



# TEAM REGISTRATION GUIDELINE

## Volleyball

Version : 8 April 2019

## Volleyball Information System (VIS)

(The FIVB reserves the right to update these regulations as and when required)

The FIVB has developed the Volleyball Information System (VIS), which is used for all results management during the Volleyball Nations League. The main purpose of VIS is to inform the National and International Media of match results and of Teams' and individual Athletes' statistics. Therefore, to register the Team, please follow next steps:

Step 1:

### User identification

**Login**  
[FIVB home](#)  
[Contact](#)

**Login information**  
 You are entering a secured area.  
 If you do not currently have a username, please contact our [webmaster](#) before proceeding.

Username:   
 Password:

**Lost Password**  
 If you forgot your password, please enter either your username or e-mail address, your password will be resent immediately by e-mail.

Username / e-mail:

In order to start the registration, please go to VIS Team's profile ([www.fivb.org/visasp](http://www.fivb.org/visasp)), use the "VB"/ "Club" username and password provided by FIVB.

Step 2:

**NF- VB**  
[FIVB Home](#)  
[My home page](#)  
[New player](#)  
[Change my password](#)  
[Contact](#)  
[Logout](#)

**Search/register player**

For (no / name):   
 Country:   
 Gender:  Don't care  Only men  Only women  
 Plays:  Don't care  Only beach  Only volley  Both  
 Active:  Don't care  Only beach  Only volley  Both

**Volleyball tournaments** Season: 2018

There are 6 volleyball tournaments in the list.

Code	Name	Ctry.	Dates	G.	Deadline	
VISTEST	Volleyball Tournament test	SUI	01-Jul 30-Sep	M	18-Sep	<a href="#">details</a>
<a href="#">WVNL2018</a>	FIVB Volleyball Nations League - Women		15-May 14-Jun	F	05-May	<a href="#">details</a>
<a href="#">MVNL2018</a>	FIVB Volleyball Nations League - Men		25-May 24-Jun	M	15-May	<a href="#">details</a>
<a href="#">MTRX2018</a>	Montreux Volley Masters 2018	SUI	04-Sep 09-Sep	F	01-Jan	<a href="#">details</a>
<a href="#">MWCH2018</a>	FIVB Volleyball Men's World Championship		09-Sep 30-Sep	M	30-Jul	<a href="#">details</a>
<a href="#">WWCH2018</a>	FIVB Volleyball Women's World Championship	JPN	29-Sep 20-Oct	F	17-Aug	<a href="#">details</a>

Select necessary competition from the list.

Step 3:

Register the Team Officials as per defined Functions.

Press "Edit data" before entering the details.

Please be reminded that as per [FIVB Event Regulations](#) it is mandatory for each Team to register five (5) Officials and one (1) Press Officer.

**Team information**

Function	Last name	First name	Fed. code	Id.	Email	Bench
Team Manager						
Head Coach						<input type="checkbox"/>
Assistant Coach						<input type="checkbox"/>
Doctor						<input type="checkbox"/>
Physiotherapist						<input type="checkbox"/>
Team Journalist						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
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						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
Uniform colors (team):	1: <input type="text"/>	2: <input type="text"/>	3: <input type="text"/>			
Uniform colors (liberos):	1: <input type="text"/>	2: <input type="text"/>	3: <input type="text"/>			
<input type="button" value="Edit data"/>						

Step 4:

Function	Last name	First name	Fed. code	Id.	Email	Bench
Team Manager						
Head Coach						<input type="checkbox"/>
Assistant Coach						<input type="checkbox"/>
Doctor						<input type="checkbox"/>
Physiotherapist						<input type="checkbox"/>
Team Journalist						<input type="checkbox"/>
2nd Assistant Coach						<input type="checkbox"/>
Doctor						<input type="checkbox"/>
General Manager						<input type="checkbox"/>
Physical Trainer						<input type="checkbox"/>
Physiotherapist						<input type="checkbox"/>
Statistician						<input type="checkbox"/>
Team Interpreter						<input type="checkbox"/>
Team Journalist						<input type="checkbox"/>
Team Manager						<input type="checkbox"/>

Uniform colors (team): 1: [ ] 2: [ ] 3: [ ]  
 Uniform colors (liberos): 1: [ ] 2: [ ] 3: [ ]

Submit changes Reset form

From the dropdown menu list, select requires Team Official.

Please, register only one (1) person per line.

Indicate who from the list will seat on the bench.

Enter the uniform colors both for the Team and the Libero(s).

Afterwards, please do not forget to "Submit changes"

Step 5:

In order to register the Athletes for respective competition, please press "Select players"

**Players**

There are 0 players in the list and 0 of them are selected.

Select players Edit roster Update players Print O-2

The player has not completed the online Anti-doping Educational Programme (Play Clean)

**Players**

There are 378 players in the list.

FIVB No.	Name	Shirt name	Nat.	Club	
1126	Aixinjueluo Yan	Y. Luo	CHN	Army	<input checked="" type="checkbox"/>
1681	BAI Jie	BAI J.	CHN	Jiangsu	<input type="checkbox"/>
1120	Bai Yun	Y. Bai	CHN	Army	<input type="checkbox"/>
1536	Bao Yuryun	Bao.Y.Y	CHN	ZHEJIANG	<input type="checkbox"/>
1325	Bian Yuqian	Bian Y.Q.	CHN	Shanghai	<input type="checkbox"/>
1570	Zuo Ting	Zuo T.	CHN		<input type="checkbox"/>

Save changes

In the next window, there will appear the list of all Athletes available for the registration.

To select particular Athlete, please tick the box next to his/her name.

Please do not forget to "Save changes"

After the Athletes' selection, it will be possible to "Edit roster" with following details:

- T-shirt number
- Capitan / Libero(s) selection
- Add the Athlete on O-2/O-2bis Forms (please, tick the box next to required Athlete's name, otherwise he/she will not appear on the Form).

**Players**

There are 4 players in the list.

#	C	L	FIVB No.	Name	Shirt name	Birthdate	Club	O-2	O-2bis
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1140	Agostinnetto Giulia	Agostinnetto	02-Oct-87		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	115	Agostinnetto Maria	Agostinnetto	22-Apr-87		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	119	Agüero Talsmary	Agüero	05-Mar-77		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1704	Aguzzi Elisabetta	Aguzzi	13-Mar-98		<input type="checkbox"/>	<input type="checkbox"/>

Save changes

The player has not completed the online Anti-doping Educational Programme (Play Clean)

Step 6:

In order to update Athlete's personal data, please return back to the "Players" section and press at the name of the required Athlete.

Players

There are 4 players in the list and 0 of them are selected.

#	Name	Shirt name	Birthdate	H	W	Club	O2	O2-bis
	Agostinetto Giulia	Agostinetto	02-Oct-87	179	66	A.G.S. S.R.L. Venezia		
	Agostinetto Marta	Agostinetto	22-Apr-87	183	63	AGS		
	Aguzzo Talsmary	Aguzzo	05-Mar-77	177	69	Pomi Casalmaggiore		
	Aguzzi Elisabetta	Aguzzi	13-Mar-98					

Select players Edit roster Update players Print O-2A Print O-2 Print O-2bis

The player has not completed the online Anti-doping Educational Programme (Play Clean)

All the information must be added to the Athlete's profile.

Nevertheless, the most important points are:

- Team/shirt name
- E-mail address
- Phone Number
- Languages
- Passport's details (number, issued/expired dates)
- Physical data (height, weight, spike, jump, position and etc.)
- Volleyball career (to be added manually)
- To the "Web site" line, please add the links to all personal Athlete's social media accounts

**Edit player**

Personal Physical VB career BVB career  
Education Family Profile Other

No. FIVB: [ ]  
 First name: [ ]  
 Last name: [ ]  
 Team/shirt name: [ ]  
 Nationality: [ ]  
 Gender: [ ]  
 E-mail address: [ ]

Plays:  Beach  Volley  
 Active:  Beach  Volley

**Personal data**

Title(Mr./Ms./etc...): [ ]  
 Address: [ ]  
 Zip code: [ ]  
 City: [ ]  
 Country: [ ]  
 Birthdate: [ ]  
 Birth place: [ ]  
 Phone home: [ ] Office: [ ]  
 Fax home: [ ] Office: [ ]  
 No Mobile: [ ]  
 Languages: [ ]  
 Passport no.: [ ]  
 Passport issued date: [ ] [MM/DD/YY]  
 Passport expiry date: [ ] [MM/DD/YY]  
 Married status: [ ]

**Physical data**

Height: [179 cm] [cm]  
 Weight: [66 kg] [kg]  
 Blood group: [Unknown]  
 Rhesus factor: [Unknown]  
 Volleyball (highest reach) [cm] Beach volley (highest reach) [cm]  
 Standing: [ ]  
 Spike: [304 cm]  
 2-hand block: [289 cm]  
 Jump: [ ]  
 Position: [ ] [Unknown]

Step 7:

In order to upload Team, Athlete or Team Official's photo, please select necessary "Profile" and press "Create profile..."

Aguzzi Elisabetta 13-Mar-98

Select players

The player has

**Profiles**

New profile for: Team: [ ] Create profile...

Player 1140  
 Player 1154  
 Player 1190  
 Player 1704

**Profile for Team:**

Author: VB-I Date: 08-avr.-2019  
 Type: Volleyball Category: Team profile  
 Tournament: MTRX2019 Language: English

Photo: [Browse...]  
 Caption: [ ]  
 Headline: Team: No file selected.  
 Text: [Rich text editor]

Save profile Delete profile

Press "Browse..." to upload the photo.

Please do **not** add any biographies, it has been collected already. In case there will be any information missing, the FIVB Communications Department will contact everyone on one by one basis.

Save the changes.

## Photos Requirements

(The FIVB reserves the right to update these regulations as and when required)

### General Information

The Team Delegation's photos will be used in various channels such as VIS Team Profile, Team Delegation's profile on the FIVB website, accreditations, headshots to be used in TV Graphics and Sport Presentation for the Athletes' introduction.

Therefore, there are several Standards that shall be comply for the photoshoot:

- ✓ A high-quality camera is essential for sports photography. Digital single-lens reflex cameras (DSLRs) are recommended in use. If using a DSLR is impossible, a good mirrorless camera could be used as an option. The camera's settings should be optimized depending on the location and the lighting conditions;
- ✓ The FIVB requires the photos with a **high-resolution (HD)**, all images must be at least **5792x8688px** and set at highest quality setting to produce an acceptable file dimension for submission. Please keep in mind that megapixels (MP) are different from megabytes (MB), as they refer to the dimensions and not the file size;
- ✓ The files must be in **RAW format**, so the FIVB Production Team could use them for TV Graphics and Sport Presentation;
- ✓ Each of the Team members' faces and T-shirt numbers must be clearly appeared;
- ✓ The T-shirt can be one of the registered colours except the white (unless it is a national colour), as it might blend with the background. In case there is a strong need to use white T-shirts, the background must be grey for such photo;
- ✓ The photo must be taken no longer than three (3) months ago at the time of submission;
- ✓ All the Sponsors displayed on the T-shirts must be the same as registered on the Advertising on Team Uniform Form for respective event;
- ✓ No other advertisement (except registered one on the Teams Uniform) is permitted to be displayed on the photo;
- ✓ The net stickers shown on the photo shall contain only the "FIVB" or any of the FIVB Official Sponsors & Partners' logos (e.g. Senoh, Mikasa and etc.), otherwise, no advertisement should be presented on the net system on the photo;
- ✓ No strong photoshop is permitted, only slight retouch (if necessary);
- ✓ The FIVB requests all the Teams to follow the professional style and to respect other countries' cultural norms and values during the photoshoot.

## Specific Photo's Requirements (Individual Photo)

FIVB follows the main goal to make Volleyball as inclusive as possible and to have excellent role models (athletes) which would be world-famous and recognized by different generations. We believe that good visual image of our athletes will help achieving our common aim, therefore, there were created several standards for the Individual Photo:

### 1) *Medium Long Shot (Athletes)*

Will be used for: VIS registration, accreditation, FIVB website, TV Graphics in Sport Presentation, etc.



#### Criteria:

- Background: white only
- Eyes: always looking to the camera
- Face: relaxed, smile
- Jersey: athlete's number & sponsor(s) should be visible
- Hands: behind the back
- Body Position: straight to the camera

### 2) *Medium Long Shot (Team Officials)*

Will be used for: VIS registration, accreditation, FIVB website, TV Graphics in Sport Presentation, etc.



#### Criteria:

- Background: white only
- Eyes: always looking to the camera
- Face: relaxed, smile
- Jersey: sponsor(s) should be visible (official warming up suit)
- Hands: behind the back
- Body Position: straight to the camera

### Specific Photo's Requirements (Team Photo)

The Team Photo plays an essential role in Team's presentation, it gives first impression of the Team to their fans. Moreover, proper team picture helps to recognize each player and to avoid any technical issues which could occur during the Event. FIVB requests to provide each Team with a high-quality photo, according to the following standards:

- Three (3) lines are separated in three (3) levels (like showed on the picture)
- Photo Shot: centralized
- Body Position: straight to the camera
- Face: smile
- Jersey: each athlete's number should be visible

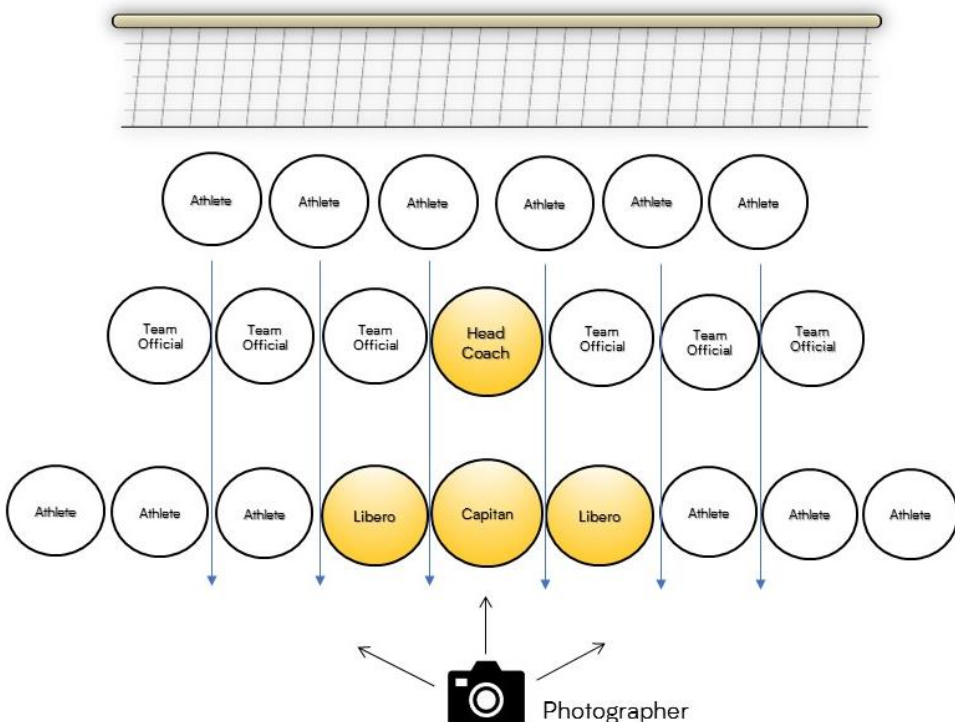
#### Three (3) lines Team Photo



#### Team Photo structure

#### Abbreviations:

- **Athlete** = 3<sup>rd</sup> line: standing up on the bench (straight to the camera, hands behind)
- **Team Official** = 2<sup>nd</sup> line: standing on the floor (straight to the camera, arms crossed in front)
- **Head Coach** = 2<sup>nd</sup> line: standing behind the Capitan
- **Athlete** = 1<sup>st</sup> line: sitting on the chairs, volleyballs in hands, FIVB logo facing the camera (athletes = straight to the camera)
- **Capitan** = 1<sup>st</sup> line: sitting in the middle
- **Libero** = 1<sup>st</sup> line: sitting on each side from the Capitan



*First line (Athletes)*



Criteria:

- Background: Volleyball net
- Eyes: always looking to the camera
- Face: smile
- Jersey: Athlete's number should be visible
- Hands: Front row, holding the volley-ball
- Ball: FIVB logo facing the camera
- Body Position: straight to the camera, proper sitting on the chair, feet straight on the floor
- Knee pads (if any) to be worn properly

*Second line (Team Officials)*



Criteria:

- Background: Volleyball net
- Eyes: always looking to the camera
- Face: smile
- Official sport outfit (official training suit or polo shirt)
- Team Jersey: visible country flag and name
- Hands: crossed in front like on the following picture
- Body Position: straight to the camera
- Standing behind 1<sup>st</sup> line – Athletes

*Third line (Athletes)*



Criteria:

- Background: Volleyball net
- Eyes: always looking to the camera
- Face: smile
- Jersey: athlete's number should be visible
- Hands: behind the back
- Body Position: straight to the camera
- **NO** knee pads on the photo
- Standing on the bench in between 1<sup>st</sup> and 2<sup>nd</sup> lines (athlete must be completely visible)



## Additional Requested Information

(The FIVB reserves the right to update these regulations as and when required)

Besides the Photos and Athlete's personal data provided in the VIS Profiles, the FIVB also requests each National Federation / Team Delegation to submit following:

- ✓ Athlete's valid passport's copy for personal verification;
- ✓ Athletes' and Team Officials' Names pronunciation records:
  - a. for everyone who is registered to the competition (on O-2A/O-2 Forms)
  - b. each record to be saved as a separate file
  - c. high-quality sound with clear pronunciation
  - d. on record just pronounce Full Name of the Athlete / Team Official as registered on O-2A/O-2 Forms
  - e. use the naming convention for the file as follows:

for the Team Official: **Title\_First Name\_Last Name\_Function\_Country Code**  
(*e.g.: Team Official\_Gilberto\_Filho\_Team Manager\_BRA*)

for the Athlete: **Title\_T-Shirt Number\_First Name\_Last Name\_Country Code**  
(*e.g.: Athlete\_10\_Vladimir\_Grbic\_SRB*)

Please, send requested files to the FIVB - [sportsevents@fivb.org](mailto:sportsevents@fivb.org) as per indicated in the Specific Competition Regulations deadlines for respective competition.