TANZANIA VOLLEYBALL FEDERATION P. O. Box 10496 Dar es Salaam, Tanzania.
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TVF

FINANCIAL

AND

ADMINISTRATIVE REGULATIONS

2025

TANZANIA VOLLEYBALL FEDERATION P. O. Box 10496 Dar es Salaam, Tanzania.
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ABSTRACT

Pursuant to the powers given to it by Article 2.1(c) and 7.3 of the TVF Constitution and, in conformity with the provisions of chapters Two, Three and Four of the said Constitution, of the TVF, Board of Administration adopts the following regulations known as “Administrative and Financial Regulations”.

Mhandisi. Magoti Mtani
Rais - TVF

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ENG. MAGOTI MTANI
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CHAPTER ONE

ADMINISTRATIVE REGULATIONS

1. Regional Affiliates (RA's)

Established according to Article 2.1[c] of the constitution of Tanzania Volleyball Federation

2. Procedure of Affiliation

2.1 Application form

A RA desiring to be affiliated submits a written application, signed by its Chairman and Secretary and forwards it in triplicate to the **TVF** Board of Administration.

2.2 Statements

a) The application for affiliation must clearly state: the complete name in full and abbreviation, and the postal address of the applicant **RA** together with the telephone/Mobile Phone number and email address when available
b) The commitment to comply with the **TVF** Constitution
c) The commitment to observe the Volleyball Rules adopted by TVF
d) The commitment to include in its own Constitution the obligations set out in TVF Constitution, these Regulations and those relating to players' eligibility
e) The commitment to pay annual fees and to comply with sanctions, according to the TVF Constitution, Regulations, rules and decisions; and
f) The number of District Associations, and Clubs affiliated to the RA

2.3 Undertaking

a) Every affiliated and applicant RA shall include in its own Constitution, the following articles:

"The **RA** is legally constituted and recognized by the sports authorities of its region as the sole entity competent to administer and govern Volleyball at the Regional level" and

"By virtue of its legal powers, the **RA** declares that the **TVF** Constitution, Regulations rules and decisions are considered as part of its own Constitution and they are to be compulsory respected by the **RA** by all its members and by third parties involved in Volleyball matters except if otherwise authorized by the **TVF.**

b) The non - inclusion of the requirements of Section 2.3 (a) of these regulations in Constitution of an affiliated RA does not preclude its binding nature.

c) Any controversy arising from the non - inclusion of Article 2.3 (a) of these Regulations may lead to sanctions being imposed on the concerned affiliated RA.

2.4 **Supporting Documents**

The application for affiliation shall be accompanied by

a) The text of the applicant **RA** own Constitution.

b) A certificate from the Regional Sports Council recognized by the National Sports Council stating that the applicant **RA** is exclusively recognized as the highest Volleyball authority in its Region.

c) The list of the Executive Commission members, the name and address of the person entrusted with official correspondence with the TVF and other affiliated District Associations.

d) The actual payment or corresponding bank instruction for payment of the first annual fee.

2.5 **Commitments of the Regional Association(s)**

a) The **RA** (s) affiliated to the **TVF** are under the obligations to respect, at all times and in all cases, the **TVF** Constitution, Regulations rules and decision. An **RA** not complying with the Constitution shall lose all its rights and be suspended.

b) Without affecting the generality of Section 2.5(a) above, the RAs must apply "mutatis mutandis" all the provision of the TVF instruments when electing their officials.

c) Should the TVF Board of Administration be of the opinion that the legal and administrative requirements of the TVF have not been respected by an RA during an election or when taking or rendering a decision, the TVF Board of Administration may cancel such election and rescind or revise all or part of such decision.

d) The RA (s) and their officials shall, at all time, be respected representatives of the Volleyball family and have a conduct which shall not be prejudicial to the image of the TVF.

3. Non-Affiliates Institutions (NAI's)

TVF will be working with non-affiliated institutions (NAI) which include NGO's/ Academies/ Sports Institutions or Organisations for the interest to organize volleyball events excluding TVF and RA regular leagues and competitions.

4. Procedure for Non-Affiliation Institutions

4.1 Application form

a) A NAI desiring to work with TVF submits a written letter of intent, signed by its Chairman and Secretary to the TVF General Secretary.

b) Owner, Executive Commission member, and any structural member of NAI is strictly restricted to be a candidate, or in any position for Regional Affiliates and TVF general election, and/ or of any structural position of TVF.

4.2 Statements

The letter of intent must clearly state:

a) The complete name in full and abbreviation, the office and postal address of the applicant NAI together with the telephone/ Mobile Phone number and email address when available,

b) The commitment to comply with the TVF Constitution,

c) The commitment to observe the Volleyball Rules adopted by TVF,

d) The commitment to pay required fees and to comply with sanctions, according to the TVF Constitution, Regulations, rules and decisions, and

e) Submission of the NAI Constitution, Regulations, list and contacts of office bearrers.

5. TVF Board of Administration (Board)

5.1 Composition and Quorum

5.1.1 The following shall be members of the board of administration,
a) The president,
b) The Vice President,
c) Secretary General,
d) Deputy Secretary General,
e) Director of Technical,
f) Director of Planning, Development and Finance,
g) Director of Administration, and
h) Gender Minority Representative.
i) Four (4) members of the board elected in AGM two males and two females.

5.1.2 All members must satisfy the degree-holding requirement, except Four (4) Members of Board that must satisfy at least secondary education certificate.

5.1.3 The Board shall meet at least once each three months, whereby at least simple majority will assume the quorum.

5.1.4 The Board shall be composed of no less than eight (8) members.

5.2 Competence

a) The Board shall be responsible for the overall administration and management of theTVF. It shall deal with urgent and exceptional matters in the spirit of the Constitution and in the general interest of the TVF.

b) The Board shall have the competence to adopt all Regulations derived from the Constitution of Tanzania Volleyball Federation.

c) The Board may appoint a lawyer to defend the interests of the TVF before the court of arbitration in sport (CAS).

d) The decisions of the Board, derived from the competence vested in it by the Constitution, shall be binding on all TVF members affected by such decisions.

e) If consensus cannot be obtained, the decisions of the Board are taken by a vote. A three-quarters (3/4) majority is required for amendments of the regulations, rules and the expulsion of players and officials, in case of emergency, other decisions are taken by simple majority vote.

f) Summons to the meeting, agenda, technical and administrative documents to be discussed by the Board are prepared by the Secretary and sent to members at least one (1) week prior to the date of the meeting.

5.3 Power of Sanctions

5.3.1 The Board is empowered to apply the following sanctions:

a) Simple warning,
b) Severe warning,
c) Reprimand,
d) Fine,
e) Disqualification from competition,
f) Loss of match or reversal of results,
g) Modification of competition results,
h) Discharge from official position,
i) Propose Suspension to the FIVB,
j) Propose Expulsion to the FIVB,

5.3.2 The Board shall have the competence to create Commissions and appoint officials to or discharge them from such institutions. The Board shall establish the powers, responsibilities and functions of each Commission through Regulation.

6 TVF Secretariet

As provided for in the preamble of the Constitution, the term, "Secretariet" used in the Regulations, shall apply to Secretary General, directorates and its commissions.

6.1 Composition of the Secretariet

As provided for in Article 5.3.1 of the TVF Constitution, the Secretariet is composed of

a) Secretary General,
b) Deputy Secretary General,
c) Director of Technical,
d) Director of Planning, Development and Finance,
e) Director of Administration,
f) One representative of gender minority, and
g) Chairpersons of each established Commissions.

6.2 Members' qualifications/ requirements

a) Be capable of fulfilling TVF duties and assignments.

b) Have the expertise in the assignment for which he will be responsible

c) Never have been suspended by the TVF, Regional Association, any National Sports association or any International sports federation.

d) Have successively completed at least a Secondary school education.

e) Should have served as an executive officer for Regional Association or any volleyball institution recognized by TVF for at least one term.

f) Citizen of Tanzania.

g) Never been guilty for any criminal offence.

h) If Secretariet member misses two (2) consecutive meetings of the Secretariet, he loses his/ her seat.

6.3 Member Responsibilities

6.3.1 The member of the Secretariet is charged, either individually on account of their office or collectively, with the executive of decisions of the Congress, the Board and the Secretariet.

6.3.2 In accordance with the President assignments, the Secretariet member shall be individually responsible according to their capabilities and field of expertise for:

a) Providing expertise and support in the execution of all activities and programs aiming at the development of Volleyball.

b) Proposing publicity campaigns and realizing special sponsorship, marketing and public relations activities designed to enhance the Volleyball image.

c) Establishing contact with mass media and broadcasting agencies and studying methods of concentrating information on the RA(s) clubs, competitions etc.

d) Supervising competitions, more specifically the club championship, TVF cup and Beach Volleyball Championship and ensuring that the organizers fulfill the conditions laid down in various decisions.

e) Coordinating the activities of the various Commissions, studying and proposing the necessary measures available to carry out their functions in an efficient and timely manner.

f) Executing the technical programs and providing assistance to the RA (s).

g) Preparing the budgets and the economic forecast of the TVF revenue and expenditures and controlling the finance reports and the account auditing.

h) Undertaking the guidelines of the Strategic Business Plan.

i) Executing the programs aiming at the development of Beach Volleyball, National teams, all international competitions and continental events.

7 The President

The competence and responsibilities of the TVF President are established in Article 5.8 of the TVF Constitution.

7.1 Power of the President

The President shall have the following power: -

i. executing the decisions of the Congress and the Board

ii. The President shall have power to represent TVF.

iii. The president shall have power to appoint members of Board apart from Vice President and have power to sanction or terminate them whenever deemed necessary.

iv. The President shall chair the sessions of the Congress, the meetings of the Board and has the prerogative of chairing all other meetings of the Governing TVF Institutions.

v. President shall have the casting vote.

vi. The President shall be the only person authorized to sign all contracts and other legally binding documents on the TVF.

vii. The president shall be one of the signatories to the TVF Bank accounts

viii. The President may delegate a power of attorney on behalf of the TVF.

8 The Vice President

The Vice President when elected in the office shall be helping TVF President in execution of his/ her duties. He/ she may be assigned by president to act on his/ her capacity whenever required.

a) Supervising the execution of regional programs designed for the development of Volleyball and proposing to the Executive the realization of publicity campaigns andspecial events designed to spread the image of volleyball and the TVF.

b) Establishing contact with the mass media and broadcasting agencies and studying methods of concentrating information on the RA (s), club's competitions, etc.

c) Advising the Commissions on their own rules, the application of which is within theircompetence, studying and updating the TVF Regulations and assisting the President in the defense of the TVF interests.

9 Delegation of Powers (General)

Should the President be provisionally unable to carry out his functions, he/ she shall be replaced by the Vice-President or, Should the President be unable to hold office, he shall be replaced, for the remaining portion of his term, by the Vice-President subject to ratification, if need be, by the Congress at its next meeting.

10 Secretary General

Secretary General of the Tanzania Volleyball Federation when appointed by the president shall perform the following functions.

a) Receiving and disseminating of information and ensuring smooth running of administration activities.

b) Handling of the entire Federation's communication.

c) Recording minutes of each official meeting.

d) Keeping all lists of members and institutions.

e) Publicity of all TVF development programs.

f) Assigning and communicating to members, office bearers, employees and otherTVF stakeholders meeting dates and places of meeting.

g) Liaising with the President regarding the content of meeting agendas.

h) Shall be the main contact for the Secretariet.

i) Shall be the overall supervisor of all Directorates.

j) Shall perform any function, as the President or Vice President will assign him/her

11 Deputy Secretary General

Deputy Secretary General of the Tanzania Volleyball Federation when appointed by the president shall perform the following functions.

a) Except for those functions, which must specifically be performed by Secretary General, the Deputy Secretary General shall assist Secretary General in performing his/ her duties.

12 Director of Planning, Development and Finance

Director of Planning, Development and Finance shall have the following functions:

a) Shall be responsible for developing, maintaining and administering a comprehensive planning program for the TVF.

b) Prepares and administers the Planning and development budget; subject to availability of funds, approves purchases of various commodities/ properties for the TVF as well as monitoring expenditures for budget compliance.

c) Formulates development and planning policies and present to the Congress for approval.

d) Reviews and recommends development proposals for compliance with various developmental regulations and with principles and practices of effective planning.

e) Prepares, maintains and/ or oversees the preparation of required documentation including, but not limited to, budget and long-range development plan, administrative and special reports, ordinances and resolutions, technical study reports, personnel policies and procedures, employee job descriptions, routine correspondence.

f) To attend meetings, seminars and training sessions as required to remain knowledgeable of departmental operations.

g) Assists the President and the Vice President and Secretary General in the exercise of their duties and responsibilities relating to planning and development.

h) Responsible for the TVF finances and maintain accurate financial records. Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with GAAP principles.

i) Develop, implement, and ensure compliance with internal financial and accounting policies and procedures and ensure that all statutory requirements of the Federation are met.

j) Prepare all supporting information for the annual audit and to surrender all booksof accounts to the internal or external auditor (s) for the purpose of auditing at the end of each financial year or at any time as it may be required.

k) Responsible for payment of any monies to and from the federation, document andmaintain complete and accurate supporting information for all financial transactions.

l) To keep an itemized account of all receipts and expenditures and shall

regularly and at least one day per month report to the President on the financial condition of the federation. Apart from advising the president, he/she shall also advise the Congress and the Board of the financial position of the federation at each Congress and Board meeting.

m) To produce an annual budget and monitor TVF expenditure throughout the year.

n) Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.

o) Reconcile bank and investment accounts. Manage the cash flow and prepare cashflow forecasts in accordance with policy.

p) Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.

q) Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.

r) Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.

s) Assist the President with financial reporting as required at Board meeting, Congress meeting.

t) Shall be one of the signatories

u) Perform such other duties and functions as may from time to time be prescribedby the President, the Board or Congress.

v) Prepare and update TVF financial procedures as required or requested by thePresident.

13 <u>Director of Technical</u>

Director of Technical shall have the following functions:

a) Manages, coordinates and organizes the TVF overall operation and serves as professional advisor to the Congress and Board of Administration (President, Vice President, General Secretary).

b) Assists the President, Vice President and Secretary General in the exercise of their duties and responsibilities relating to technical issues.

c) Administration of all technical programs of TVF, this shall include youth, women, and national teams' programs.

14 <u>Director of Administration</u>

Director of Administration shall have the following functions:

a) Assists the President, Vice President and Secretary General in the exercise of their duties and responsibilities relating to Administration matters.

b) Supervises, directs, evaluates and coordinates staff, handles employee concerns and problems, assigns work, counsels employees and conducts disciplinary and other personnel actions.

c) Shall be in charge of human resources including hiring and training of TVF employees.

d) Manage employee benefits, such as health insurance and pension contribution.

e) Facilities management duties include inventory control and daily office operations.

f) Responsible for developing administrative plans and making sure that the plan is implemented and maintained.

g) Shall be responsible to oversees all the administrative staff and makes sure that policies are in place to ensure that the administrative functions of the Tanzania Volleyball Federation run smoothly.

h) Giving advice to the Federation, its divisions and employees on matters of law and legal protection.

i) Keeping Federation's activities in strict compliance with written laws, regulationsand by laws.

j) Prosecution of cases in courts and litigation management.

k) Documentation preparation and drafting of legal documents.

15 Representative for Gender Minority

There shall be one representative for gender minority appointed by president.

15.1. Roles of representative for gender Minority

i. To respresent minority gender in board of Administration.

ii. To ensure decision of the board considering minor gender.

iii. To promote minor gender to Contest in administration positions and participating in volleyball activities.

iv. To advocate gender equality issues.

v. Any activity/role assigned by President or General Secretary of the federation.

16 TVF Commissions

The Commissions, under the directives of the Board, shall meet at least once (1) a month to discuss reports of activities carried out during the previous year projects and proposals presented to the commissions and the yearly, biennial and quadrennial working programs.

16.1 Requirements needed to become member of a Commission

The following constitutes the basic membership requirements for any of the Commissions

a) Form four certificate holders from recognized school,
b) Minimum aged of 25 and maximum of 55,
c) Not being involved in any criminal case,
d) Mental health fit,
e) Not being discharged from any sports leadership, and
f) A citizen of Tanzania.

16.2 Composition

16.2.1 A maximum of five (5) members and minimum of three (3) shall be appointed by the Secretariet.

16.2.2 Officials of the Commission

a) The Secretaries and members of Commissions are proposed by the Commission Chairman and approved by Secretareit for four (4) years period.

b) A commission member, absent during two (2) consecutive meetings, is automatically absoconded.

c) Whenever a member of a Commission cannot hold office, another member proposed by the Commission chairman shall replace him. This substitution will take effect after ratification by the next Secretariet Meeting.

16.2.3 Functions of the Officials

16.2.3.1 Commission Chairman shall

a) Conduct the meetings

b) Represent his commission

c) Coordinate his activities and

d) Report to the Secretariet on the work performed

16.2.3.2 The Commission Secretary shall

a) Prepare the minutes of the meetings and the reports for the Commission

b) With the approval of the commission chairman, prepare the budget of the Commission and present it to immediate Supervisor (Director) before the Board and Congress.

c) Present to the Secretariat, the expense vouchers approved by the Commission Chairman

d) Draw up the annual program of activities and present it to the Secretariet for approval, together with the agenda of the meeting.

16.2.3.3 The Commission member shall

a) Seeking administrative support from the secretariat and

b) Coordinate their activities with the secretariat

16.2.3.4 All financial matters concerning the commission will be settled in accordance with the Administrative and Financial Regulations, as approved by the Board.

16.3 Specific Competence of the Commission

16.3.1 Coaches Commission

The Coaches Commission shall work under **the Technical Directorate** and shall have the following terms of reference

a) To seek the improvement of the qualifications and knowledge of coaches

b) To advise the RA(s) on the setting-up of regional programs aimed at improving the qualifications of regional coaches and instructors.

c) To supervise the organizations of courses and conferences aimed at the preparation of instructors, monitors and coaches in cooperation with RA (s) and whenever requested by any institution and authorize the issue of certificate at the appropriate level.

d) To set up and submit to the Secretariet and Board the rules for coaches' courses

e) To study the background of experts from the various Regions and select the most highly qualified and duly certified in different levels in order to submit their names to the Secretariet for their inclusion in the list of official instructors for conduction coaches' courses.

f) To cooperate with the Technical Commission as necessary in the preparation of audio-visual teaching materials such as manuals, slides, video tapes, films posters, etc.

g) To supervise, in consultation with the Technical Commission preparation and organization of symposia and other meetings aimed at discussing or analyzing the technical findings and new experience and to offer the need support to the RA (s)

h) To monitor, follow up and report individual, national or international scientific research, investigations and studies as well as demonstration matches aimed at improving methods of play and training.

i) To keep up to date the statistical evaluation of players and teams' performance in competitions

j) To supervise and control the application of the statistical evaluation of players in cooperation with the technical and organizing Commission.

k) To undertake any other tasks as requested by the Board and Secretariet.

16.3.2 Refereeing Commission

The Refereeing Commission shall work under **the Technical Directorate** and shall have the following terms of reference:

a) To seek the improvement of the qualifications and knowledge of National Referees

b) To determine the teaching program, material and documents deemed necessary for the qualification of international Referees

c) To maintain and update once (1) a year the list of the different categories of active national and international referees

d) To submit an annual list of international referees and candidate international referees to the secretariet and Board.

e) To supervise the organization of courses for national referees and the instructors responsible for the preparation and education of referees in cooperation with RA (s) authorized to organize such courses.

f) To study and publicise the experience obtained during refereeing courses and competitions concerning the theory and practice of refereeing.

g) To advise the TVF on the setting – up of national programs aimed at improving the qualifications of national referees and to establish the appropriate guidelines

h) To undertake any other tasks as requested by the secretariet and Board.

16.3.3 Technical and Organizing Commission

The technical and Organizing Commission shall work under **the Technical Directorate** and shall have the following terms of reference:

a) In collaboration with the Secretariat to set up the yearly official calendar of **TVF** competitions to be presented to the Secretariet and Board.

b) To keep up to date the general regulation for TVF competitions to be presented to the secretariet and Board.

c) To establish the specific rules for each competition and submit them to the secretariet and Board.

d) To follow up and control the preparation of the organization of the TVF competitions with the logistic assistance of the secretariat.

e) To present reports to the secretariet and Board on the progress of all technical plans, programs TVF competitions and formulate new competitions.

f) To set up guidelines for the issue of documents and daily bulletins containing information on the results and staging of TVF competitions and

g) To prepare informative, explanatory bulletins, pamphlets, other printed material, films video tapes and special teaching equipment for Volleyball administrators, coaches, referees, instructors and mini-Volley experts.

h) To initiate projects to be undertaken in the education and sports training sectors

i) To inform the RA(s) on the material and equipment required for the preparation of courses and training of teams at all levels

j) To supervise the coaches and administration courses, through special visits of one (1) of its members or through the normal experts, and report to the secretariet.

k) To prepare the program of National courses for RA (s) managers and set up guidelines on the required characteristics of the various lectures as well as of the teaching materials.

l) Jointly with the TVF Secretariat, to determine the teaching subjects which should be included in the courses and the required teaching material and equipment

m) To obtain promotional material for recreational Volleyball activities including mini volley

n) To draw up a consistent plan for future volleyball development

o) To undertake any other task as requested by the secretariet and Board

16.3.4 Beach Volleyball Commission

The Beach Volleyball Commission shall work under **the Technical Directorate** and shall have the following terms of reference:

a) In Collaboration with the Secretariat to set up the yearly, official calendar for Beach Volleyball competitions to be presented to the Secretariet and Board

b) To keep up to date the General Regulations for Beach Volleyball competitions to be presented to the Secretariet and Board

c) To establish the specific rules for each competition and submit them to the Secretariat, Secretariet and Board.

d) To follow up and control the preparation of the organization of all Beach Volleyball competitions with the logistic assistance of the secretariat

e) To present reports to the Secretariet and board on the progress of all technical plans, programes of Beach Volleyball competitions

f) To set up guidelines for the issue of documents and daily bulletins containing information on the results and staging of Beach Volleyball competitions.

g) Preparing informative, explanatory bulletins, pamphlets, other printed material, films, video tapes and special teaching equipment for Beach volleyball planers coaches and referees

h) To inform the RA(s) of the material and equipment required for the completion and preparation of courses and training of teams at all levels

i) To prepare the programe of National Coaches courses for Beach Volleyball managers and set up guidelines on the required characteristics of the various lectures as well as of the teaching materials

j) Jointly with the TVF Secretariat, to determine the teaching subjects which should be included in the courses and the required teaching material and equipment

k) To obtain promotional material for recreational beach volleyball activities, including Beach min-volley

l) To promote Beach volleyball throughout the country

m) To register all beach volleyball players and protect them on sponsorship

n) To establish beach volleyball circuit competitions

o) Jointly with TVF Secretariat to draw up a consistent plan for future beach volleyball development

p) To undertake any other tasks as requested by the Secretariet

16.3.5 Regional and Non-Affiliates Institution Development Commission

The Regional Association Development Commission shall work under **Adminstration Directorate** and shall have the following terms of reference:

a) To reactivate Regional Branches RA(s) which are not functional

b) In collaboration with the Secretariat to encourage volleyball players and fans to form the RA and assist them in its formation

c) To provide logistical support to the newly formed RA (s) to ensure efficient growth

d) To communicate, monitor and follow up on NAI programs implemented to TVF RA's to ensure that they are in line with TVF regulations.

e) To maintain and liaise with the relevant Commissions to ensure effective coordination of activities for the achievement of volleyball development.

f) To be responsible for the version of policy guidelines of volleyball management of the RA (s)

g) To be responsible for the preparation and issue guidelines to volleyball development in the regions

h) To coordinate the introduction and implementation of Strategic Business Plan 2022 and to ensure that RA(s) needs on management are met.

i) To be responsible for follow-up of actions already done.

j) To under take any other task as requested by Secretariet.

16.3.6 School and Children Development Commission

The school and children development programe Commission Shall work under **Planning, Development and Finance Directorate** and shall have the following terms of reference.

a) In cooperation with the National school and children sports Commission, to set up the yearly volleyball competitions.

b) To keep up to date the General Regulations for schools and children volleyball competitions to be presented to the Secretariet and Board.

c) To establish the specific rules for each school and colleges competition and submit them to the Secretariet and Board.

d) To follow up and control the preparation of the organization of all schools and children's competitions with the logistic assistance of the secretariat.

e) To present report to the Secretariet and Board on the progress of all children's technical plans, programes and rules by the organizers of schools and colleges official competitions.

f) To set up guidelines for the issue of document containing information on the staging of school and children's competitions.

g) In collaboration with relevant Commissions to formulate guidelines for all schools and children's competitions.

h) In collaboration with relevant Commissions and prepare a technical programe for improvement of volleyball play standards in schools and children all over the country.

i) In collaboration with relevant Commissions to make sure that volleyball is being played in all the schools and children in the country.

j) Follow up of programs already done to motivate RA (s) and encourage them to supervise schools and children regional volleyball activities at high level.

k) To liaise with RA(s) to monitor volleyball activities on school's volleyball programs.

l) To assist the relevant Commissions in selection of youth and junior national teams according to their level of play.

m) To undertake any other task as requested by the Secretariet.

16.4 Creation of the Committee

a) Mass media Committee
b) Medical Committee
c) National teams Committee
d) Promotional and marketing Committee
e) Finance Committee
f) Athletes Committee
g) Other Committee Established by Board of Administration.

16.4.1 Mass Media Committee

The mass media Committee shall work under **Adminstration Directorate** shall have the following terms of reference

a) To study proposals with respect to the Commission rules aimed at improving and widening relations with the media and promoting circulation of information on volleyball.

b) To compile and submit to the Secretariet a media manual for TVF competitions to be used by all organizers to ensure the best possible national media coverage before, during and after an event.

c) To propose ideas, initiatives and solutions for the TVF to maintain a good relationship with the press

d) To make suggestions to improve TVF means of communication (press releases, bulletins, magazine, etc) and adapt them to new requirements as they arise

e) To provide indications and norms for the TVF to obtain the best possible cooperation on the part of the RA(s) with respect to communications requirement

f) To suggest any modification that may be necessary to ensure that decisions taken by other Commission do not have a negative effect on relations between the TVF and the media

g) To make sure the TVF receives reports on experience in other sports that could be adapted to the needs of volleyball

h) To promote initiatives for the TVF maintain the best possible relations with international or continental journalists' associations and the press offices of organization with which it has frequent contacts to provide consulting services and furnish opinions on TVF initiatives addressed to the public that directly or indirectly involve the press

i) To participate in inspection of events organized by the TVF or related organizations and prepare a report containing indications on how to improve the press aspects

j) To be present at events organized by the TVF contacting the organizing Commission and creating the press office providing know-how acquired through experience and

k) To undertake any other tasks as requested by the Secretariet.

16.4.2 Medical Committee

The medical committee shall work under **the Technical Directorate** and shall have the following terms of reference

a) To disseminate among coaches and volleyball players the basic medical care for treatment of the most common injuries caused in the course of playing volleyball

b) To draft the principle and verify the conditions under which the organizers of competitions shall undertake and plan the preparation of food, hygiene, medical care and medical emergency services for players and participants

c) To supervise medical assistance to players during competitions

d) To maintain permanent contact and cooperation with the Tanzania medical sports association international organizations of sports medicine, particularly

with the IOC medical commission and the international federation of sports medicine.

e) To evaluate new findings, theories and scientific studies made in the medical and physiological area of sports training and teaching and

f) To undertake any other tasks as requested by the Secretariet

16.4.3 National team coordination Committee

The National team coordination committee shall work under **the Technical Directorate** and shall have the following terms of reference:

a) In collaboration with the relevant Commissions set up a yearly training programe

b) In collaboration with the relevant Commission engage in soliciting funds for the training and upkeep

c) Supervise the daily activities of the National Team Technical Matters

d) Report to Technical Director on all technical matters

e) Recommend the best way of success of the national teams for international competition and elimination of zone 5 for Olympic games

f) To work hand in hand with the national Team coach

g) To undertake any other task as requested by the Secretariet

16.4.4 Planning, Promotional and Marketing Committee

The Planning, Promotional and Marketing Sub Commission shall work under **the Planning, Development and Finance Directorate** and shall have the following terms of reference:

a) To identify areas that require expertise in the management and operations of the **TVF.**

b) Recruiting consultants for areas of need

c) Create the image of volleyball

d) Increase the overall market size of volleyball among other sports

e) Involving non volleyball organizations in cross promotions

f) Develop a promotional plan within each project area

g) Promote all projects to their full potential

h) Develop a marketing plan within each project area

i) Define the segments of the volleyball market

j) Define volleyball products to suit the market segments

k) Establish the most effective vehicle to sell the volleyball product

l) Utilize sponsorship and media to access the market

m) Increase the amount of sponsorship across all areas and activities

n) Maximize the value of the sponsorship to volleyball through cross promotion

o) Ensure that sponsors of his are compatible with our image of volleyball

p) Investigate ways of spreading the financial return of sponsorship.

16.4.5 Finance Committee

The finance Committee shall work under **Planning, Development and Finance Directorate** and have the following terms of reference:

a) To study **TVF** financial status and submit a report to Secretariet

b) To approve the annual statement of accounts and the report on them presented by the treasurer – F & A and the payments made by the Secretariat, and banks.

c) To verify the accounts of the Commissions and the payments made by the secretariat and banks.

d) To verify the budgets prepared by the Commissions and submit them to the Secretariet on new investments and sources of income, as well as on proposals for the reduction of expenditure.

e) To undertake any other tasks as requested by the Secretariet.

f) To advice the Secretariet on new investments and sources of income, as well as on proposals for the reduction of expenditure and

g) To undertake any other tasks as requested by the Secretariet

CHAPTER TWO

SANCTIONS

This chapter refers to the various sanctions which should be imposed for any violation of these regulations, to the authority and competence to impose such sanctions and to the possibility of appeal which might be granted.

17 Types of Sanctions

Sanctions may be imposed on affiliated RA, Non Affilliates of TVF, club's/ teams, players and officials of TVF should they not comply with the requirements and provisions of TVF Constitution, Regulations and other legal instruments. These sanctions are

17.1 Fine

A fine consists of payment to the TVF of a variable sum up to a maximum of five million shillings (5,000,000/=).

17.2 Discharge from official position

Discharge from the office means losing the position held in all the TVF bodies.

17.3 Suspension

a) A suspension consists of prohibition from participation, for a given period, in any official activity within the sphere of the **TVF.** The suspension imposed shall apply the involvement to all **TVF** members.

b) A suspended RA or NAI is obliged to reimburse the TVF for all expenses incurred by the latter for the study of its case (investigation or conciliation working group, juridical expenses, etc).

c) In order to recover its full affiliation, the said Regional Affilliates (RA) or Non-Affiliates Institution (NAI) must have satisfied the financial obligations above, unless an exceptional derogation is granted by the TVF.

17.4 Restrictions/ Barn

Restrictions or barn for involvement in TVF affairs (leadership or events) may be imposed to both Affiliates members and Non Affilliates Institutions after the evidence showing not following TVF regulations

17.5 Expulsion

a) Only an extra ordinary congress may expel an affiliated Regional Association (**RA),** after granting it a hearing.

b) The grounds for expulsion of an RA are:

i. Debts to the notable for delay in payment of three (3) annual fees, admonition thereof having been issued three (3) months before the session of the congress

ii. Clear or repeated breach of the TVF constitution or regulations, or serious misconduct and

c) Loss of status as an RA based on findings from inquiries made by the competent regional authorities.

i. Quorum and voting requirements for the expulsion are the same as those stipulated in the constitution in Article 5.1.3 of the TVF constitution.

ii. In the case of emergency, players and officials may be expelled by the board by a seventy-five (75%) majority vote, effective upon notice of the decision.

iii. An RA may propose a reversal of the expulsion to next congress, requesting inclusion of the matter on the agenda one (1) month before the date of such congress

iv. All sanctions adopted against NAI, managers, coaches, referees and players by the TVF shall apply on international and national level

18 Offenses

a) Sanctions can be imposed on the RA(s), NAI, clubs, teams, officials, players, etc. having violated the provisions of TVF constitution and its regulations.

The most important violations of the present regulation are:

i. Failure to pay or for late payment of affiliation fees

ii. The RA (s) has the obligation to pay punctually their annual TVF affiliation dues and other fees called for by these regulations.

iii. The payment of the fee after 1st July entails a fine Tshs. 50,000/= charged to which, in addition, may be suspended until payment has been made.

iv. In case of delay exceeding Three (3) months, the section specified under Section 3.2.3 above, shall be imposed.

v. Should the non - compliance continue for more than Six Months (6), the RA shall be subjected to suspension.

vi. The resumption of activity will be permitted as soon as the arrears are paid.

CHAPTER THREE

FINANCIAL REGULATIONS

The Administrative and Financial Regulations, adopted by the Board, shall define all the financial requirements for the operations of the **TVF** including but not limited to the resources, authorizations, expenditures and control mechanisms.

19 Resources

The **TVF** resources consist of:

a) Annual fees paid by the Regional Affiliates (**RA**'s),

b) Non-Affiliates administration fees,

c) Revenue from marketing and televised broadcasting of competitions,

d) Events and competitions sponsorship,

e) Recognition fees for sports competitions,

f) Fines imposed by TVF,

g) Team and Players annual fees

h) Grants/Support from government and international organs (CAVB and FIVB)

i) Any other kind of revenues approved by the Secretariet, Board or the Congress

19.1 Affiliation fees

a) The annual Regional Affiliates fee shall be paid following the calendar year

b) The Board may exempt an applicant **RA** from payment of the fee for the current year considering its financial possibilities, the remaining number of months and uncertain possibilities of National participation.

19.2 Non - Affiliates fees

a) Non-Affiliates Institutions shall be liable for the payment of administration fee to TVF on request to work in any activity relating to Volleyball,

b) During the submission of the letter of intent, an amount of 100,000/= as an administration and processing fee shall be paid,

c) In request of hosting any Volleyball event, administration fees shall be paid at the rate of 50,000/=

d) In executing the requested event, TVF shall provide one relevant technical staff to the **NAI** during the whole event, and a list of other officials in relation to the event,

e) The appointed technical staff shall be paid the required allowances by the NAI for the pre-determined period of the event; the relevant Commission shall set the rate for officials.

19.3 Scale of yearly fees

a) The annual fee for every Regional Affiliates (**RA)** is 50,000/=

19.4 Transfer Fees

a) A transfer fee must be paid to the **TVF** by the club receiving a player coming from another club with national transfer certificate issued by **TVF,**

b) The payment must accompany the national transfer certificate when remitted to the secretariat for registration.

c) Foreign residents are not subject to any transfer fee payment to play in any region or club.

d) Transfer of players to lower local levels is not subject to payment of transfer fees, but the players involved are not allowed to play in international club matches nor to be paid for playing.

19.5 Amount of transfer fees

a) Transfer to clubs of a division which, directly or through promotion, gives access to national tournaments or matches will be charged according to registration and tournament regulations of the current season.

19.6 Sponsorship Rights (TV and Marketing)

a) The **TVF** is the only body authorized to negotiate sponsorship (TV and marketing) rights for official competitions described in the general Regulations for National Volleyball Competitions.

b) **NAI** organizing an event must submit to TVF terms and conditions agreed with sponsors and TVF shall have all rights to agree or disagree such engagements/ sponsorship.

c) The TVF will allocate a part of these royalties to the Organizing RA. The amount allocated will be determined by the terms and conditions of competitions or by the TVF according to a prior agreement.

20 Financial Procedure

a) Percentages authorized on sponsorship contracts (TV and Marketing) negotiated by a marketing agency:

i. A maximum of twenty percent (20%) commission for marketing is agreed by the agency.

ii. When guaranteed income will be a minimum of the calculated event budget, excess revenue may be subject to higher commission.

iii. When an agency requests higher commission due to the limited possibilities, only the Board may give approval.

iv. A fixed negotiation fee of ten percent (10%) is authorized when the contract is negotiated entirely without the intervention of a marketing agency.

v. Consultants and advisers helping to draft or finalize a contract will not be paid by the TVF and their negotiation fee must be included in this ten percent (10%) fee.

21 Expenses of the President

a) **TVF** President is entitled to a fixed amount. Such sums are fixed by the Board.

b) The President must dispose of a fixed sum determined by the Board for unforeseen expenses.

c) In the case of delegation of President functions to advisers and other persons on special duties other than a competition, on the instructions of the President, his representative adviser shall be reimbursed as follows

i) Travel expenses

ii) Board and lodging during his required stay

iii) Per diem during his required stay

iv) If the expenses for board and lodging are paid by the host **RA**, the per diem is 120,000/=

v) The secretariat arranges for a pre - paid ticket to be sent to the President representative

d) Only the President is authorized to appoint his representative

22 Travel and related expenditure

22.1 When participating in regular meetings, members of the Board, or the Secretariet Commission, or committee are entitled to expenditures covered by **TVF**.

a) The travel expenditure shall be covered as follows:

i) Bus, train or air ticket for Secretariet Commission members or members attending meetings, and staff members for Chairpersons of their Commissions

b) Upon special authorization by the President, an air ticket may be reimbursed when the following items are submitted to the secretariat

i. A written request

ii. The ticket stub when remains after completion of the journey

22.2 As far as board and lodging are concerned, when participating in annual meetings, tournaments or tasks assigned to them by the TVF, the members of the Board, the Secretariet Commission, or the sub-Commission and Secretariat are entitled to:

a) Board and lodging for the duration of the meeting or tournament directly paid by the **TVF** or

b) A daily allowance of two hundreds thousand shillings (200,000/=) per person per day for President (s), General Secretary and Deputy Secretary, including one day before and one after the meeting tournament for them to pay such board and lodging.

c) A daily allowance of one hundred and fifty thousand shillings (150,000/=) per person per day for members of the Board, including one day before and one after the meeting tournament for them to pay such board and lodging.

d) A daily allowance of one hundred thousand shillings (100,000/=) per person per day for members of the Secretariat, including one day before and one after the meeting tournament for them to pay such board and lodging.

e) A daily allowance of eighty thousand shillings (80,000/=) per person per day for the sub-Commission, including one day before and one after the meeting tournament for them to pay such board and lodging.

22.3 In all cases, extra expenditures such as drinks, additional meals, room service, telephone calls, laundry, mini bar, etc. are to be paid by the traveler, The following per diem shall apply: -

a) For meetings, tournaments or activities assigned TVF held within the locality (residence) of the stated TVF officials as stated in section **20.2**, allowances shall be paid in a half as stipulated in the same section.

b) The secretariat prepares the per diem form which sets out the dates and place of the meeting, the name of the members, the corresponding amount and a space reserved for the signature of each member and

c) Payment is made on each day of the meeting.

d) For travel outside the country, government rates should prevail.

23 Budget and expenses of the Commissions

23.1 Normal expenses

Commissions are reimbursed for costs of communication with the **TVF** (post, telex, telephone, telegram) minor secretarial expenses, minor expenses for the Commission chairman and secretary and office supplies, etc

23.2 Annual budget

a) Each Commission must submit its programe of activities for the following year together with the corresponding estimated expenses.

b) Justification

i) Each Commission must submit its expenses sheet to the secretariat, indicating how reimbursement should be made (cheque, bank transfer, etc)

ii) Reimbursement is made within sixty (60) days' and

iii) No payment is made unless the expense sheet and reimbursement instructions are received by the date fixed by the board.

23.3 Special expenses

a) All projects or activities which entail special expenses must be included in the programe submitted to the Secretariat with the corresponding detailed budget.

b) These expenses are checked by the secretariat which determines how such a budget should be managed and gives the appropriate instructions.

23.4 Auditing

The **TVF** is authorized to have the auditing carried out by professional auditors legally established where the headquarters is located. The expenses for such auditing are the responsibility of **TVF**.

23.5 Payments

Instructions for the payment of the allocation (name and address of bank, account name and number, special instructions) must be given to the secretariat at least sixty (60) days before the date on which the payment should be made.

23.6 Expenses of instructors and officials in TVF competitions

a) Travel expenses

i. Travel expense of instructors and officials when participating in official competitions, instructors' courses are paid by the organizer or the **TVF** and

ii. The organizer or the secretariat arranges for the pre-paid tickets to be sent to the instructors and officials

b) Board and lodging

i. All referees and organizing Commission members for TVF competitions are to receive per diem of eighty thousand shilligs (80,000/=) by the TVF inclusive Board and lodging.

ii. Instructors are entitled to a per diem payment of eighty thousand shillings (80,000/=) from the first to the last day of their duties, and a travel allowance covering the day before and the day after.

iii. Payment of the per diem is made by the secretariat directly to the official or instructor after submission of the request before or during the execution of the assigned activity.

23.7 Expenses of Congress participants

a) The **TVF** to pay for the accommodation (from one day before to one day after the meeting) one (1) duly registered and accredited delegate to the congress per **RA** which has no outstanding dues.

b) A TVF member attending the congress as a Secretariet Commission member, may not represent his RA.

c) A proxy does not entitle the representing RA to accommodation expenses of an additional delegate.

d) The respective RA. Will cover any extra days and expenses (drinks, laundry, telephone etc).

23.8 Unexpected Expenses

All unexpected expenses, which must be reimbursed on an urgent basis, shall be presented to the TVF Director responsible with a corresponding invoice for approval and possible reimbursement.

CHAPTER FOUR

ENTRY INTO FORCE

24 <u>Entry into force</u>

This Financial and Adminstration regulation shall enter into force on the date of approval by the President of Tanzania Volleyball Federation.