



NVF-CUP REGULATIONS

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1. Name

1.1 The Cup shall be known as “The Bank Windhoek-NVF CUP”.

2. Owner

2.1 The Cup is property of the Namibian Volleyball Federation (NVF). When the winning club is ascertained, the NVF shall deliver the Cup to such club, which shall be responsible for its safe return to the NVF one month before the beginning of the competition in the following year in good order and condition. Should the Cup be lost, destroyed or damaged whilst under the care or custody of a club, this club shall **replace or** pay the cost of the Cup’s thorough repair in addition to any penalty which the NVF may impose.

3. Prizes

3.1 Prize monies: 1st, 2nd, 3rd **and** 4th places of the competition shall receive prize monies while

3.2. Medals: The first three (3) ranked teams shall be awarded as follows:

- 1st place: 16 gold medals and floating trophy
- 2nd place: 16 silver medals
- 3rd place: 16 bronze medals
- **4th place: Cash prize only**

3.3. Individual Awards: shall be presented to the following players and officials, taking into consideration the whole competition:

- Best spiker (ladies and Men)
- Best blocker “ “
- Best setter “ “
- Best server “ “
- Best receiver “ “
- Best defensive “ “
- Most valuable player “

3.4. When a player taking part in the competition is found guilty for misconduct, the prize/medal which he may be entitled to may be withheld at the discretion of the controlling committee.

4. Eligibility of participating teams

4.1. The competition shall be obligatory to the two top men teams and the two top ladies teams from each regional league.

5. Dates and Venue

- 5.1. The NVF-CUP shall be played between August and October on yearly basis.
- 5.2. In order to create opportunity for all associations to be able to host the competition, the 1st and 2nd round of the cup can be hosted outdoor **and or indoor** , only the finals is mandatory to be played indoor.
- 5.3 **The NVF Board of Administration may decide on whether the competition shall be played in 3 rounds or only two.**
- 5.4 **The competition shall be hosted on a rotational basis beginning in 2021, this shall be done in alphabetical order in terms of associations' names.**

6. Sanctions and Complaints

- 6.1. Sanctions and Complaints shall be handled as laid down in the NVF Sports Regulations.

7. Application of regulation

- 7.1 The Provision of these regulations apply to the NVF Cup Regulations only.
- 7.2 **If there is a conflict between provisions of these regulations and any other NVF regulations, the provisions of these regulations prevails.**

8. The Organiser

- 8.1 Organise a minimum of two playing court.
- 8.2 Local Organising Committee
- 8.3 PA system
- 8.4 Line judges, ball retrievers, local referees
- 8.5 Opening and closing ceremony
- 8.6 Invitation of local leaders to officiate at ceremonies
- 8.7 Organising for NVF delegates' accommodation (to be paid by NVF) as well as advising participating teams regarding local accommodation/s.
- 8.8 Organise ambulance and medic as well as security throughout the competition

9. Preliminary Enquiry

- 9.1 All matches are played in conformity with the NVF, CAVB and FIVB statutes. Team delegation must arrive before the Technical Meeting and be available for the Preliminary Enquiry.
- 9.2 Team Managers, Head Coaches and Doctors/medics must be present at the Preliminary Enquiry and must present the following documents:
 - a) O-2 form.
 - b) O-2 bis form.
 - c) Passport or ID of all players.
 - d) Players and Officials' agreement if any
 - e) Doctor's/medic's FIVB ID- card
 - f) Samples of Captain's and Libero uniform (2 colours).

- g) Advertising approval certificate (if applicable).
- h) Transfer certificates

9.3 The Preliminary Enquiry shall be carried out in accordance to the NVF, CAVB and FIVB Sports Regulations.

10. ENROLLMENT

10.1 The following teams qualifies for the NVF Cup:

- a) The top two teams of the regional leagues in each gender shall automatically qualify.
- b) Associations must communicate the qualified teams to the NVF competition department not later than **the first week of August**.
- c) The host champion of the 1st round shall be seeded to pool A while the vice champion in pool B
- d) The previous year NVF Cup champion shall be seeded in to pool A while the vice champion in to pool B

Pool A

Host Champion

Champion

Draw

Draw

Draw

Pool B

Host runner up

Runner up

Draw

Draw

Draw

- e) The other teams shall be respectively divided into two groups according to the drawing of lots starting from group (A) by the serpentine method. However the following also applies: Two teams from the same association should **NOT** be drawn in the same group.
- f) The top two teams from each group shall qualify for the semi-finals. The first team in the Pool meets with the second team of the other Pool according to the following formula:

1st A V 2nd B

2nd A V 1st B

- g) The two winners of these two matches play the final for 1st and 2nd places and the losers play for the third and fourth places.

- h) The classification of the remaining teams is done according to the results of the preliminary stage.
- i) Classification matches to determinate 5th to 10th position must be played at the 1st round of NVF cup.

3rd A V 3rd B

4th A V 4th B

5th A V 5th B

In case of 12 to 24 teams **per category**

- j) The host of 1st round champion is seeded at the head of Pool A, the vice champion, last year champion and vice champion teams shall be seeded at the head of Pool (B, C & D).The rest of the teams shall be respectively divided into the four pools according to the drawing of lots starting from pool (D) by the serpentine method
- k) However the following also applies: Two teams from the same association or zone should not be drawn in the same group as much as possible.

	Pool A	Pool B	Pool C	Pool D
Seeded	Host Champion	Vice Champion	Last year champion	Vice Champion
Draw	2 nd A	2 nd B	2 nd C	2 nd D
	3 rd A	3 rd B	3 rd C	3 rd D
	4 th A	4 th B	4 th C	4 th D

Quarterfinal 1- 8

10.2 The top two teams in each pool qualify to play in the Quarterfinal according to the following formula:

Match 1: 1st A vs. 2nd D

Match 2: 1st D vs. 2nd A

Match 3: 1st B vs. 2nd C

Match 4: 1st C vs. 2nd B

The four winners shall qualify to play in the semi-finals ":

Semi-final 1- 4

Winner Match 1 vs. Winner Match 4

Winner Match 2 vs. Winner Match 3

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

Play off for 5 – 8 positions

Loser match 1 vs loser match 4

Loser match 2 vs loser match 3

10.4 The winners of these matches shall play for 5th and 6th position and the losers of these matches shall play for 7th and 8th positions

10.5 In case of less than two teams registered from an association for the Cup, the NVF **Executive Committee discretion** authority to request the team (s) to join a competition.

10.6 In case of withdrawal a team after confirming its participation it shall pay a fine of one thousand Namibia Dollars (N\$1000) to NVF, and subject to the decision of the NVF Board of Administration, the team may be suspended for a period not exceeding two years from NVF Competitions

10.7 In case of withdrawal of the team after it qualify to the 2nd or 3rd round, it would not be allowed to participate in any NVF competition for two years and it would pay a fine of two thousands Namibia Dollars (N\$2,000) to the NVF within 1 months of withdrawal. The team shall be replaced by the highest ranked team from the preliminary round

11. Players

11.1 Players that are eligible to participate are those that are registered with the qualified club/s and are appearing on the NVF database.

11.2 Each team has the right to have two guest players; this information must be communicated to the NVF a week before the start of competition.

12. REGISTRATION AND COMPOSITION OF THE DELEGATION

12.1 The teams that have already indicated, in writing, its interest to participate, should forward to NVF the following documents:

- list of its delegation: (O-2 Form)
- Transfer Certificate (If any)

12.2 The final list of twelve selected (among those listed on the O-2 form) players shall be sent the O-2bis form during the preliminary inquiry before the competition, each team must hand over the O-2bis form with the final list of twelve (12) players chosen from the players previously registered in the O-2 Form, without changing the individual players' shirt numbers. The O-2bis form shall be signed by all the team delegation members. Between the preliminary enquiry and the general technical meeting a team can replace up to two players with players listed on the

O-2 Form. Using o-2bis form. Taking in consideration that it is not allowed to change or alter any player after the technical meeting.

12.3 The delegation is composed of maximum sixteen members as follows:

- Team manager.
- Coach
- Assistant coach
- Doctor/medic
- Twelve players

13. 12.4 teams that are not present in the Technical Meeting shall not be allowed to participate in the competition **MATERIAL, BALLS AND EQUIPMENT**

13.1 The competition and training venue must be equipped with materials officially certified by the NVF (nets – posts – balls etc...).

13.2 Each participating team in the championship must present two different colours of jersey with the numbers in conformity with CAVB and FIVB instructions.

13.3 The colours of the jersey that shall be used for the matches are determined by the Control Committee during the technical meeting.

14. RANKING SYSTEM OF TEAM DURING COMPETITIONS

14.1 Classification and Ranking

14.1.1 The ranking of teams is determined by the results of matches, taking into account of matches won and lost.

The following points shall be gained by each team:

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

14.2 Cases of a Tie

14.3. Number of Victories

In case of equality of ranking points gained by two or more teams, they shall be classified in descending order by the number of matches won.

14.4. Sets quotient

If the tie remains in spite of the number of matches won, the ranking of the teams shall be decided in decreasing order by the sets ratio quotient resulting from the division of sets won by sets lost.

14.5. Points quotient

14.5.1 In the case equality persists as per the sets quotient, by two teams, their ranking shall be decided in decreasing order, by the points quotient resulting from the division of total points won by total points lost in all the sets.

14.5.2 If the tie continues as per the points quotient between two teams, priority shall be given to the team which won the match involving the two teams. If the tie is between three or more teams, a new classification of these teams shall be made taking into consideration only the matches in which they were opposed to each other.

14.6. Team Withdrawals

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

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

14.6.3 A withdrawing team from the competition shall attract sanctions to be applied by NVF.

15. THE APPEALS COMMITTEE

The NVF President is the supreme authority for the competition and in case of his absence all his powers shall be delegated to his representative or to the control committee PRESIDENT.

The Control Committee President chairs the Appeals Committee. The tasks of this Committee are as follows:

15.1 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.

15.2 Warning and if necessary disqualification of players, referees, coaches and other participants.

15.3 Registration of protests and complaints relating to the results of a match; and preparation of a bulletin with the referee delegate.

15.4 Transmit every day to the NVF President a brief and concise written report on the day's events, if it is necessary.

16. ANTIDOPING CONTROL

- 16.1 The NVF shall make all necessary preparations for the anti-doping control if necessary
- 16.2 The procedure to follow must strictly conform to the NSC and NNOC doping regulations.
- 16.3 The number of players to be tested shall be decided by the NVF and NSC/NNOC.
- 16.4 The players, who have to undergo the anti-doping control, are chosen at random, by the competition Jury (member of the control committee) or by toss if this case are contained in the NSC/NNOC doping regulations.

17. NVF DELEGATES

- 17.1 The Director of the NVF Referees Department or his representative is appointed Referee Delegate. The Referee Delegate has the authority for referees, the scorers and the line judges and he must make sure of their impartiality and their quality. The role of the Referee Delegate is the following:
- a) To prepare the refereeing instructions for the competition;
 - b) The refereeing directives and the interpretation of the new rules;
 - c) Protocol of International match;
 - d) Working program and calendar of meetings, seminar ; their agenda and their themes; and
 - e) Conduct and discipline of referees.
 - f) To check and control the preparations of the organizer for the meetings and refereeing seminar according to article 16.3 of the “International Regulations”.
 - g) 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 shall be performed by everyone.
 - h) Watch over the preparation of the refereeing seminar and strictly plan the introduction of teams, referees and problems relating to refereeing.
 - i) Analyse and evaluate each referee’s performance.
 - j) 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.
 - k) 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.
 - l) To inspect and appoint ball retrievers, be responsible for moppers entrusted to clean the ground, scorers and line judges proposed by the organiser and watch over and evaluate their work.
 - m) To reprimand and if necessary suggest to the appeal Sub-Committee the disqualification of a referee for misconduct or non-respect of refereeing instructions.

17.2 The Director of the NVF Competition Department or his representative is appointed Technical Delegate. He/she is responsible for the smooth running of the competition and the operation of competition and playing venue for which he/she is required to:

- a) Coordinate the work of the Local Organising Committee (LOC) and assign individual tasks to the members of the LOC
- b) Ensure the efficient work of the personnel involved in the event.
- c) In coordination with the LOC he/she must supervise the preparation and timely availability of meeting rooms (large enough), agenda, documents etc.
- d) Coordinate and control the sequence and timely access of personnel to the playing court;
- e) Verify the accurate preparation and timely distribution of match schedule (or any possible changes).
- f) Inspect and verify, with the Technical sub-committee members, the proper setting-up and operation of the areas adjacent to the competition venue (warming-up court, changing rooms) and working areas like Technical bureau (Secretariat);
- g) Ensure the correct and timely flow of information, checking the correct preparation, typing and content of match and statistical reports and their timely reception, in collaboration with the Referee delegate.
- h) Verify and ensure the operation of the competition area under NVF control and the availability of national and AU anthem , sports equipment and material;
- i) Ensure that an official photographer has been engaged by the organizer;
- j) Prepare a one-page report on the quality of the organization and structure set up by the organiser for the final report; and
- k) Supervise and control the game speaker

18. OPENING CEREMONY PROTOCOL

- a) The Opening Ceremony of all official NVF competitions shall take place in the main competition venue either before the first match, between the first and the second match or between the second and the third match.
- b) The protocol of the Opening Ceremony takes place as follows:
- c) The teams participating in the opening ceremony, preceded by the boards bearing the names of their club, enter the competition venue, march around and line up in front of the official grandstand. Boards are supplied by the organising Association. The players shall follow their respective board wearing their team colors
- d) Once lined up in front of the official grandstand, the highest personality of the organising association (Governor), accompanied by the sponsor, President of the NVF and hosting Association Chairperson, take their places in front of the grandstand.
- e) **Any participating team that is not present during the Opening Ceremony shall be fined NAD 200 payable before the commencement of their first match.**
- f) The NVF President, or his delegate, addresses himself to the participants and to the organisers (3 to 5 minutes maximum) before proclaiming the official opening of the competition, unless he delegates to the highest personality of the organising association to declare the competition open

- g) The national and AU Anthems (short extract) are played.
 - h) The teams leave the venue via the shortest way.
 - i) The Opening Ceremony should be limited to approximately 15 to 20 minutes.
- a) **19. CLOSING CEREMONY PROTOCOL** Once the players of the last match (final) have left the playing area:
 - b) The official speaker asks the spectators to remain in their seats during the brief period needed to
 - c) Prepare the floor for the closing and awards ceremonies that are going to take place shortly.
 - d) The announcer invites the VIP to the grand stand to officiate at the awarding ceremony.
 - e) Immediately if VIP take seat, invite all the participating team to seat in front of the VIP stand.

The awarding ceremony shall start in the following order:

Individual awards:

Best spiker

Best Blocker

Best defensive

Best receiver

Best server

Best setter

MVP

Team awards

Ladies teams

3rd place

2nd place

1st place

Men's teams

3rd place

2nd place

1st place