
TEAM MEDICAL PERSONNEL

ACCREDITATION PROCEDURES



VERSION 2016

FEDERATION INTERNATIONALE DE VOLLEYBALL

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TABLE OF CONTENTS

Chapter 1	INTRODUCTION	2
Chapter 2	FIVB MEDICAL & ANTIDOPING REGULATIONS	3
Chapter 3	ELECTRONIC ACCREDITATION PROCEDURE	4
	3.1 Login	4
	3.2 Medical Personnel search	4
	3.3 Certification number	4
	3.4 Information and documents required	5
	3.5 Additional Information on documents required	6
	3.6 Notification	6
	3.7 Progress column	6
	3.8 Accreditation approval and ID cards printed	7
	3.9 Validity of accreditation	7
	3.10 Re-accreditation procedure	7
	3.11 Software	7
Chapter 4	CONTACTS	8



Chapter 1

INTRODUCTION

An electronic Team Medical Personnel accreditation procedure has been developed by the FIVB in order to facilitate Team Medical Personnel accreditation requests for its National Federations.

Team Medical Personnel accreditation must follow the guidelines set out in this Manual in conjunction with the FIVB Medical & Anti-Doping Regulations.

National Federations will receive login details from the FIVB to access the FIVB Team Medical Personnel accreditation system which is part of the Volleyball Information System (VIS).

National Federation responsibility

In order for Team Medical Doctors and Team Therapists to seat on the team bench during FIVB sanctioned Volleyball matches, a valid FIVB Team Medical Personnel identity card (ID) is required.

Requests for accreditation or re-accreditation as an official Team Medical Doctor/Team Therapist shall be lodged via the VIS-system and **must be received by the FIVB no later than 6 weeks prior to the involvement in a competition.**

Chapter 2

FIVB MEDICAL & ANTI-DOPING REGULATIONS

The FIVB Board of Administration, in its meetings of April 2011 which were held in Lausanne, has approved the Medical Commission proposal to also establish accreditation procedures for Team Therapists next to the existing ones for Team Medical Doctors. The latest version of the FIVB Medical & Anti-Doping Regulations can be found on the FIVB website (www.fivb.org) in the medical section:

http://www.fivb.org/en/FIVB/Document/Legal/FIVB_Medical_and_Anti-Doping_Regulations_2016.pdf

This decision has been incorporated in the FIVB Medical & Anti-Doping Regulations, which now read as follows:

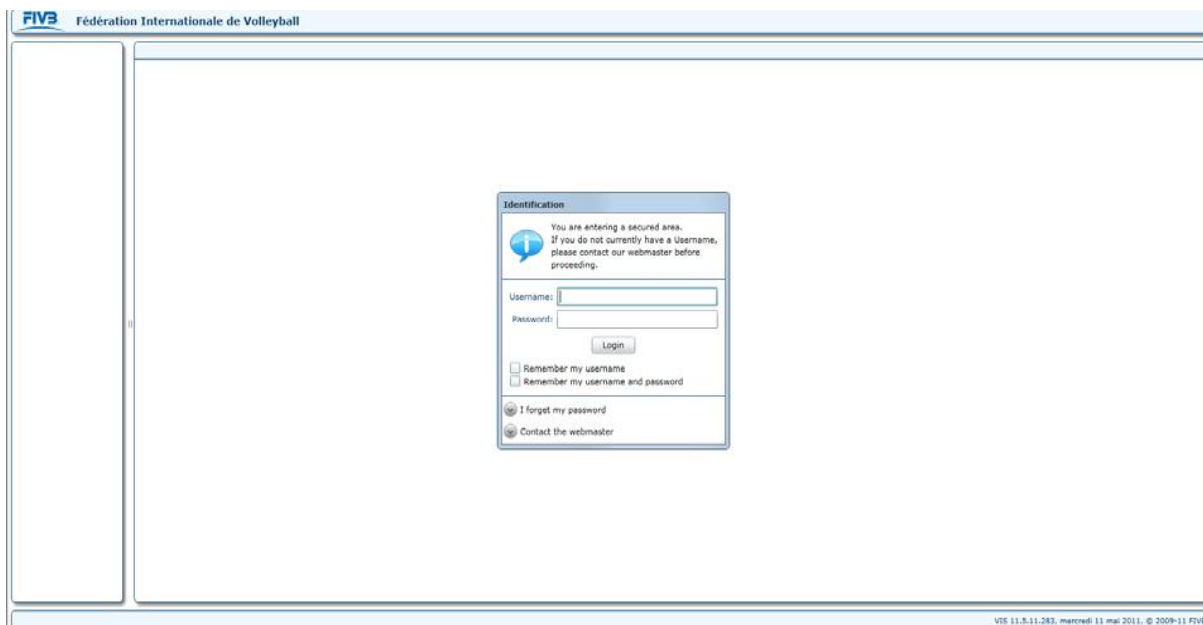
“H. ACCREDITATION OF TEAM MEDICAL DOCTOR AND TEAM THERAPIST”

1. Possession of FIVB accreditation as an official Team Medical Doctor/Team Therapist allows an individual to take a place on the team bench during FIVB sanctioned Volleyball matches. For Beach Volleyball such an accreditation allows the individual access to the field of play to provide medical assistance during a medical time-out.
2. Accreditation as a Team Medical Doctor or Team Therapist will be granted by the FIVB Medical Commission on presentation of the following documents:
 - University Diploma or Therapist Education
 - Medical license from appropriate national health authority
 - Letter of support from the relevant National Olympic Committee or National Volleyball Federation
 - Certificate of FIVB Anti-Doping Education Programme (Play Clean):
<http://playclean.fivb.com>
 - Passport sized picture (jpeg)
3. A Team Therapist shall be defined as an individual who has been certified as a physical therapist, athletic trainer, chiropractor or equivalent by the relevant health authorities and has a minimum a bachelor's degree (3 years of college level education).
4. The above mentioned documents shall be received by the FIVB Medical Department **no later than 6 weeks prior to the involvement in a competition. Documents provided in a language other than English must be accompanied by a certified English translation.**
5. The FIVB accreditation is valid also for the purposes of competitions organized by Confederations.
6. In case a Confederation has established an accreditation process in accordance with the provisions of this article, the holder of such accreditation is entitled to the equivalent FIVB accreditation upon filing his application together with a passport sized picture.

ELECTRONIC ACCREDITATION PROCEDURE

3.1 LOGIN

Follow this link to log in: www.fivb.org/vis2009. The FIVB will be responsible for sending the username and password to each National Federation.



The screenshot shows the FIVB website interface. At the top left, the FIVB logo and the text "Fédération Internationale de Volleyball" are visible. The main content area is mostly blank, with a central "Identification" dialog box. This dialog box contains a message: "You are entering a secured area. If you do not currently have a Username, please contact our webmaster before proceeding." Below the message are two input fields: "Usernames:" and "Password:". A "Login" button is positioned below the password field. At the bottom of the dialog, there are two checkboxes: "Remember my username" and "Remember my username and password". Below these are two links: "I forgot my password" and "Contact the webmaster". At the bottom right of the page, there is a small footer: "VIS 11.5.11.283, mercredi 11 mai 2011, © 2009-11 FIVB".

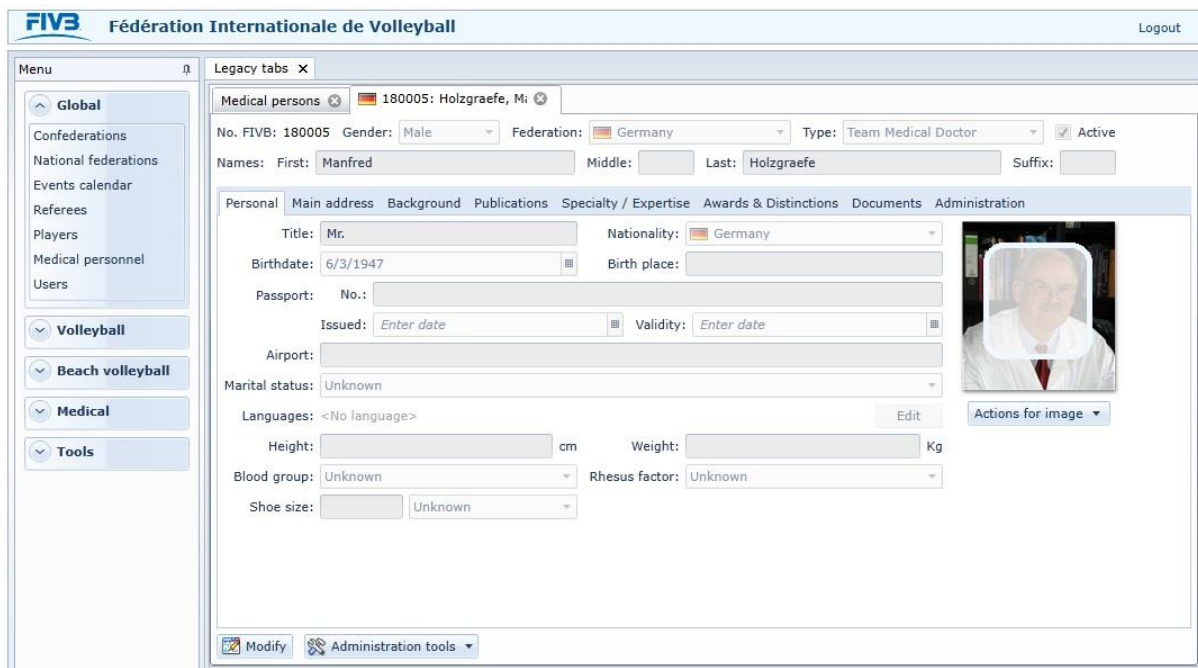
3.2 MEDICAL PERSONNEL SEARCH

When searching for a Team Medical Doctors or Team Therapists in the VIS-system, please make a thorough search before creating a new profile. Please note that accounts have already been created for Team Medical Doctors who had previously received an ID-card and therefore no new account needs to be created.

3.3 CERTIFICATION NUMBER

The Team Medical Doctor ID numbers will be generated as soon an account (profile) is created in the VIS-system.

3.4 INFORMATION AND DOCUMENTS REQUIRED



The screenshot shows the FIVB website interface for medical personnel accreditation. The user is logged in as '180005: Holzgraefe, Mr'. The form is for a 'Team Medical Doctor' from Germany. The 'Personal' tab is active, showing fields for Title (Mr.), Nationality (Germany), Birthdate (6/3/1947), and a passport photo. Other fields include Height, Weight, Blood group, Rhesus factor, and Shoe size. The form is partially filled out, with some fields marked as 'Unknown' or 'Enter date'.

Please fill in the following requested **information**:

- Personal
- Main address
- Background
- Publications
- Specialty / Expertise
- Awards & Distinctions

Further please upload the following mandatory **Documents** for Team Medical Doctors or Team Therapists:

- University diploma or therapist Education
- Medical license from appropriate national health authority
- Letter of support from the relevant National Olympic Committee or National Volleyball Federation
- Certificate of FIVB Anti-Doping Education Programme: <http://playclean.fivb.com>
- Passport sized picture (jpeg)

Should any of these documents not be in English, please also upload a certified English translation.

Your passport sized picture in JPEG format in the “Personal” section should be minimum size 190 x 710 pixel and it is required in order to **be able to print an ID-card**.

Please note that you will not be able to submit the accreditation request, unless all mandatory information has been entered and documents uploaded.

3.5 ADDITIONAL INFORMATION ON DOCUMENTS REQUIRED

The FIVB firmly believes that it is vital that its Athletes and Team Support Personnel, such as Team Medical Doctors and Team Therapists, are aware of the rules concerned Anti-Doping. With this in mind, FIVB released its online Anti-Doping Education Programme in 2010, with a new version in 2015 according to the new World Anti-Doping Code, which provides an interactive learning experience made up of videos and questions on a range of Doping topics, including Therapeutic Use Exemptions (TUEs), Whereabouts and Dietary Supplements. Real life situations form the basis and users are tested with engaging exercises.

Once users have completed the programme they are presented with an Anti-Doping certificate to prove they have been informed and educated on the rules and regulations regarding this issue. Team Medical Doctors and Team Therapists requesting for official accreditation must acquire this certificate to confirm they have gained knowledge in the important subject of Anti-Doping.

The Anti-Doping Certificate is part of the mandatory documents to be uploaded in the VIS-system for accreditation request.

Team Medical Personnel may access FIVB Anti-Doping Education Programme at the following link:

<http://playclean.fivb.com>



3.6. NOTIFICATION

Once all the information and documentation have been correctly entered in the VIS-system, you should press the SUBMIT button in order to complete the process and for the FIVB Medical Department to receive your request.



3.7 PROGRESS COLUMN

The Documents page has a progress column indicating with colors the status of each accreditation request:



YELLOW: The Team Medical Personnel accreditation request is still a draft and has not yet been approved. The documents provided still need to be verified.



GREEN: The Team Medical Personnel accreditation has been approved by the FIVB Medical Commission and an identity card (ID-card) will be printed and send to the National Federation.



RED: The Team Medical Personnel accreditation has not been approved by the FIVB Medical Commission.



3.8 ACCREDITATION APPROVAL AND ID-CARDS PRINTED

Once your accreditation request has been completed, all necessary information entered and documents provided, the FIVB Medical Commission will decide on its approval. Where approval is received, the FIVB Medical Department will print an ID-card and send it to the respective National Federation.

3.9 VALIDITY OF ACCREDITATION

Please note that ID-cards issued will be valid for a specific period only. The validity is stated on the card itself and visible in the VIS-system (normally 4 years).

3.10 RE-ACCREDITATION PROCEDURE

Please firstly verify if all the necessary information and documents were entered and provided in the VIS-system if not you should enter the information and provide the needed documents.

After that you can request again the accreditation (start over the process 3.4).

3.11 SOFTWARE

All users will need to download the free Silverlight software. If not already installed on your computer, you will receive an automatic message requesting you to download it.



Chapter 4

CONTACTS

For general information and assistance concerning Team Medical Personnel accreditation please contact the FIVB – Fédération Internationale de Volleyball - www.fivb.com

1. Any issues: Mrs. Nadège Veintimilla – medical@fivb.org
Tel: +41 (21) 345 35 35
2. Specific IT issues: Mr. Alberto Rigamonti – vis@fivb.org