



CAVB



CAVB Technical Department

REGULATIONS FOR AFRICAN VOLLEYBALL COMPETITIONS

2022

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REGULATIONS OF AFRICAN VOLLEYBALL COMPETITIONS

CHAPTER 1. ORGANISATION

- 1.1** CAVB Competitions are reserved for the national teams or selected club teams of those National Federations which are affiliated with the FIVB and CAVB and are up to date in their financial obligations and in good order in respect of the FIVB and CAVB.
- 1.2** CAVB shall prepare the 4 year calendar between the Olympic Games.
- 1.3** The CAVB Secretariat will communicate to all affiliated National Federations the list of championships to be hosted in the following year and invite the Federation's to bid for hosting any of these championships. This communication will be sent no later than the 1st of January preceding the year of the championship.
- 1.4** The candidature of National Federations for the organization of different championship's must be submitted to the CAVB Secretariat on the prescribed Hosting Application Form no later than 31st March preceding the year of the championship.
- 1.5** The CAVB President will then appoint and mandate an Inspection Delegation of up to two (2) persons to visit the host country or countries that intends to host a championship to inspect the facilities for the organisation and management of the event's including accommodation for the participating teams, referees and CAVB officials. The Inspection Delegation's report will be submitted to the CAVB President, for approval within one week of the visit, in conformity to the CAVB manual.
- 1.6** The National Federation interested in hosting CAVB championship, and to which an inspection visit is conducted, should be informed of the inspection report and of the CAVB President's decision within fifteen days after the end of the inspection visit.
- 1.7** The National Federation bidding to host any Championship and to which inspection visit is conducted, shall pay for the travelling, board and lodging expenses and per-diem of the inspection delegation for a maximum period of five days; this includes the travelling period. The per-diem shall be at the rate of US\$ 100 per day, per person.
- 1.8** CAVB shall pay to the Inspection Delegation a travel allowance of 200 USD per person. CAVB shall also pay the Covid-19 Tests of a maximum of 100 USD per test (where necessary) when traveling to and from the inspection visit.
- 1.9** If a second inspection is necessary, CAVB will bear all the necessary expenses.
- 1.10** In case of withdrawal of the organizing country after the approval of the CAVB Board of Administration, the fine will be two thousand US\$ (2,000 Usd) to be paid to CAVB within 3 months from the date of withdrawal.

- 1.11** If the withdrawal of the organization happens at least three months before the inspection visit, the competition will be awarded to the substitute country. In case of withdrawal of the latter, the competition shall be given to the Federation of the country hosting the CAVB head office or the CAVB Board will decide the host. The withdrawn host will not be allowed to participate in the competition.
- 1.12** In case of a withdrawal of the organizing country after the inspection visit, the following measures will be taken;
- 1.12.1** CAVB will give the organization to the substitute country.
- 1.12.2** The country that withdraws from the organization of a championship will not be allowed to organize any other championship for a period of two years, commencing from the date of its withdrawal from hosting the competition and shall pay a fine of US\$ five thousand (5,000 US\$) to CAVB within 3 months of date of withdrawal. However, this country is allowed to continue to participate in CAVB competitions but must pay the fine first before participation.
- 1.13** In case the organizer changes the date of the competition after approval and circulation to all NFs, the organizer will be fined US dollars two thousand (2,000 US\$) which must be paid before commencement of the championship.
- 1.14** In case the organizer does not fulfil the already approved conditions by the inspection team, the organizer shall face the following penalties:
- a) Pay ten thousand US Dollars (10,000 US\$) fine;
 - b) Shall not be allowed to host any championship for a period of 2 years.
- The above sanction is not optional. The above ten thousand (10,000) US Dollars must be paid within three months after the conclusion of the competition. If the Organizer fails to pay, it shall not be allowed to participate in any CAVB organized competitions for two years thereafter and will still have to pay the fine before participating.
- 1.15** In case of force majeure, the withdrawing country shall not be subjected to the penalties outlined in the preceding sub-section. The condition will be determined by CAVB Board.
- 1.16** The organizing Federation will proceed to the drawing of lots for the championship two months before the beginning of that championship under the supervision of the CAVB President (or one of the Vice-Presidents nominated by the CAVB President) and a Technical Delegate. The organizing Federation will be responsible for the travel expenses, board and lodging and their per-diem for a maximum period of three days. The per-diem shall be at the rate of US\$ 100 per person, per day. Member of the Embassies of the participating countries are allowed to attend the drawing of lots.
- 1.17** The drawing of lots will be broadcasted live in the local TV, while the international transfer and the electronic streaming rights belong to CAVB.

1.18 SPECTATOR CONTROL.

- 1.18.1** The organizing Federation shall be responsible for the orderly conduct of the spectators during the competition.
- 1.18.2** Any organizer whose spectators disrupt a match shall as a first step, be cautioned and if there is repeat of the action, the Control Committee shall request the organizer to remove the spectators from the venue. In addition, the organizer shall pay a fine to CAVB of USD two thousand (2,000 US\$).
- 1.18.3** Depending on the gravity of the disruption, the Control Committee may impose the spectator exclusion and fine the organizer at the first instance.

1.19 TEAM DISTRIBUTION, DRAW AND GAME TIMETABLE

Whenever the number of teams requires a competition formula with two (2) or more preliminary groups, the teams may be either directly seeded or drawn by lots.

- 1.19.1** When there are a maximum of four (4) teams in each preliminary group, the teams will be distributed in the first two positions of each preliminary group based upon the respective FIVB or CAVB Volleyball Ranking (Senior or the respective Age Group) while adopting the serpentine system.
- 1.19.2** When there are five (5) or more teams in each preliminary group, the teams will be seeded in the first three positions of each preliminary group based upon the FIVB or CAVB Volleyball Ranking (Senior or the respective Age Group) while adopting the “serpentine” system. This is named “seeding of teams”.
- 1.19.3** All teams not seeded will be drawn to take other available positions in the remaining lines, following the respective FIVB or CAVB Volleyball Ranking (Senior or Age Group). Zonal quotas may be taken into account.
- 1.19.4** The teams are drawn by lots in accordance with the Specific Competition Regulations. This may occur before or during the competition.
- 1.19.5** The CAVB reserves the right to seed the host team as head of pool A and proceed with the remaining teams according to the above procedures.
- 1.19.6** After the composition of the groups, numbers are drawn to determine the order of the matches in each group according to the “Berger Table”.

1.20 COMPETITION FORMAT

- 1.20.1** The format of the competition in CAVB competitions shall be determined according to the number of teams participating in the championship as guided by these Regulations, and as shall be specified in the Specific Competition Regulations.

1.20.2 Where the number of teams participating in a championship is between seven (7) to twelve (12), the participating teams will be distributed into two (2) preliminary groups during which the teams will be ranked to determine their pool ranking.

1.20.3 The top 4 teams based on their Pool ranking qualifies to play in the quarterfinal and shall play according to the following format: -

Match 1. 1st A Vs 4th B
Match 2. 2nd B Vs 3rd A
Match 3. 1st B Vs 4th A
Match 4. 2nd A Vs 3rd B

The four winners of these matches play in the semi-finals;

1.20.4 Semi Final Position 1 – 4

Winner match 1 vs Winner match 2
Winner match 3 vs Winner match 4

The winners of these two matches will play the final for 1st and 2nd positions and the losers play for the third and fourth positions.

1.20.5 Play off position 5 to 8

Loser match 1 vs Loser match 2
Loser match 3 vs Loser match 4

The winners of these two matches will play the final for 5th and 6th positions and the losers play for the 7th and 8th positions.

1.20.6 Play off for position 9 to 12

The 5th and the 6th ranked teams from the two preliminary groups shall play classification matches to determine the 9th to 12th according to the following format.

Match 1. 5th A Vs 6th B
Match 2. 5th B Vs 6th A

The winners of these two matches will play the final for 9 and 10 positions and the losers play for the 11th and 12th positions.

1.20.7 Where the number of teams participating in the championship are between thirteen (13) and sixteen (16), the participating teams will be distributed into four (4) preliminary groups during which the teams will be ranked to determine their pool ranking.

1.20.8 All the 4 teams based on their Pool ranking qualifies to play in the Round of 16 and shall play according to the following format: -

Round of 16

Match 1. 1st A Vs 4th C

Match 2. 2nd D Vs 3rd B

Match 3. 1st C Vs 4th A

Match 4. 2nd B Vs 3rd D

Match 5. 1st D Vs 4th B

Match 6. 2nd A Vs 3rd C

Match 7. 1st B Vs 4th D

Match 8. 2nd C Vs 3rd A

1.20.9 Quarterfinal Position 1- 8

The winners of the Round of 16, will qualify to play in the Quarterfinal according to the following formula:

QF 1. Winner match 1 vs Winner match 2

QF 2. Winner match 3 vs Winner match 4

QF 3. Winner match 5 vs Winner match 6

QF 4. Winner match 7 vs Winner match 8

The four winners will qualify to play in the semi-finals,

1.20.10 Semi-final Position 1- 4

Winner QF 1 vs. Winner QF 2

Winner QF 3 vs. Winner QF 4

The winners of these two matches will play the final for 1st and 2nd positions and the losers play for the third and fourth positions.

1.20.11 Position 5 - 8

Loser QF 1 vs. Loser QF 2

Loser QF 3 vs. Loser QF 4

The winners of these two matches will play for positions 5 and 6, and the losers play for positions 7 and 8.

1.20.11 Play off for 9 – 16 positions

- i) The losers during the Round of 16, play in the Play Off Round according to the following formula:

- PO 1. Loser match 1 vs Loser match 2
- PO 2. Loser match 3 vs Loser match 4
- PO 3. Loser match 5 vs Loser match 6
- PO 4. Loser match 7 vs Loser match 8

- ii) The winners of these matches will play for 9th to 12th position and the losers of these matches will play for 13th and 16th positions.

- 1. Winner PO match 1 vs Winner PO match 2
- 2. Winner PO match 3 vs Winner PO match 4
- 3. Loser PO match 1 vs Loser PO match 2
- 4. Loser PO match 3 vs Loser PO match 4

- iii) The winners of match 1 and 2 play for position 9 and 10, and the losers play for position 11 and 12. The winners of match 3 and 4 play for position 13 and 14, and the losers play for position 15 and 16.

- 1.21** Where the number of teams participating in the championship are between seventeen (17) and twenty four (24), the participating teams will be distributed into four (4) preliminary groups during which the teams will be ranked to determine their pool ranking.

- 1.21.1** The top 4 teams from each preliminary group based on their Pool ranking qualifies to play in the Round of 16 and shall play according to Rule 1.20.8 through to 1.20.11 above.

- 1.21.2** The 5th and the 6th team from each preliminary group based on their Pool ranking qualifies to play classification matches for positions 17 to 24 according to the following format: -

- CM 1. 5th Pool A vs 6th Pool D
- CM 2. 5th Pool C vs 6th Pool B
- CM 3. 5th Pool B vs 6th Pool C
- CM 4. 5th Pool D vs 6th Pool A

- i) The winners of these classification matches will play for position 17 to 20 and the losers play for positions 21 to 24.

- 1. Winner match 1 vs Winner match 2
- 2. Winner match 3 vs Winner match 4
- 3. Loser match 1 vs Loser match 2
- 4. Loser match 3 vs Loser match 4

- ii) The winners of match 1 and 2 play for position 17 and 18, and the losers play for position 19 and 20. The winners of match 3 and 4 play for position 21 and 22, and the losers play for position 23 and 24.

- 1.22** If there are a maximum of six teams, the competitions will be played in one preliminary group followed by the final phase as follows: -
- 1.22.1** The top four teams during the preliminary phase will qualify to play in the semi-finals: -
- i) **Semi Final 1 – 4**
- Match 1. 1st Ranked Team vs 4th Ranked Team**
Match 2. 2nd Ranked Team vs 3rd Ranked Team
- ii) The winners of these two matches will play in the final for 1st and 2nd positions and the losers play for the third and fourth positions
- iv) The teams ranked 5th and 6th in the Preliminary Group will play a final ranking match for position 5 and 6.
- 1.22.2** The Championship will not have an official recognition if less than four (4) teams participate.

CHAPTER 2 ENROLLMENT

2.1 African Nations Championships

- 2.1.1** The Zones' qualifications must take place at least six months before the beginning of the African Nations Championship's.
- 2.1.2** CAVB must receive the name of the qualified team or teams from each zone at least five months before the start of the Continental competition.
- 2.1.3** The following teams are qualified for the championships:
- 2.1.3.1** The following five teams are automatically qualified:
- The defending champion in the previous championship
 - The vice champion in the previous championship.
 - The team ranked third in the previous championship.
 - The organizer
 - The previous organizer

These teams' even though qualified, shall take part in the qualification process their qualification notwithstanding. The teams to represent the Zone shall be determined from the highest ranked team in the Zonal qualifiers from amongst the teams not yet qualified.

2.1.3.2 The zonal representatives will be determined according to the number of teams participating in each of the seven Zones.

2.1.3.3 In case of participation of 2 teams from the zone ---1 qualifies. 3-4 teams-----2 qualifies. 5 teams---3 qualifies. 6 or more teams ---- 4 qualifies.

2.1.4 Where the number of teams participating in the Nations Championship does not exceed twelve (12), the host team is seeded at the head of Pool A, the defending champions is seeded at the Head of Pool B followed by the best 4 ranked teams from Africa (according to FIVB ranking for Senior or Age group) starting with Pool B, and while adopting the serpentine system.

2.1.5 The other teams will be distributed respectively into the two groups according to the drawing of lots starting from group (B) while adopting the serpentine method.

	Pool A	Pool B
Seeded Teams	Organiser	Defending Champions
Seeded Teams	AR 2 (Second FIVB Ranking)	AR 1 (First FIVB Ranking)
Seeded Teams	AR 3 (Third FIVB Ranking)	AR 4 (Fourth FIVB Ranking)
Draw	Draw	Draw
Draw	Draw	Draw
Draw	Draw	Draw

2.1.6 In case of 13 to 16 Teams, the host team is seeded at the head of Pool A, the defending champion at the Head of Pool B followed by the first ranked team from Africa (according to FIVB ranking) in Pool C, the second ranked in Pool D, followed by the third ranked in the same Pool D, followed by the fourth, then the fifth and the sixth respectively in Pools C, B and then Pool A, while adopting the serpentine system.

The other teams will be distributed respectively into the four groups according to the drawing of lots starting from group (A) while adopting the serpentine method.

	Pool A	Pool B	Pool C	Pool D
Seeded Teams	Organizer	Defending Champions	AR 1 (First FIVB Ranking)	AR 2 (Second FIVB Ranking)
Seeded Teams	AR 6 (Sixth FIVB Ranking)	AR 5 (Fifth FIVB Ranking)	AR 4 (Fourth FIVB Ranking)	AR 3 (Third FIVB Ranking)
Draw	3 rd A	3 rd B	3 rd C	3 rd D
Draw	4 th A	4 th B	4 th C	4 th D

2.1.7 In case of 17 to 24 teams, the host team is seeded at the head of Pool A, the defending champions at the Head of Pool B followed by the first ranked team from Africa (according to FIVB ranking) in Pool C, the second ranked in Pool D, followed by the third ranked in the same Pool D, followed by the fourth, then the fifth and the sixth respectively in Pools C, B and then Pool A respectively. These are then followed by the seventh, the eighth, the ninth, then the tenth, starting with Pool A, while adopting the serpentine system.

The other teams will be distributed respectively into the four groups according to the drawing of lots starting from group (D) while adopting the serpentine method.

	Pool A	Pool B	Pool C	Pool D
Seeded Teams	Organizer	Defending Champion	AR 1 (First FIVB Ranking)	AR 2 (Second FIVB Ranking)
Seeded Teams	AR 6 (Sixth FIVB Ranking)	AR 5 (Fifth FIVB Ranking)	AR 4 (Fourth FIVB Ranking)	AR 3 (Third FIVB Ranking)
Seeded Teams	AR 7 (Seventh FIVB Ranking)	AR 8 (Eighth FIVB Ranking)	AR 9 (Nineth FIVB Ranking)	AR 10 (Tenth FIVB Ranking)
Draw	4 th A	4 th B	4 th C	4 th D
Draw	5 th A	5 th B	5 th C	5 th D
Draw	6 th A	6 th B	6 th C	6 th D

2.2 Club Competitions

2.2.1 The following five teams are automatically qualified:

- The defending champion in the previous championship
- The vice champion in the previous championship.
- The team ranked third in the previous championship.
- The organizer
- The previous organizer

2.2.2 The zonal representatives will be determined according to the number of teams participating in each of the seven Zones.

A maximum of 3 teams from any one country will be allowed to participate in the club competitions except where the defending champion is coming from that country, they will then be allowed to have 4 teams.

2.2.3 Whenever CAVB allows open registration, and the registered teams does not exceed the maximum 24 teams, CAVB shall automatically grant direct qualification to all the registered teams allowing a maximum of 24 teams in the club competitions.

2.2.4 A wild card could be given by CAVB and in this case the club should pay 5000 USD to CAVB

2.3 In case of 12 teams

The host team is seeded at the head of Pool A, and the previous champion at the head of Pool (B) followed by the second ranked team in the previous competition in the same Pool (B) and the third ranked team in Pool (A). The 4th and the 5th ranked teams in the previous championship will be the next seeded teams but will be distributed in the two Pools by way of drawing of lots starting with Pool A, followed by Pool B.

2.3.1 The other teams will then be distributed respectively into the two pools according to the drawing of lots starting from pool (B) while adopting the serpentine system. However, the following also applies: two teams from the same zone or country should not be drawn in the same group, as much as possible.

	Pool A	Pool B
Seeded	Organiser	Previous Champion 1 st
Seeded	3 rd ranked team	Vice Champion 2 nd
Seeded	Previous 4 th or 5 th ranked team	Previous 4 th or 5 th ranked team
Draw	Draw	Draw
Draw	Draw	Draw
Draw	Draw	Draw

2.4 In case of 13 to 16 teams

The host team is seeded at the head of Pool A, and the previous champion, the second and the third ranked teams in the previous competition will be seeded at the head of Pools B, C and D respectively.

The second seeded teams are the 4th to the 7th ranked teams in the previous championship who will be distributed into the 4 Pools starting from Pool D, then Pool C, followed by Pool B, then Pool A.

The rest of the teams will be distributed respectively in the four pools according to the drawing of lots starting from pool (A) while adopting the serpentine system.

However, the following also applies: two teams from the same Country or Zone should not be drawn in the same group as much as possible.

	Pool A	Pool B	Pool C	Pool D
Seeded	Organizer	Previous champion	Vice champion	3 rd position
Seeded Teams	7 th ranked in the previous championship	6 th ranked in the previous championship	5 th ranked in the previous championship	4 th ranked in the previous championship
Draw	3 rd A	3 rd B	3 rd C	3 rd D
Draw	4 th A	4 th B	4 th C	4 th D

2.5 In case of 17 to 24 teams

The host team is seeded at the head of Pool A, and the previous champion, the second and the third ranked teams in the previous competition will be seeded at the head of Pools B, C and D respectively.

The second seeded teams are the 4th to the 7th ranked teams in the previous championship who will be distributed into the 4 Pools starting from Pool D, then Pool C, followed by Pool B, then Pool A.

The third seeded teams are the 8th to the 11th ranked teams in the previous championship who will be distributed into the 4 Pools by way of a draw starting from Pool A, then Pool B, followed by Pool C, then Pool D.

The rest of the teams will be respectively distributed in the four pools according to the drawing of lots starting from pool (D) while adopting the serpentine system.

However, the following also applies: two teams from the same Country or Zone should not be drawn in the same group as much as possible.

	Pool A	Pool B	Pool C	Pool D
Seeded	Organizer	Previous champion	Vice champion	3 rd position
Seeded Teams	7 th ranked in the previous championship	6 th ranked in the previous championship	5 th ranked in the previous championship	4 th ranked in the previous championship
Seeded Teams	8 th to 11 th ranked in the previous championship	8 th to 11 th ranked in the previous championship	8 th to 11 th ranked in the previous championship	8 th to 11 th ranked in the previous championship
Draw	4 th A	4 th B	4 th C	4 th D
Draw	5 th A	5 th B	5 th C	5 th D
Draw	6 th A	6 th B	6 th C	6 th D

2.6 In case less than three teams register in a Zone for a qualification championship, CAVB has the authority to request the team/s to join a competition in a Zone nearby.

2.6.1 Two teams will qualify from such a competition.

- The winner of the competition.
- The best ranked team from the other Zone.

2.6.2 In case of withdrawal of one team after confirming its participation, it will pay a fine of two thousand US Dollars (2,000 USD) to CAVB within 3 months of withdrawal.

2.6.3 A team that automatically qualifies to participate in a championship and does not participate shall pay a fine of two thousand US Dollars (2,000 USD) to CAVB, and subject to the decision of the CAVB Board, the team may be suspended for a period not exceeding one year from CAVB competitions.

2.6.4 In case of withdrawal of a team after the drawing of lots, it will not be allowed to participate in any African Championships for two years and it would pay a fine of three thousand US Dollars (3,000 USD) to CAVB within 3 months of the withdrawal. The team will be replaced by the second ranked team from the zone or by a wild card granted by CAVB Board of Administration.

2.6.5 Whether it is after or before the drawing of lots, a team that withdraws will be replaced by the next one in rank during the last championship or the zonal qualification where the team obtained its qualification. In case of withdrawal of the latter team, CAVB Board of Administration will be free to invite a team from the same zone or from another zone in conjunction with the Organizer (wild card).

2.6.6 If the qualification rounds do not take place in a zone, CAVB Board of Administration has the right, in conjunction with the organizer, to invite any available team from the same zone or from another zone.

- 2.6.7** In case of a last moment withdrawal of a team, CAVB Board of Administration has the right to invite a high standard team from any Zone. The organizer should be informed immediately of this decision.

3 THE PLAYERS

The players who fulfil the following conditions shall be allowed to take part in different African championships:

3.1 For Nation Competitions

- 3.1.1** The National team players who represents their countries in African and International Championships, must show evidence of their Nationality by producing a valid passport. They must also meet the eligibility conditions laid down in Chapter 1 of the FIVB Sports Regulation in order to participate in CAVB Competitions.
- 3.1.2** The naturalized players can take part in the African championships by presenting proof of their stay for two years in the country that recently granted them their new nationality and present FIVB Approval letter.
- 3.1.3** For championships with age limit, the individuals' national passport is mandatory.
- 3.1.4** Professional player's playing abroad are allowed to play for the National team of their country.
- 3.1.5** Professional players playing for clubs outside their country should be released no less than 10 days before the beginning of the competitions including the arrival day. If such a player fails to be released the aggrieved National Federation shall approach CAVB to intervene in the matter. Players should compulsorily join their national teams during the National Team period; 16 May to 15 October.

3.2 For Club Competitions

The professional layers playing abroad are not allowed to belong to teams of clubs representing their home country in the same club season, since they are playing for other club's in countries abroad.

- 3.2.1** For club competitions foreign players are allowed according to the following conditions:
- 3.2.2** They must have a valid international transfer certificate with International Rights.
- 3.2.3** Each team has the right to have two foreign players; this limitation of the foreign players must respect the following condition:
- 3.2.4** The foreign players must be transferred to the new club at least three months before the beginning of the continental competition for which they intend to participate in and must have a valid international transfer certificate with International Rights.

- 3.2.5** The foreign players must have participated in the local competition in the country of their new club. At least three score sheets from the competition, stamped and validated by the NF President which the foreign players participated in, must be presented to the Control Committee during the Preliminary Inquiry.
- 3.2.6** The two foreign players are allowed to be recorded on the score sheet and can play on the court.
- 3.2.7** The team, that has foreign players, must pay one thousand US Dollars (1,000 US\$) for each player to CAVB.
- 3.2.8** The naturalized players can take part in the African club competitions by presenting proof of their stay for two years in the country that granted them their new nationality and present FIVB approval letter and must have participated in the local competition in their naturalized country under the same conditions per Rule 3.1.2.
- 3.2.9** The player cannot play for two different clubs in the same club season (the club season starts from 16th October until 15th May).
- 3.2.10** Any player having had a valid ITC with international rights, shall not represent his/her club of origin in African clubs competitions upon his/her return to the club or Federation of origin during the same National League period.
- 3.2.11** A player who plays outside his/her National Federation without a valid ITC shall be suspended for a period of up to one (1) year.

4 REGISTRATION AND COMPOSITION OF THE DELEGATION

- 4.1** The CAVB and the organizing Federation have to be informed of the confirmation of participating teams, three months before the championship. The host Federation will immediately after send official invitation letter to the registered teams.
 - 4.1.1** The National Federation must send its national or club entry to the CAVB, using the CAVB Entry Form, to confirm officially its participation in the competition. This confirmation ensures their participation in the championship (for national teams and for the clubs).
- 4.2** No later than six weeks before the opening of the competition, the National Federation that has already indicated, in writing, it's hope to participate, should forward to CAVB by email, fax or mail, the following documents:
 - Final confirmation form
 - List of its delegation duly registered on the (O-2 Form). This should comprise of a maximum of 20 players in all circumstances, five (5) team officials plus one (1) International Referee and one (1) Journalist. At this stage it is not necessary to identify the Libero player(s).
 - A copy of the bank SWIFT confirming the transfer of the participation fees to CAVB account.

- Flight details or land itinerary (3 weeks before start of the competition)
 - Two individual passport photographs
- 4.3** Any team that sends their final confirmation and fails to show up for the Technical Meeting will be fined two thousand US Dollars (2,000 US\$) and the participation fee already transferred to CAVB account will not be refunded. The fine will be paid within 3 months from the date of the Technical Meeting.
- 4.4** The final list of twelve or fourteen players selected from among those previously listed on the O-2 Form shall be sent to CAVB no later than 20 days before the start of the competition on the O-2bis Form.
- 4.5** 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 (according to the events Specific Competition Regulations), without changing the individual players' shirt numbers or particulars as captured on the O-2 Form. The O-2bis Form shall be signed by all the team delegation members (see Article 4.2).
- 4.6** Between the preliminary inquiry and the general technical meeting, a team can replace up to two players with players listed on the O-2 Form. This, in addition to their passport and other documents considered as useful, taking in consideration that it is not allowed to change or alter any player after the technical meeting.
- 4.7** Each team delegation is composed of maximum twenty two (22) members (apart from the under-age events) as follows:
- 12 (twelve) players to 14 (fourteen) Only 12 players in Age Group competitions
 - 1 Team manager
 - 1 Coach
 - 1 Assistant coach
 - 1 Trainer or 2nd Assistant Coach
 - 1 Medical Doctor accredited by FIVB
 - 1 Physiotherapist accredited by FIVB
 - 1 International Referee nominated by CAVB, accompanying the team
 - 1 Journalist
- 4.8** Should any 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.
- 4.9** Up to two extra officials (e.g., statistician/2nd assistant coach or trainer) 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 (or the club in case of club championship) to the Organizer.

4.10 In all cases only the players and the following persons registered on the O-2bis Form 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. The Doctor and Physiotherapist must have previously been registered with FIVB and still be in active service. Where a team does not have an accredited Doctor and or accredited Physiotherapist, those authorized to sit on the team bench shall be limited to the 3 coaching staff only.

4.11 The teams participating in a championship may arrive two days before the commencement of the championship and should leave one day after the championship.

4.12 Teams that are not present or represented in the Technical Meeting will not be allowed to participate in the competition. PI

5 FINANCIAL MATTERS

5.1 The participating teams pay a sum of one thousand US Dollars (1000 US\$) to CAVB as participation fees. In case of non-payment of this fee by a team, it will not be allowed to participate in the championship.

5.2 The participating teams pay to the organizer an amount of sixty US Dollars (60 US\$) per day for each member of the delegation (up to 22 persons) including the international referee accompanying the team and the Journalist.

5.3 In case of early arrival or late departure and for any other people exceeding the contingent of twenty two, the participating expenses will amount to seventy five US Dollars (75 US\$) per day per person.

5.4 Fees per person per day are calculated from the day of arrival to the day of departure (not by night) 2 days before the start of the competition and the day after the end of the competition. USD 75 shall be paid per person per day for the days outside this period.

- 5.5** National Federations or clubs having debts towards the CAVB or another National Federation for prior editions of a competition are not allowed to register for the next edition of the same competition.
- 5.6** The organizer shall be responsible for the airfare, boarding and lodging, and pay a per-diem of fifty US Dollars (50 US\$) per day; from the arrival day to the departure day and a travel allowance of one hundred US Dollar (100 US\$), which covers the day before and the day after for travel expenses, for the following CAVB officials:
1. The CAVB President or his/her representative, as Authorizing Committee President
 2. Control Committee President
 3. One (1) Technical/SOC Delegate
 4. One (1) Refereeing Coach
 5. One (1) CAVB Technical/Administrative Delegate or its representative
 6. One (1) Medical Delegate
 7. One (1) VIS Delegate
 8. One (1) Press Delegate
- 5.7** Where the number of participating teams exceed twelve (12) the CAVB will add 3 extra persons to the Control Committee. i.e.
1. One (1) Technical/SOC Delegate
 2. One (1) Referee Coach
 3. One (1) VIS Delegate
- The organiser shall be responsible for the extra delegates according to the conditions in 5.6 above.
- 5.8** The CAVB shall be responsible for the sum of fifty US Dollars (50 US\$) per day per person as per-diem from the arrival day to the departure day and one hundred US Dollar (100 US\$) as travel expense allowance, which covers the day before and the day after for all the Control Committee Members.
- 5.9** The organizer shall pay the airfare, board and lodging, and a per-diem of fifty US Dollars (50 US\$) per day; from the arrival day to the departure day for two neutral referees plus one hundred US Dollar (100 US\$) as travel expense allowance.
- 5.10** The CAVB shall be responsible for one hundred US Dollars (100 \$ US\$) as travel expense allowance, which covers the day before and the day after for the two neutral referees.
- 5.11** The organizer shall pay a per-diem of fifty US Dollars (50 US\$) a day to all referees who accompany their teams beginning from the official arrival day to the official departure day.
- 5.12** The CAVB officials (Control Committee members and the referees) shall be accommodated in a minimum four star hotels and the delegation in minimum three star hotels.

- 5.13** Whenever possible, the international referees will be accommodated in single rooms in the official hotel which provides internet connection.
- 5.14** The CAVB President (or his representative) shall be accommodated in a five star hotel at the organizers expense. He/she must have a car and driver at his/her disposal.
- 5.15** The Control Committee members must have adequate number of cars and drivers at their disposal. Suitable and adequate bus/buses and driver/s must be at the disposal of the referees.
- 5.16** Teams should have suitable and adequate number of buses for transportation to the competition and training halls.
- 5.17** CAVB receives the following amount:
- 5.17.1** Advertising fees which should be paid to CAVB by the organiser are the following:
- (2,000 US\$) two thousand US Dollar for Junior Men & Women Competitions.
 - (1,000 US\$) One thousand US Dollars for Youth Boys & Girls Competitions.
- 5.17.2** One thousand U.S dollars (1000 US\$) in case of publication of a booklet related to the championship with commercial advertisement.
- 5.17.3** Any participating team in the championship, wearing advertisement on their uniform must pay to CAVB One thousand U.S dollars (1000 US\$) for each advert on the uniform (Maximum 5 adverts).

5.18 REMARKS

- 5.18.1** The team that withdraws during the championship will not be refunded the expenses already paid to the organizer or to the CAVB. This does not prevent the application for sanctions already specified by the CAVB for defaulting teams.
- 5.18.2** Any team that does not have international referees or does not send a referee to a championship shall pay all the expenses required to hire another referee from the nearest country.
- 5.18.3** Each team must compulsorily be accompanied by a CAVB nominated international referee or international candidate referee from their country. A team, which has no referee in its delegation, will not be allowed to participate in the competition unless it complies with the above condition (see Rule 5.18.2).
- 5.18.4** The name/s of the nominated referees must be specified in the invitations sent to the National Federations.
- 5.18.5** A nominated referee who will not fulfil his/her commitment without valid reason will be sanctioned.

5.18.6 All participating teams will be lodged in the same hotel or in various hotels, all of the same category. Each delegation shall be assigned one (1) single room for the Head of Delegation and one other single room, and between 7 to 9 double rooms which has 2 separate beds, and with shower and W.C. Whenever a team has a Journalist in its delegation, the team shall be assigned three (3) single rooms. Twin room/s shall be assigned to the extra officials who may accompany the team. In the event of opposite gender, the respective team will be obliged to organise themselves based on their room allocation without placing any extra burden on the host Federation.

6 COMPETITIONS AND TRAINING

- 6.1** The organiser must prepare a training schedule to be submitted to the Control Committee for approval, in which each team is guaranteed before the first day of the competition and on the rest day the exclusive use of a training hall for at least one hour.
- 6.2** Each team has the right to have one hour training on each competition court at least the day before their first match on that competition court.
- 6.3** Each team is entitled to have training for a minimum of one hour and maximum one and half hours devoted to training, either once or twice per day according to the plan presented by the organizer and approved by the Control Committee.
- 6.4** The training hours should be organised such that they do not interfere with meals, official obligations and official matches to be played.
- 6.5** All matches are played in conformity with the CAVB and FIVB rules and regulations.

6.6 Preliminary Inquiry:

- 6.6.1** Team delegation must arrive before the Technical Meeting and be available for the Preliminary Inquiry.
- 6.6.2** All teams will undergo a Preliminary Inquiry to determine team composition, uniforms, shirt numbers, health (including injury prevention devices) and registration conditions, etc.
- 6.6.3** Team Managers, Head Coaches and Doctors must participate in the Preliminary Inquiry and must present the following documents:
- Original O-2 form.
 - Original O-2bis form.
 - Passports of all players.
 - Health certificate for all players (M3).
 - Team Doctor's FIVB ID- card.
 - Team Physiotherapist FIVB ID-card.

- Three sets of Captain's and the Libero's uniform in different colours (minimum 2 sets may be allowed).
- Advertising approval certificate (if applicable).
- Journalists CAVB Accreditation (CAVB Press Commission)
- International Transfer Certificate ITC for Club Championships and at least three recent score sheets validated by the NF President (see Rule 3.2.4 through to 3.2.7 above).
- The application form for the use of a video camera to tape the matches for purely technical use, excluding all commercial exploitation.
- Receipts issued by the organizer for expenses relating to extra team officials where applicable.
- CAVB authorization for publicity on uniforms.

6.6.4 On verification and confirmation of the official team delegation, the CAVB Technical Delegate signs and approves the O-2bis Form. The organiser is then obliged to issues ID cards for each delegation's member, as per the persons mentioned on the O-2bis Form.

6.6.5 Extra officials must only be accredited once their living expenses have been paid by the respective National Federation or club to the organiser.

6.6.6 The Preliminary Enquiry will be carried out in accordance with the CAVB and FIVB Sports Regulations.

7 THE RIGHTS OF THE ORGANIZER

THE ORGANIZER HAS THE FOLLOWING RIGHTS:

7.1 Fix the time- table during each round

7.2 Choose the team they are going to meet in the first match

7.3 Alter the timetables of certain matches according to the television broadcast. However, the teams involved have to be informed of these changes at least twenty-four hours before the beginning of the match in question.

7.4 The organizer's team will belong to the group with fewer teams.

8 MATERIAL, BALLS AND EQUIPMENT

- 8.1** The competition and training halls must be equipped with materials officially certified by the FIVB and the CAVB (nets – posts – balls etc...).
- 8.2** MIKASA V200W balls are exclusively used in all African championships, or any other Balls approved by FIVB and CAVB.
- 8.3** Each participating team in CAVB championships must present at least two sets of playing uniforms each one of different colours, with numbers in conformity with CAVB and FIVB instructions; including one with white prevailing colour (see Rule 6.6.3 above).
- 8.4** The name of the country (abbreviation) 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.
- 8.5** The names and numbers must be of a contrasting color to the part of the jersey where they are placed. Both the names and the numbers must be placed according to the FIVB Volleyball Sports Material, Team Equipment and Advertising Guidelines.
- 8.6** The teams must present at the preliminary inquiry their uniform colors and their order of preference. The colours of the jersey that will be used for the matches are determined by the Control Committee during the technical meeting (preferably twenty four hours before the start of the competition).
- 8.7** The Control Committee proceeds to designate and communicate jersey colours for the matches in the second and subsequent round of matches.
- 8.8** 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.

9 RANKING SYSTEM OF TEAMS DURING COMPETITIONS

9.1 Classification and Ranking

- 9.1.1** The ranking of teams is determined by the results of matches, taking into account the number of victories (match won, match lost) among teams of the same pool or group.
- 9.1.2** In case of equal number of victories,
 - 9.1.2.1** Number of points gained = If two (2) or more teams have the same number of victories (match won, match lost), they will be classified in descending order by the points gained by each team per match as follows:

Match won 3-0 or 3-1	3 Points
Match won 3-2	2 Points
Match lost 2-3	1 Point
Match lost 0-3 or 1-3	0 Points
Match forfeited	0 Point (0-25, 0-25, 0-25)

9.1.3 Sets quotient

9.1.3.1 If two (2) or more teams are tied on the number of points gained, 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.

9.1.3.2 Points quotient

In the case equality still persists as per the sets quotient, 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.

9.1.3.3 If the tie continues to persist based on the point quotient, 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 only, under the terms above, will be made taking into consideration only the matches involving the teams in question.

9.2 Team Withdrawals in the middle of the championship

9.2.1 In case a team withdraws in the preliminary round, the match results of this team will be cancelled.

9.2.2 If a team withdraws from the competition during the semi-final and the final, it will be replaced by the next ranked team.

9.2.3 A team that withdraws from a competition will attract sanctions to be determined and applied by the CAVB Board.

10 THE APPEALS COMMITTEE

THE CAVB PRESIDENT IS THE SUPREME AUTHORITY FOR THE COMPETITION AND IN CASE OF HIS/HER ABSENCE ALL HIS/HER POWERS WILL BE DELEGATED TO HIS/HER REPRESENTATIVE OR TO THE CONTROL COMMITTEE PRESIDENT.

THE CONTROL COMMITTEE PRESIDENT CHAIRS THE APPEALS COMMITTEE. THE TASKS OF THIS COMMITTEE ARE AS FOLLOWS:

- 10.1** Co-ordination of all aspects of the competition and taking decision on each protest concerning the organization, the results of a match, the medical and refereeing matters; after consulting the members of the concerned Sub-Committee.
- 10.2** Checking and controlling, of all medical services (first aids, anti doping control, alcohol test, medical assistance on playing court, etc...).
- 10.3** Checking of the health certificates of all players, the medical reports for women and FIVB accreditation cards for teams' medical staff.
- 10.4** Checking of the meals served by the organizer; if they fit the CAVB norms relating to the quantity, the calories, and the nutritive value, as defined in the "Medical regulations".
- 10.5** Warning and if necessary, disqualification of players, referees, coaches, and other participants.
- 10.6** Appoint the Control Committee (Jury) for each match with the following tasks:
 - Checking of toss for the players who should undergo the anti doping test.
 - Transmission of the match's results sheet to the President of the appeal sub- committee and to the President of the Local Organising Committee.
 - Registration of protests and complaints relating to the results of a match; and preparation of a bulletin with the referee delegate (see Article 13.1.3).
- 10.7** Transmit every day to the CAVB President a brief and concise written report on the day's events, if it is necessary.

11 REFEREEING COACH

The President of the African Refereeing Commission or his representative is appointed Refereeing Coach. The refereeing coach has authority and responsibility over the referees, the scorers and the line judges and must ensure their impartiality and their quality. The role of the referee coach is the following:

- 11.1** To prepare the refereeing instructions for the competition, mainly:
 - 11.1.1** The refereeing directives and the interpretation of the new rules
 - 11.1.2** Protocol of International match.
 - 11.1.3** Working program and calendar of meetings, seminar; their agenda and their themes
 - 11.1.4** Conduct and discipline.
- 11.2** To check and control the preparations of the organizer for the meetings and refereeing seminar according to articles of the FIVB Events Regulations".

- 11.3** Organize a referee seminar in the day preceding the beginning of the competition in order to co-ordinate the activities and assign the particular tasks that will be performed by everyone.
- 11.4** Watch over the preparation of the refereeing seminar and strictly plan the introduction of teams, referees and problems relating to refereeing.
- 11.5** Analyse and evaluate each referees' performance.
- 11.6** To compile some statistics on the referees' appointment and the way they apply the rules and present an individual and general appraisal of their performance.
- 11.7** To keep a register of refereeing decisions contested regarding the interpretation of the rules and choose the most appropriate interpretation for similar cases in future.
- 11.8** To inspect and appoint ball retrievers, be responsible for moppers entrusted to clean the ground, scorers and line judges proposed by the organizer and watch over and evaluate their work.
- 11.9** To reprimand and if necessary, suggest to the appeal Sub-Committee the disqualification of a referee for misconduct or non respect of refereeing instructions.
- 11.10** Before appointing the members of refereeing corps for a match to be submitted to the Control Committee President, takes into consideration the following situations:
 - 11.10.1** The referees and the refereeing delegate should not be from the same country as the team involved. Neither should the referees come from the same country as the refereeing delegate.
 - 11.10.2** When the team involved comes from different countries the preference should be given to referees coming from a third country.
 - 11.10.3** In most cases avoid that the same referee is appointed first referee for two consecutive matches of the same team.
- 11.11** To make sure that all referees respect the Volleyball official rules, consider their work and unify their interpretation of the rules.
- 11.12** To take a decision on all protests relating to the refereeing and make a report to the appeal Sub-Committee.
- 11.13** Solve the difficulties inherent in its functions and submit to the Control Committee President a report of the unsolved problems.

12 MEDICAL CONTROLS

Depending on the category of the competition, the players should submit to mandatory medical controls; and may have to show the following certificates:

12.1 HEALTH CERTIFICATE

All the players participating in volleyball competitions must present a health certificate (M- 3) form during the Preliminary Inquiry delivered by the competent authority of their country. This certificate shows the following:

- The athlete's health and the absence of signs proving the use of prohibited products or the technical impossibility to proceed to a control are clearly established.
- The certificate must be countersigned by the National Federation and the player who are confirming its validity
- This health examination must go back to not more than two months before the opening of the competition.
- Nominated referees and officials are to present an annual health certificate (**M-4 (referees) & M-7 (officials)**) to the CAVB and the certificate must be issued by a certified medical doctor.

12.1.2 Additional Medical Control Requirements

- First aid and Medicare must be provided by the organizer under the supervision of the medical delegate in the Control Committee.
- All team delegations are advised to take their own liability and medical insurance as the medical expenses are the team's responsibility, not the CAVB or the host country responsibility.
- All players and team officials will be required to sign the players and officials' agreement (M-8 Form) in which they voluntarily submit themselves to the jurisdiction of the Control Committee and declare their acceptance of the Competition Regulations renouncing any claim against the results of matches or anti-doping control in any civil court and their acceptance to conform to the CAVB and FIVB Regulations

12.2 ANTIDOPING CONTROL

12.2.1 The organizers of competitions shall make all necessary preparations for the anti doping control.

12.2.2 The procedure to follow must strictly conform to the FIVB medical regulations.

12.2.3 The number of players to be tested will be decided by the CAVB authorizing committee President or his/her representative or Control Committee President according to CAVB and FIVB medical regulations.

- 12.2.4** A player per team per match, will be tested during the preliminary phase and one player per team and per match during the semi-finals and finals of the championships. CAVB will be responsible for the cost of the analysis during the competition.
- 12.2.5** The players, who have to undergo the anti doping control, are chosen at random, by the competition Jury (member of the control committee) in accordance with the FIVB medical regulations. This shall be done in the presence of the team's Doctor or in the absence of the Doctor, the Team Manager.

13 PROTESTS

13.1 PROCEDURE TO BE FOLLOWED

- 13.1.1** Every complaint relating to a match has to be presented in writing to the members of the refereeing Sub-Committee within an hour after the end of the match in question. 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.
- 13.1.2** In case of protest concerning violation of CAVB or FIVB regulations the protest could be lodged with the President of Control Committee within the period of the championship.
- 13.1.3** Such complaint must be written in English or in French and accompanied by a deposit of five hundred US Dollars 500 US \$ paid in cash.
- 13.1.4** The deposit will be refunded if the complaint is judged valid.
- 13.1.5** The refereeing Sub-Committee shall forward the complaint to the appeal Sub-Committee, accompanied by a written report within three hours following the payment of the deposit. The appeal Sub-Committee shall meet to study the complaint within six hours following the presentation of the complaint and pronounce its verdict. If a member of the appeal Sub-Committee has the same nationality as one of the complaining parties, he/she won't be allowed to participate in the session.
- 13.1.6** The President of the appeal Sub-Committee can call the assistance of any person implicated in the matter or his representative, in order to collect their testimony.
- 13.1.7** Every complaint related to medical controls must be made according to the FIVB medical regulations.
- 13.1.8** Every other complaint must be directly addressed to the Control Committee President, one hour after being aware of the controversial facts.
- 13.1.9** A protest in respect of eligibility of a player can be raised at any time during the competition and if sustained will attract the following penalties;

- a) If the protest is lodged and sustained at the preliminary stage, the player is disqualified and the team loses all their matches up at that stage, (0-3) sets 0-25, 0-25, 0-25 points.
- b) If the protest is lodged and sustained at the quarter final stage, the team will lose the match (0-3) sets 0-25, 0-25, 0-25 and moved to position 8. The team shall also pay a fine of USD 2,000 for each infringement.
- c) If the protest is lodged and sustained at the semi final stage, the team will lose the match (0-3) sets 0-25, 0-25, 0-25 and moved to position 4. The team shall also pay a fine of USD 5,000 for each infringement.
- d) If the protest is lodged and sustained at the final stage, the team will lose the match (0-3) sets 0-25, 0-25, 0-25 and moved to position 2. The team shall also pay a fine of USD 10,000 for each infringement and the concern player/s will not be awarded any medals.
- e) The penalty fee in relation to items b, c, and d, shall be paid by the team in violation of the player eligibility rule within 3 months from the date of the verdict.

13.2 VERDICT

13.2.1 The verdict is without appeal and has to be arrived at within six hours following the payment of the deposit.

13.2.2 The appeal Sub-Committee must communicate, without any delay, its decision to the involved parties.

13.2.3 The President, on behalf of the appeal Sub-Committee, is the sole judge to decide whether a press report concerning the complaint is to be made or not.

14 SANCTION

SANCTION AGAINST THE NATIONAL FEDERATION, THE ORGANIZERS AND THE PLAYERS.

14.1 The National Federation, the teams and players violating the general regulations or the specific regulations of international competitions will incur sanctions provided by the present regulations. And other sanctions could be taken by CAVB, according to the “discipline code”

14.2 Misconduct of the players, coaches, referees and officials can be a reason for elimination from the competition by the Control Committee. The Control Committee should hear the concerned persons, unless they refuse to attend the meeting.

14.3 MISCONDUCT AND NEGLIGENCE (before the competition)

- 14.3.1** Negligence concerning the competition or late sending of team registration form; a fine of two hundred US Dollar (200 US\$) shall apply.
- 14.3.2** Non-sending or incomplete delivery of the team's pictures and players' sports biographies or the registration fees: a fine of 500 US\$
- 14.3.3** Negligence concerning the delivery of the final list of the twelve or fourteen players during the preliminary enquiry with the team, a fine of 500 US\$.
- 14.3.4** The teams not presenting sample of their jerseys for the control or if such uniform does not conform to the demands of article 8.3, 8.4, 8.5 of the present CAVB regulations; won't be allowed to play till corrected and shall pay USD 500 fine.
- 14.3.5** The players, who don't comply with the agreed admission rules or not presenting the health certificate, won't be allowed to play until they normalise their situation and shall pay USD 500 fine.

14.4 MISCONDUCT DURING THE COMPETITION

- 14.4.1** Players refusing to undergo the anti doping test are automatically and immediately disqualified and will remain suspended for at least one year.
- 14.4.2** The team concerned will lose the match against its opponent by the score of 0-3 (0-25, 0-25, 0-25).

15 PRIZE LIST

- 15.1** The winning team receives the cup of CAVB championship.
- 15.2** The three first teams of the championship shall receive medals (Gold, Silver and Bronze respectively) except for qualification competitions.
- 15.3** The best players will receive, according to their aptitudes an individual cup from the organizing Federation. These distinctions should be submitted to the Jury's for its agreement.
- 15.4** Participation diplomas will be delivered to all participants.
- 15.5** Specific rewards may be offered by sponsors after CAVB approval.

16 TV COVERAGE AND PRESS

- 16.1.1** CAVB is exclusively entitled to undertake the multilateral production of television and media coverage for the CAVB competitions in order to promote the CAVB competitions and the participation of the relevant National Federations or Clubs.

- 16.1.2 In order to fulfill this role, Host Broadcaster will film and produce a wide range of materials for CAVB's own use and also for the production of material for distribution by CAVB TV Agency on a continental basis to the official broadcast partners and other CAVB-appointed media outlets for the overall benefit, coverage and promotion of the CAVB.
- 16.1.3 The organizer is encouraged to obtain the greatest possible participation on the part of television broadcasters and to acquire the services of a Host Broadcaster that will provide live or delayed TV transmission of matches provided that the broadcasting company gives the uploading signals to the CAVB TV agency FREE OF ANY CHARGES.
- 16.1.4 For the successful planning, implementation and management of the press operations of the event, the Organiser is encouraged to appoint a Press Officer and create a specific website.
- 16.1.5 The Press Officer should be a native-level English (writing and speaking) professional journalist, preferably a volleyball specialist. He/she must be active several weeks before the event takes place. The Press Officer should also be a member of the National Organizing Committee.
- 16.1.6 The Press Officer is responsible for the regular distribution of news stories to key media in the country (e.g., international press agencies, national newspapers, magazines, television and radio) as well as copies sent automatically to the CAVB separately.
- 16.1.7 He/she ensures the flow of information and the smooth operation of facilities, equipment and services provided by the Organiser for the accredited press.
- 16.1.8 The organizer is responsible for appointing an official photographer, recognized for quality service, who is available at the venue for the entire competition.
- 16.1.9 The photographer shall provide at least 10 high quality photos directly to the CAVB. All photos provided are FREE OF ANY RIGHTS including use in CAVB and FIVB publications, websites and by media worldwide.

17 PROTOCOL

17.1 OPENING CEREMONY PROTOCOL

- 17.1.2 The Opening Ceremony of all official CAVB competitions shall take place in the main competition hall, either before the first match, between the first and the second match or between the second and the third match. Local ceremonies may be organised in every competition venue, this option being left to the discretion of the organisers.
- 17.1.3 Only the flags of all participating teams, as well as the CAVB and FIVB flags will be hoisted in the middle and suspended at the location of the competition (in and outside the hall).

17.2 The protocol of the Opening Ceremony takes place as follows: -

- The teams participating in the opening ceremony, preceded by the boards bearing the names of the corresponding countries or clubs as well as the respective National flags, enter the competition hall, march around and line up in front of the official grandstand.
- The flags and name boards are supplied by the organising country.
- The players shall follow their respective flags.

17.2.1 The entry of the teams follows the alphabetical order of the organising country's language, the team of which enters last.

17.2.2 Once lined up in front of the official grandstand, the highest personality of the organising country (Minister), accompanied by President of the CAVB or his/her delegate (President of Control Committee) and President of the National Organizing Committee, take their places in front of the grandstand.

17.2.3 The President of the National Organising Committee, or his/her delegate, gives a short welcome speech (3 minutes maximum).

17.2.4 The President of the CAVB, or his/her delegate, addresses the participants and the organisers (3 minutes maximum) before proclaiming the official opening of the competition, unless he/she delegates to the highest personality of the organising country to declare the competition open.

17.2.5 The CAVB flag and the flags of the organising country are hoisted by the captain of the organizing country's team and by the captain of the champion team from the previous competition (or by a player designated by the organisers amongst the participating teams).

17.2.6 The national anthem of the organising country (short extract) is played.

17.2.7 The teams and flags leave the hall via the shortest way.

17.2.8 The Opening Ceremony should be limited to approximately 10 minutes.

17.3 CLOSING AND AWARDS CEREMONY GUIDELINES

17.4 REQUIREMENTS

Necessary material

1. 3 red carpets
2. 3 podiums of the following dimensions:
 - podium 1, in the center (for the winner),
 - podium 2, to the left (for the 2nd placed team)
 - podium 3, to the right (for the 3rd placed team)
3. 3 poles minimum 8 m high (or mobile hangers) for the flags of the champions, second and third team, just outside the control area, preferably on the left side, but in the half of the control area closest to the main stand (camera angle and direction of sight of the athletes must be carefully planned)
4. a complete set of medals for the winners (15 gold, 15 silver and 15 bronze) provided by the Local Organizing Committee according to the layout provided by the CAVB. The necessary trays or cushions to display and present the medals. The medals will be awarded to the fourteen players and the head coach.
5. the winner's cup (provided by the CAVB)
6. the national anthems of the top two teams
7. the national anthem of the host country
8. the national flags of the top three teams (3 x 2 m horizontal or vertical according to the system used)
9. the individual awards presented to the best players (provided by the Local Organizing Committee)
 - a. Most Valuable Player - MVP
 - b. Best Outside Hitter, Best Outside Hitter, Best Middle Blocker, Best Middle Blocker, Best Opposite, Best Setter, Best Libero
10. 3 name-boards (0.70 m x 0.30 m) with the name of the country of the winning teams (letters minimum 10 cm high) for the parade
11. 3 national flags to be carried
12. the necessary uniforms for all those involved (hostesses, medal carriers, etc.)
13. a raised platform with microphones connected to a public speaker system
14. one table (2 m x 1 m) to display the medals, the cups/trophies and the individual awards
15. one orchestra (or band), or appropriate musical recordings
16. rope and poles to cordon off the photographers' area
17. Necessary personnel
18. one experienced master of ceremonies speaking perfect English as well as the language of the host country
19. 3 name-board carriers used to march perfectly in time, dressed in gala uniform
20. 3 flag-bearers

21. one person or several people specially trained to animate the official mascot of the competition
22. 6 hostesses specially trained to carry and present the trays or cushions holding the medals; the prizes of honors; individual awards; flowers (when relevant)
23. 6 guards to maneuver the flags on the poles
24. one professionally trained chief of protocol to guide and coordinate the various VIP's in their movements during the course of the ceremony, and an assistant chief of protocol to be responsible for the hostesses
25. security staff or controllers to make sure that the photographers stay within their restricted area in order to avoid them interfering with the smooth running of the ceremony
26. official speaker

17.5 Closing and Award Protocol

17.6 PREPARATORY ACTIVITIES

During the final match

- The chief of protocol checks that all the necessary material is ready.
- The court manager ensures that the necessary personnel is ready to dismantle the equipment and put in place the various elements of the awards and closing ceremonies.
- The assistant chief of protocol checks the awards, cups/trophies, trays, etc. with the hostesses.
- The Control Committee President checks with the CAVB President the list of the VIPs invited to accompany him to present the awards, and their respective tasks. He/she ensures that the official speaker is duly informed and receives the above-mentioned list.
- The court manager checks that the flag poles (or mobile hangers) are in position and working properly.

Immediately after the final whistle

Once the players of the last match (final) have left the playing area:

1. The official speaker asks the spectators to remain in their seats during the brief period needed to prepare the floor for the closing and awards ceremonies that are going to take place shortly.
2. The organiser lowers the lighting intensity.
3. The technical services:
 - a) dismantle and remove all equipment necessary for the competition (e.g. poles, net, referee's chair, benches, tables, etc.);
 - b) open a passage if necessary by displacing (without removing) some advertising panels

- c) place the red carpets and the three podiums in the middle of the playing surface according to the plan, facing the VIP stand as follows:
 - podium 1 in the middle
 - podium 2 to the left
 - podium 3 to the right;
- d) position the table on which the medals, prizes of honors and individual awards are displayed, and which has been placed in the control area during the final
- e) arrange the ropes to define the area reserved for the photographers;
- f) install and equip the area reserved for the orchestra or band (if it is not installed in the stands);
- g) lower the ropes of the poles (or the mobile hangers) so that the flags can be properly fixed.

4. The positions:

- a) The security staff or controllers take their position at the photographers' restricted area, following which the photographers take their places;
- b) The guards fix the flags of the first three countries to the ropes (or mobile hangers) as follows:
 - pole in the centre: the flag of the winner
 - pole to the right: the flag of the 2nd placed team
 - pole to the left: the flag of the 3rd placed team;
- c) The hostesses in uniform take position near the awards table, in the place assigned to them.
- d) The name-board carriers, flag bearers and players of the three winning teams line up, out of public sight, in an area providing direct access to the court.

17.7 AWARDS CEREMONY SCRIPT

TO BE DISTRIBUTED TO THE TEAMS, THE OFFICIAL PHOTOGRAPHERS, THE TV
PRODUCTION CREW

Official Speaker = ***texts bold italics*** Actions of the organizer and teams = text highlighted in grey

THE OFFICIAL UNIFORMS OF THE TEAMS (ATHLETES & OFFICIALS) MUST STRICTLY RESPECT THE REGULATIONS AND THE INFORMATION CONTAINED IN THE OFFICIAL BULLETIN

THE MASTER OF CEREMONY MUST BE APPOINTED BY THE CONTROL COMMITTEE PRESIDENT. HE/SHE MUST BE PART OF THE JURY AND WILL NOT BE INVOLVED AT ALL IN THE PRIZES CEREMONY AS OFFICIALS (FOR THE TROPHIES OR MEDALS)

END OF FINAL MATCH ANNOUNCEMENT:

“Ladies and Gentlemen, Please remain in your seats; we will shortly begin the Awards and Closing Ceremony for the “Official Competition Title”.

Teams return to locker rooms for changing uniforms

On Court staff to set up the Closing Ceremony court lay-out

Entrance of the Entertainment group

Positioning of the Authorities that will take part in the ceremony

Start of the official Ceremony

A trumpet sounds while the lighting diminishes almost entirely.

Short Fanfare (CD) (15 sec.)

The official speaker announces the start of the ceremony in the language of the host country and in English:

“Closing and Awards ceremonies of the “Official Competition Title”

organized by the “Volleyball Federation of”

Followed by spotlights, the CAVB President and or CAVB Representative, the Chief of State or his/her representative or the guest of honor, the Organizing Committee President and any other designated VIPs* appear, led by the chief of protocol, and line up on the red carpet (includes all the VIPs presenting an award, also for individual prizes).

(* The CAVB President or his representative designates the officials or guests who will present the awards. He may ask, if he wishes, governmental or other personalities to accompany him in awarding the prizes).

Official picture.

Closing and Award Protocol

March to be played (by CD)

The country name-board carrier, flag bearer and players (headed by the captain) of each of the first three teams (no officials, no coaches) make their entrance and take position behind their respective podiums.

17.8 AWARDS CEREMONY - BEST INDIVIDUAL PLAYERS

“The Award will be presented a total of 8 for the dream team including

Best Outside Hitter

Best Outside Hitter

Best Middle Blocker

Best Middle Blocker

Best Opposite

Best Setter

Best Libero

Most Valuable Player MVP

Short Fanfare (CD)

The speaker announces:

“Awards ceremony of the Best individual Players”.

Best Opposite: Name _____, number _____ (=shirt number) from _____ (=name of the country) _____.

Player to step up onto the 1st place podium, and stays there until the end of this part of the program

All the persons designated to present awards are waiting on the red carpet, where they took their place earlier at the same time as the other VIPs at the beginning of the whole ceremony. The person designated comes forward with the hostess bearing the award and presents the prize to the distinguished player who has stepped onto podium 1.

Official picture: The people involved have to look to the Official photographer.

The recipient remains on the podium while the other prizes are presented.

The official speaker continues:

Best Middle blocker: Name _____, number _____ from _____.

Best Middle blocker: Name _____, number _____ from _____.

Player to step up onto the 1st place podium (left of previous players), and stays there until the end of this part of the program

“The Award will be presented by _____.

The person designated comes forward with the hostess bearing the award and presents the prize to the player.

Official picture: The people involved have to look to the Official photographer.

The official speaker continues:

Best Outside Hitter: Name _____, **number** _____ **from** _____.

Best Outside Hitter: Name _____, **number** _____ **from** _____.

Player to step up onto the 1st place podium (left of other players), and stays there until the end of this part of the program

The Award will be presented by _____.

The person designated comes forward with the hostess bearing the award and presents the prize to the player.

Official picture: The people involved have to look to the Official photographer.

The official speaker continues:

Best libero: Name _____, **number** _____ **from** _____.

Player to step up onto the 1st place podium (left of other players), and stays there until the end of this part of the program

The Award will be presented by _____.

The person designated comes forward with the hostess bearing the award and presents the prize to the player.

Official picture: The people involved have to look to the Official photographer.

The official speaker continues:

Best Setter: Name _____, **number** _____ **from** _____.

Player to step up onto the 1st place podium (left of other players), and stays there until the end of this part of the program

The Award will be presented by _____.

The person designated comes forward with the hostess bearing the award and presents the prize to the player.

Official picture: The people involved have to look to the Official photographer.

The official speaker continues:

Most Valuable Player (MVP): Name _____, number _____ from _____.

Player to step up onto the 1st place podium (left of other players), and stays there until the end of this part of the program

The Award will be presented by CAVB President

The person designated comes forward with the hostess bearing the award and presents the prize to the player.

Official picture: The people involved have to look to the Official photographer.

17.9 AWARDS CEREMONY –MEDALS

17.10 BRONZE MEDAL

The official speaker makes the following announcements in the language of the host country, then in English:

“Awards and Closing Ceremony for the “Official Competition Title” in

..... (=name of the host city) “.

“Third Place and bronze medal: _____”.

3rd place team steps onto the podium

“The bronze medals of the “Competition Title”,

will be presented by: one member of CAVB Control Committee, accompanied by one member from local organizing committee.

The hostesses bearing the bronze medals approach the person designated to present the medals and accompany him to the front left side of podium. He/She presents the medals, starting with the team captain and continuing towards the right, while the speaker announces the name of each player in turn

A soft background music will be played during the Team awarding ceremony

Official picture

Name of each player, as the medals are being presented

“ _____.”

Once the distribution of the third place medals is finished, the VIPs and hostesses return to their original positions.

Official picture: The people involved have to look to the Official photographer.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can control that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies,

medals and awards, and return to their places in time without delaying the ceremony.

17.7.2 SILVER MEDAL

The official speaker announces in the language of the host country, then in English:

“‘Competition Title’ and silver medal: _____” 2nd place team steps onto the podium will be presented by: one member of CAVB Control Committee, accompanied by one member from local organizing committee.

The hostesses bearing the silver medals approach the persons designated to present the medal and accompany him/her to the front left side of podium. He/she presents the medals, starting with the team captain and continuing towards the right, while the speaker announces the name of each player in turn. A soft background music will be played during the Team awarding ceremony.

Official picture

Name of each player, as the medals are being presented

“ _____.”

Once the distribution of the second place medals is finished, the VIPs and hostesses return to their original positions.

Official picture: The people involved have to look to the Official photographer.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can control that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.

17.7.3 GOLD MEDAL

The official speaker makes the following announcements in the language of the host country, then in English:

“‘Competition Title’ Champion and Gold medal: _____”.

1st place team steps onto the podium

will be presented by: CAVB President or his/her representative (Control Committee President), accompanied by Host National Federation President.

The hostesses bearing the gold medals approach the person designated to present the medals and accompany him to the front left side of podium. He presents the medals, starting with the team captain and continuing towards the right, while the speaker announces the name of each player in turn. A soft background music will be played during the Team awarding ceremony.

Official picture

Name of each player, as the medals are being presented

“_____”.

Once the distribution of the first place medals is finished, the VIPs and hostesses return to their original positions. The official speaker makes the following announcement in the language of the host country, then in English:

“The ‘Competition Title’ Trophy will be presented by: CAVB President or his/her representative

While the official speaker makes the presentations, the hostess bearing the trophy approaches the designated person and accompanies him to the front left side of podium 1 (team captain). The designated person presents the team captain with the Trophy, following which he returns to his initial position, accompanied by the hostess and the VIP (if any).

Official picture: The people involved have to look to the Official photographer.

Throughout the whole presentation, the chief of protocol remains standing on the red carpet with the other VIPs, so he can control that the right people are performing their duties. The assistant chief of protocol standing near the awards table is responsible for checking that the hostesses take the right cups/trophies, medals and awards, and return to their places in time without delaying the ceremony.

NATIONAL ANTHEM OF THE WINNING TEAM

The official speaker asks the spectators to stand for the anthem of the winning team:

“Ladies and Gentlemen, please rise for the playing of the National Anthem of _____”.

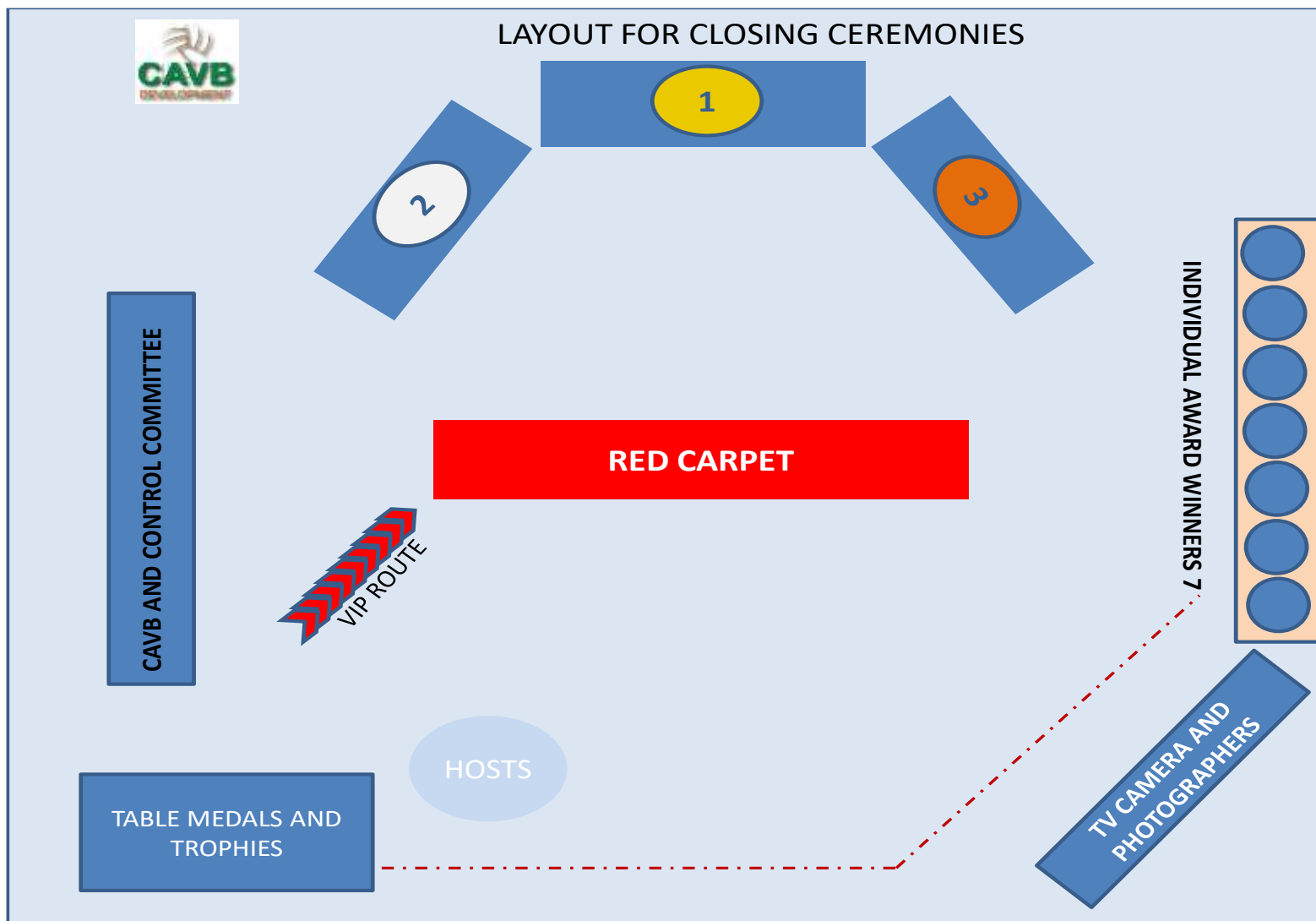
The national anthem of the winning team is played, while the flags of the first three teams are hoisted to the top of the poles. The flag of the winner must be hoisted higher than the two other flags. The players must remove their caps and face the flags during the anthem. Playing of the Champions’ National Anthem Hoisting of the 3 flags

Official picture.

After the playing of the Anthem the players salute the public. After a few moments all players step down from the podium and line up 50 cm behind.

The official speaker put an end to the Ceremony

“This concludes the Awards and Closing Ceremony of the ‘Competition Title’. Thank you very much for your presence and we hope to see you again in another competition Good Evening”.



<<name of tournament>>

Closing Prize Giving Ceremony

INDIVIDUAL AWARDS				
AWARD	SHIRT	COUNTRY	NAME	PRESENTED BY
Best outside Hitter				
Best outside Hitter				
Best Middle Blocker				
Best Middle Blocker				
Best Opposite attacker				
Best Setter				
Best Libero				
MVP				CAVB President or representative
TEAM AWARDS				
AWARD	COUNTRY	PRESENTED BY		
		CONTROL COMMITTEE	LOCAL ORGANISING COMMITTEE	
BRONZE MEDAL				
SILVER MEDAL				
GOLD MEDAL			CAVB President or his representative	
COMPETITION CUP			CAVB President or his representative	

18 GENERAL

For all other points, which are not mentioned in these regulations, FIVB & CAVB statutes , general regulations , congress decisions and competitions regulations shall apply.