, etc.);
- b) For any FIVB courses, course directors and instructors are entitled to receive:
- a per diem of CHF 200 from the FIVB from the first to the last day of their duties, and a travel allowance of CHF 200 from the FIVB, covering the day before and the day after, for travel expenses (train, bus, taxi, visa, etc.). Local transportation, visa and airport taxes are at the expense of the course organiser;
- c) For courses organised by the National Federations all the abovementioned expenses are directly paid by the host National Federation;
- d) Payment of the FIVB per diem and FIVB travel allowance is made by the FIVB Accountant directly to the official or instructor at the end of the course. Under no circumstances should this payment be made by the organiser;
- e) The per diem and travel allowance is paid directly to the instructor by the host National Federation immediately before the end of the course;
- f) During the Olympic Games, the Control Committee members and referees shall receive from the FIVB a per diem of CHF 125 per day and an allocation of CHF 125 per day for meals, as well as a travel allowance of CHF 200 from the FIVB, covering the day before and the day after, for travel expenses (train, bus, taxi, visa, etc.);
- g) For continental events, Confederations should fix the per diem according to their own needs but it should never exceed the amount established by the FIVB.

#### 1.6.11.4 Per diem related to Beach Volleyball activities

- a) The technical supervisors, referee delegates, press delegates and photographers are granted the following per diem:
- For a World Championship, a Grand Slam and Open Events, a per diem of CHF 225 and a travel allowance of CHF 200 from the FIVB and USD/CHF 125 from the organizers, covering the day before and the day after their assignment, for travel expenses (train, bus, taxi, visa, etc.) is to be paid by the FIVB.
- b) International Referees and candidates are granted following per diem:
- For a World Championship, a Grand Slam and Open Events, a per diem of CHF 125 is to be paid by the FIVB and USD/CHF 100 by the organizer from the first to the last day of their duties.
- A travel allowance of CHF 200 from the FIVB and USD/CHF 125 from the organizers, covering the day before and the day after their assignment, for travel expenses (train, bus, taxi, visa, etc.).
- c) FIVB Medical delegates are granted a per diem of CHF 225 to be paid by the FIVB, and a travel allowance of CHF 200, covering the day before and the day after their assignment, for travel expenses (train, bus, taxi, visa, etc.).

### 1.6.12 Expenses of Congress Participants

- 1.6.12.1 The FIVB pays the travel and accommodation expenses (from one day before to one day after the Congress) of one duly registered and accredited delegate to the Congress per category 1 and 2 National Federation, if the National Federation has no outstanding debts. The Congress delegates should be the National Federation President or an elected member of the Executive Committee.
- 1.6.12.2 An FIVB member attending the Congress as an Executive Committee member, Confederation President or Council/Commission President may not represent his National Federation. The accommodation expenses of the first delegate of a category 3, 4 and 5 National Federation will be covered by the FIVB according to the requirements fixed in Article 1.6.12.1.

Note: A proxy does not entitle the representing National Federation to accommodation expenses of an additional delegate.

1.6.12.3 The FIVB Secretariat staff will receive lodging and meals, and a CHF 125 per diem per day from the first to the last day of their duties, and CHF 200 covering the day before and the day after for travel expenditures.

1.6.12.4 Any extra days and expenses (drinks, laundry, telephone, etc.) will be covered by the participants or their respective National Federations.

## **1.7 FIVB INVESTMENTS**

All investments are the responsibility of the FIVB President, including the acquisition of real estate property and the construction of facilities for the FIVB and Volleyball purposes. They must be made according to the following requirements:

1.7.1 Experts legally recognised in their country must determine the exact local value of the facilities.

1.7.2 The financial conditions must not exceed the value determined by such experts.

1.7.3 The final investment must be submitted for the approval of the FIVB Board of Administration.

1.7.4 If possible, the FIVB President shall consult with an investment specialist paid for by the FIVB.

## **1.8 CURRENCY OF PAYMENT**

1.8.1 All payments to the FIVB for affiliation and entry fees, complaint deposits and sanctions must be made in CHF to the following FIVB account:

Banque Cantonale Vaudoise (BCV)  
Place Saint-François 14  
CH-1001 Lausanne / Switzerland  
Account: T 5344.53.25  
IBAN: CH33 00767 000T 5344 5325  
BIC Code (Swift Address): BCVLCH2LXXX  
Bank clearing: 767

1.8.2 Payments made by the FIVB and the organiser for per diems and travel allowances shall be made in CHF (except where otherwise stated).

# **Article 2**

## **Individual Expenditure**

### **2.1 EXPENSES INCURRED BY FIVB ELECTED MEMBERS AND SECRETARIAT STAFF**

#### **2.1.1 Travel Expenses**

- 2.1.1.1 When FIVB members attend the annual meetings of their respective bodies (Executive Committee, Board of Administration, Executive Committee, Commissions and Councils), the FIVB will cover their travel expenses.
- 2.1.1.2 When FIVB members attend FIVB duties (as defined below), travel expenses must be covered either by the FIVB or by the host country organising the event.
- 2.1.1.3 Attending FIVB duties is considered to be when:
  - a) The Executive Committee Members attending meetings called by the FIVB President (maximum two per year for Executive Committee Members);
  - b) The FIVB President attends official meetings with Government authorities, Sports Ministers, Presidents of NOCs, International Sports Organisations meetings or FIVB Official Business meetings;
  - c) The representative of the FIVB President attends meetings of International Sports Organisations or any other events;
  - d) The FIVB Secretariat staff attends Congress, Board of Administration or Executive Committee meetings outside Lausanne;
  - e) The Presidents of Councils and Commissions attend Board of Administration or Executive Committee meetings;
  - f) The FIVB members and Secretariat staff perform specific duties during an official FIVB competition or event only if they have been appointed by the FIVB President.

#### **2.1.2 Lodging, Meals and Per Diem**

- 2.1.2.1 All FIVB members are entitled to lodging and meals when attending official annual meetings or FIVB duties as specified in Article 2.1.1.3 above. The payment will be settled by the FIVB or by the host country.
- 2.1.2.2 The FIVB Secretariat staff will not be paid lodging, meals or transportation in Lausanne. However, if previously authorised by the President to attend FIVB duties in another Swiss city, they are entitled to transportation, lodging, and meals.
- 2.1.2.3 All FIVB appointed members and Secretariat staff are entitled to be paid lodging, meals and a fix per diem when attending FIVB meetings, competitions or courses to accomplish official duties in a country foreign to their residence.
- 2.1.2.4 For FIVB appointed members and Secretariat staff performing official duties in a FIVB competition, the per diem will be paid as follows:
  - a) In addition to the amount paid by the FIVB, a per diem in USD/CHF will be paid by the host country;
  - b) FIVB appointed members and Secretariat staff attending meetings and FIVB duties in Lausanne or abroad will have their hotel paid directly by the FIVB and will receive meal coupons for each day. A per diem of CHF 125 and CHF 200 as travel allowance will be paid;
  - c) When attending other FIVB meetings or duties abroad and if the organiser pays for lodging and meals, the designated FIVB member or Secretariat staff will receive a per diem of CHF 125 per day and CHF 200 as travel allowance;
  - d) When the organiser is hosting an event and does not pay for the lodging and meals, the FIVB member or Secretariat staff designated by the President to attend the event will receive a fix amount of CHF 350 per night of stay to pay for the lodging and meals, CHF 125 as per diem per day, and CHF 200 as travel allowance. No other expenditure will be paid by the FIVB.

- 2.1.2.5 The FIVB Executive Committee is the only FIVB institution competent to decide amounts and modalities for the FIVB President to cover all his expenses in Lausanne, in Switzerland or abroad and when travelling to any country in accordance with Article 1.6.5.2 of the FIVB Financial Regulations.

## **2.2 PUBLIC RELATIONS EXPENDITURES OF THE PRESIDENT AND HIS GUESTS**

- 2.2.1 Only the FIVB President is empowered to determine, on behalf of the FIVB, the people who may be given the honour to be invited as guests in Lausanne, in Switzerland or abroad in order to attend social, sports or business activities.
- 2.2.2 Only FIVB guests selected by the FIVB President may have their airline tickets, lodging and meals paid and be the object of PR activities. The President decides the class of the airline ticket and the category of the hotel.
- 2.2.3 Whenever possible, the FIVB and organisers hosting the activity concerned should share expenditure.

## **2.3 EXPENSE ACCOUNT REPORTS**

- 2.3.1 FIVB members and Secretariat staff, having received an advance payment for travel expenditure, must immediately present (within 7 days from their return to the office) the Expense Account report duly filled in with all receipts justifying the expenditure.
- 2.3.2 The Expense Account report must bear the signature of the immediate superior who may authorise the reimbursement after having verified the expenditure reported.
- 2.3.3 It must be carefully verified that none of the excluded extra charges (laundry, bar, mini-bar, alcoholic drinks, room service, special meals, dinners, ceremonies, telephone and/or any other personal services) are reported as an expenditure. These extra charges are the sole responsibility of the person concerned.
- 2.3.4 Travellers may pay the expenditures previously authorised by the FIVB with their own credit card and be reimbursed for these expenditures as previously approved by the superior, in conformity with the F-3 Expense Account report, after their return to the office.



# **Article 3**

## **Fees for Homologations**

Any material to be used for competitions organised under FIVB supervision must be homologated. The homologation process is described in the Event Regulations.

Each homologation is valid in principle for a four year period starting after the Olympic Games and ending after the next Olympic Games.

**Exclusive suppliers for FIVB competitions are subject to special arrangements and conditions.**

The following **annual fees for non-exclusive suppliers** have to be paid to the FIVB:

### **3.1 HOMOLOGATION OF VOLLEYBALLS AND BEACH VOLLEYBALLS**

3.1.1 For FIVB-approved balls,  
the fee for FIVB-approved Volleyballs is CHF 60,000;  
the fee for FIVB-approved Beach Volleyballs is CHF 40,000.

3.1.2 For FIVB-inspected balls, the fee is CHF 20,000.

3.1.3 For FIVB-tested balls, there is no fee, but the direct costs for the tests must be covered by the manufacturer.

### **3.2 HOMOLOGATION OF SPORTS FLOORS**

**Exclusive suppliers for FIVB competitions are subject to special arrangements and conditions.**

The following **annual fees for non-exclusive suppliers** have to be paid to the FIVB:

3.2.1 For FIVB-approved floor, the fee is CHF 200,000;

3.2.2 For FIVB-recommended floor, the fee is CHF 100,000.

### **3.3 HOMOLOGATION OF UNIFORMS AND SHOES**

The following **annual fees for non-exclusive suppliers** have to be paid to the FIVB:

3.3.1 For FIVB-approved uniforms and shoes, the fee is CHF 100,000;

3.3.2 For FIVB-approved uniforms, the fee is CHF 60,000;

3.3.3 For FIVB-approved shoes, the fee is CHF 40,000.

### **3.4 HOMOLOGATION OF NETS, POST PADS, REFEREE CHAIRS AND ANTENNAS**

**Exclusive suppliers for FIVB competitions are subject to special arrangements and conditions.**

The following **annual fees for non-exclusive suppliers** have to be paid to the FIVB:

3.4.1 For FIVB-approved nets and antennas, the fee is CHF 10,000;

3.4.2 For FIVB-approved referee chairs, the fee is CHF 10,000;

3.4.3 For FIVB-approved post pads, the fee is CHF 10,000.

# **Article 4**

## **Entry into Force**

### **4.1 DATE OF APPROVAL**

These Regulations enter into force on the date of their approval by the FIVB Board of Administration, i.e. on 13 May 2015. They can be amended by a decision of the FIVB Board of Administration.

## Scale of Administration Fees for International Transfers of Players

The Receiving Club\* shall pay an administration fee to the FIVB / Confederation for the international transfer of a player, as follows:

<b>NF Categories &gt;</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Divisions/Leagues</b>					
<b>v</b>					
<b>Highest</b>	CHF 500**	CHF 1'000**	CHF 1'500	CHF 2'000	CHF 2'000
<b>2<sup>nd</sup> Highest</b>	---	---	CHF 500	CHF 1'500	CHF 1'500
<b>3<sup>rd</sup> Highest</b>	---	---	---	---	---
<b>Lower</b>	---	---	---	---	---

\*University teams will be treated the same as clubs, in accordance with the above table.

\*\*The administration fee is applicable only when the Receiving Club participates in an international competition.

In the event that the transfer is exempted from the payment of an administration fee, no transfer fee shall be payable to the Federation of Origin and to the Club of Origin (Article 6.3.3.3 FIVB Sports Regulations).