TANZANIA VOLLEYBALL ASSOCIATION

ADMINISTRATIVE & FINANCIAL REGULATION

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ADMINISTRATIVE AND FINANCIAL REGULATIONS

PURSUANT TO THE POWERS GIVEN TO IT BY ARTICLE 3.3.2.2 OF THE TAVA CONSTITUTION AND, IN CONFORMITY WITH THE PROVISIONS OF CHAPTERS II, III AND IV OF THE SAID CONSTITUTION, OF THE TAVA, BOARD OF ADMINISTRATION ADOPTS THE FOLLOWING REGULATIONS KNOWN AS "ADMINISTRATIVE AND FINANCIAL REGULATIONS".

Chapter I Administrative Regulations

1.1 Regional Branches (Associations) RA (S)

Established according to Section 2.1 of the constitution.

1.1.1 Procedure of Affiliation

1.1.1.1 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 **TAVA** Secretariat.

1.1.1.2 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, fax number and email address when available

(b) The commitment to comply with the **TAVA** Constitution

(c) The commitment to observe the Volleyball Rules adopted by **TAVA**

(d) The commitment to include in its own Constitution the obligations set out in **TAVA** Constitution, these Regulations and those relating to players' eligibility

(e) The commitment to pay annual fees and to comply with sanctions, according to the **TAVA** Constitution, Regulations, rules and decisions; and

(f) The number of District Associations, clubs and players affiliated to the **RA**

1.1.1.3 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 **TAVA** 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 **TAVA.**

(b) The non-inclusion of the requirements of Article 1.1.1.3 (a) of the these regulations in Constitution of an affiliated **RA** does not preclude its binding nature.

(c) Any controversy arising from the non-inclusion of Article 1.1.1.3 (a) of these Regulations may lead to sanctions being imposed on the concerned affiliated **RA**.

1.1.1.4 **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 committee members, the name and address of the person entrusted with official correspondence with the **TAVA** and other affiliated District Associations.

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

1.2.2 **Commitments of the RA**

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

1.1.2.2 Without affecting the generality of Article 1.1.2.1 above, the **RAs** must apply "mutatis mutandis" all the provision of the **TAVA** instruments when electing their officials.

1.1.2.3 Should the **TAVA** Executive Committee be of the opinion that the legal and administrative requirements of the **TAVA** have not been respected by an **RA** during an election or when taking or

rendering a decision, the **TAVA** Executive Committee may cancel such election and rescind or revise all or part of such decision.

1.1.2.4 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 **TAVA**.

1.2 TAVA Board of Administration (Board)

1.2.1 Membership of the Board

1.2.1.1 The members of the Board are elected for a four-year (4) term at the session of the congress held in conjunction with the world Championship.

1.2.1.2 Board members in addition to being eligible for the Executive Committee, may be members of one (1) of the Task force or Ad hoc Committees.

1.2.1.3 A Board member who misses two (2) consecutive meetings is considered as having resigned and the Region represented misses the right of a seat in the Board of Administration until election of the **RA** Concern.

1.2.1.4 The Chairmen of committees attend the Board meeting in a voting capacity and are allowed to speak whenever a subject with their competence is being discussed.

1.2.1.5 If a position of Board member becomes vacant, it remains as such until election.

1.2.2 Membership Conditions

1.2.2.1 In order to become a Board member, the candidates shall meet the following requirements:-

(a) Pledge allegiance to the **TAVA** Constitution

(b) Be a well-known personality in the Volleyball family

(c) Be capable of fulfilling **TAVA** duties and assignments

(d) Have sufficient time available to fulfill **TAVA** assignment

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

(f) Be a Regional chairman or Executive Committee member

1.2.2.2 If a Board member misses two (2) consecutive meetings of the Board, he loses his seat but may continue to serve on the other **TAVA** institutions if his attendance record on the latter allows it.

1.2.2.3 First time candidates to the Board should not be aged more than 60 years or less than 30 years

1.2.3 **Responsibilities of the Board**

1.2.3.1 The Board is responsible for the overall administration and management of the **TAVA.** It may be charged with the interpretation of the Constitution.

1.2.3.2 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 to the constitution and the expulsion of players and officials, in case of emergency, in accordance with art. 3.1.4.4. Other decisions are taken by simple majority vote.

1.2.3.3 Summons to the meeting, agenda, technical and administrative documents to be discussed by the Board are prepared by the Secretariat and sent to members at least two (2) months prior to the date of the meeting.

1.3 TAVA Executive Committee and the Chairman

As provided for in the preamble of the Constitution, the term, "Executive" used in the Regulations, shall apply to both Executive Committee and the chairman, except when otherwise stipulated.

1.3.1 **Composition and Authority of the Executive Committee**

As provided for in Section 3.2.3.1 of the Constitution, the Executive is composed of thirteen (13) members

- The Chairman
- The First Vice-Chairman Planning and Development
- The second Vice-Chairman Finance and Administration
- The Secretary General
- The Vice Secretary General.
- The eight (8) Executive Committee members

1.3.2 In order to become an Executive Committee member, the candidates shall meet the following requirements

(a) Be a well-known personality in the Volleyball family

(b) Be capable of fulfilling **TAVA** duties and assignments

(c) Have sufficient time available to fulfill **TAVA** assignment

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

(e) Be a Board member, Chairman or a Committee member.

(f) Never have been suspended by the **TAVA,** Regional Association, any National sports Association or any International sports federation

(g) Have successively completed at least a Secondary school education.

(h) To become a member of Secretariat, the Candidate should have served as an executive committee member for at least two consecutive Terms.

If an Executive Committee member misses two (2) consecutive meetings of the Executive Committee he looses his seat.

1.3.3 **Executive Committee's Responsibilities**

1.3.3.1 The member of the Executive Committee are charged, either individually on account of their office or collectively, with the executive of decisions of the Congress, the Board and the Executive

1.3.3.2 In accordance with the Chairman assignments, as provided for in Article 3.2.3.2.2 of the Constitution, the Executive Committee 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 **RAS** (s) clubs, competitions etc.

(d) Supervising competitions, more specifically the club championship, **TAVA** 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 Committees, 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 **TAVA** revenue and expenditures and controlling the finance reports and the account auditing

(h) Undertaking the guidelines of the National Plan 2020.

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

1.3.3.3 Members of the Executive Committee are not allowed to be present during the consideration of matters in which they or their **RA** are concerned.

1.3.3.4 The Executive Committee fixes the dates and places of its meeting and those of the Committees.

1.3.4 **The Chairman**

1.3.4.1 The competence and responsibilities of the **TAVA** Chairman are established in sub-section 3.240 of the Constitution

1.3.5 **First Vice Chairman Development and Planning**

1.3.5.1 The First Vice-chairman assists the chairman in the exercise of the duties and responsibilities. On the proposal of the Chairman, the Executive Committee assigns him certain specific functions.

1.3.5.2 In accordance with the provisions of Article 3.2.4.1.2 of the Constitution, the First Vice-Chairman shall replace the Chairman should the latter become unable to carry out its functions.

1.3.5.3 In the absence of the chairman. The First Vice-Chairman represents the **TAVA** in international sports organizations, including the **FIVB** and coordinates activities not entrusted to other Vice-Chairman. He proposes to the Chairman the official protocol for events, Congresses and meetings.

1.3.6 **Second Vice Chairman Finance and Administration**

1.3.6.1 **Second Vice Chairman**
The Second Vice Chairman check the budget and investment programme before they are submitted to the approval of the Executive Committee.

1.3.6.2 **Second Vice Chairman**
Shall establish a report on income and expenditure and on the statement of accounts in order to submit them to the approval of the Executive Committee.

1.3.6.3 The second vice chairman shall check the payments made by the Secretariat and report on them to the chairman

1.3.7 The Second Vice-Chairman, General Secretary , Vice Secretary and the Executive Committee members.

The Second Vice-Chairman, General Secretary, Vice Secretary and Executive Committee members assist the Chairman in his duties and, on the proposal of the Chairman, the Executive Committee, pursuant to the guidelines established in Sub-Section 1.3.3 of these Regulations, assigns them certain functions including, but not limited to:

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

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

(c) Advising the Committees on their own rules, the application of which is within their competence, studying and updating the **TAVA** Regulations and assisting the Chairman in the defence of the **TAVA** interests.

1.3.8 **Delegation of Powers (General)**

Should the Chairman be provisionally unable to carry out his functions, he shall be replaced by the first Vice-Chairman or, should he be unable to accept the charge, by the Second Vice-Chairman. Should the Chairman be definitely unable to hold office, he shall be replaced, for the remaining portion of his term, by the First Vice-Chairman subject to ratification, if need be, by the Congress at its next meeting.

1.4 **TAVA Committees**

The Committees, under the direction of the Executive, shall meet at least once (1) a year 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.

1.4.1 Requirements needed to become member of a Committee
The following constitutes the basic membership requirements for any of the Committees

1.4.1.1 To have an extensive knowledge of the **TAVA,** its institutions, its activities and its operations

1.4.1.2 To have a complete knowledge of the specific operations of the Committees for which the candidates wish to become members

1.4.1.3 To have personal national or international experience and the required expertise for the specific competence of the committees

1.4.1.4 To have a basic Secondary education , university degree or an equivalent professional experience within the public and private sector in relation to the activities of the executive committee.

1.4.1.5 To comply with the policy guidance established by the Board as per the provisions of Article 3.2.2 of the **TAVA** Constitution

1.4.1.6 The committee members shall speak, at least, one of the two (2) **TAVA** working languages English or Kiswahili

1.4.1.7 The Executive Committee members shall dispose freely of a minimum of thirty (30) days per year, in separate periods, to accomplish the duties of their respective commissions and attend meetings or competitions and

1.4.1.8 Committee members shall never have been suspended by any Regional Sports Association, **TAVA** or any National Association or International Federation.

1.4.2 **Composition**

A maximum of three (3) members shall be appointed by the Executive Committee

1.4.3 **Officials of the Committees**

1.4.3.1 The Secretaries and members of Committees are proposed by the Committee Chairman and approved by executive Committee for a four – year (4) period.

1.4.3.2 A committee member, absent during two (2) consecutive meetings, is automatically considered having resigned.

1.4.3.3 Whenever a member of a Committee cannot hold office, another member proposed by the Committee chairman shall replace him. This substitution will take effect after ratification by the next executive Committee Meeting.

1.4.4 **Competence of the Officials**

1.4.4.1 **Committee Chairman shall**

(a) Conduct the meetings

(b) Represent his committee

(c) Coordinate his activities and

(d) Report to the Executive Committee on the work performed

1.4.4.2 **The Committee Secretary shall**

(a) Prepare the minutes of the meetings and the reports for the executive Committee

(b) With the approval of the committee chairman, prepare the budget of the Committee and present it to the second vice chairman-finance and Administration before the Congress

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

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

1.4.4.3 **The committee member shall**

(a) Seek administrative support from the secretariat and

(b) Coordinate their activities with the secretariat

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

1.4.5 **Specific Competence of the Committees**

1.4.5.1 **Coaches Committee**

The Coaches committee 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 Executive 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 Executive for their inclusion in the list of official instructors for conduction coaches courses.

(f) To cooperate with the Technical Committee 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 Committee 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 technical and organizing committee.

(k) To undertake any other tasks as requested by the Executive

1.4.5.2 **Refereeing Committee**

The Refereeing Committee 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 up-date 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 Executive 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 **TAVA** 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 Executive

1.4.5.3 **Technical and Organizing Committee**

The technical and Organizing Committee shall have the following terms of reference

(a) In collaboration with the Secretariat to set up the yearly official calendar of **TAVA** competitions to be presented to the Executive and Board

(b) To keep up to date the general regulation for **TAVA** competitions to be presented to the Executive and Board

(c) To establish the specific rules for each competition and submit them to the Executive and Board

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

(e) To present reports to the Executive and Board on the progress of all technical plans, programs **TAVA** competitions and formulate new competitions.

(f) To set up guidelines for the issue of document and daily bulletins containing information on the results and staging of **TAVA** 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 Executive.

(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 **TAVA** 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 Executive

1.4.5.4 **Beach Volleyball Committee**

The Beach volleyball Committee 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 executive and Board

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

(c) To establish the specific rules for each competition and submit them to the Secretariat, Executive 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 executive 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) To prepare 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) on 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 **TAVA** 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 TAVA Secretariat to draw up a consistent plan for future beach volleyball development

(p) To undertake any other tasks as requested by the Executive

1.4.5.5 **Regional Associations development committee**

The Regional Association development Committee shall have the following terms of reference

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

(b) In collaborations 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 maintain and liaise with the relevant committees to ensure effective coordination of activities for achievement of volleyball development.

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

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

(g) To coordinate the introduction and implementation of National plan 2020 and to ensure that **RA**(s) needs on management are met.

(h) To be responsible for follow up of actions already done.

(i) To under take any other task as requested by executive.

1.4.5.6 **School Development Programe Committee**

The school development programe committee shall have the following terms of reference.

(a) In cooperation with the National school and colleges sports committee, to set up the yearly volleyball competitions.

(b) To keep up to date the General Regulations for schools and colleges volleyball competitions to be presented to the Executive and Board

(c) To establish the specific rules for each schools and colleges competition and submit them to the Executive and Board.

(d) To follow up and control the preparation of the organization of all schools and colleges competitions with the logistic assistance of the secretariat

(e) To present report to the Executive and Board on the progress of all colleges 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 colleges competitions

(g) In collaboration with relevant committees to formulate guidelines for all schools and colleges competitions

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

(i) In collaboration with relevant committees to make sure that volleyball sport is being played in all the schools and colleges in the country

(j) Follow up of programs already done

(k) to motivate **RA** (s) and encourage them to supervise schools and colleges regional volleyball activities at high level

(l) To liaise with **RA**(s) to monitor volleyball activities on schools volleyball programs

(m) To assist the relevant committees on selection of youth and junior national teams according to their level of play

(n) To undertake any other task as requested by the Executive

1.4.6 **Creation of the Sub Committees**

(a) Mass media sub committee

(b) Medical sub committee

(c) National teams sub committee

(d) Promotional and marketing sub committee

(e) Finance sub committee

1.4.6.1 **Mass Media sub committee**

The mass media sub committee shall have the following terms of reference

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

(b) To compile and submit to the Executive a media manual for **TAVA** competitions to be used by all organizers in order to ensure the best possible national media coverage before, during and after an event.

(c) To propose ideas, initiatives and solutions for the **TAVA** in order to maintain a good relationship with the press

(d) To make suggestions to improve **TAVA** 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 **TAVA** 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 committee do not have a negative effect on relations between the **TAVA** and the media

(g) To make sure the **TAVA** receive reports on experience in other sports that could be adapted to the needs of volleyball

(h) To promote initiatives for the **TAVA** maintain the best possible relations with international or continental journalists' associations and the press offices of organization with which it has frequent contacts

(i) to provide consulting services and furnish opinions on **TAVA** initiatives addressed to the public that directly or indirectly involve the press

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

(k) To be present at events organized by the **TAVA** making contact with the organizing committee and create the press office providing know-how acquired through experience and

(l) To undertake any other tasks as requested by the executive.

1.4.6.2 **Medical Sub Committee**

The medical sub committee 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 Executive

1.4.6.3 **National team coordination sub committee**

The National team coordination sub committee shall have the following terms of reference:-

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

(b) In collaboration with the relevant committee engage into soliciting funds for the training and up keep

(c) Supervise the daily activities of the National team technical matters

(d) Report to First Vice Chairman 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 Executive

1.4.6.4 **Planning, Promotional and Marketing Sub Committee**

The Planning, Promotional and Marketing Sub Committee shall have the following terms of reference

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

(b) To recruit consultants for particular areas of need

(c) Create the image of volleyball

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

(e) Involve 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 his are compatible with our image of volleyball

(p) Investigate way of spreading the financial return of sponsorship.

1.4.6.5 **Finance Sub Committee**

The finance sub committee shall have the following terms of reference

(a) To study **TAVA** financial status and submit a report to Executive

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

(c) To verify the accounts of the committees and the payments made by the secretariat and banks

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

(e) To undertake any other tasks as requested by the Executive

(f) To advice the Executive 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 Executive

1.5 Ad Hoc Commissions, Committees, Councils and Task Force

1.5.1 The executive, under delegation form the Board, are hereby authorized to establish any ad Hoc Committees, and Task Forces, whose creation is made mandatory for better implementation of **TAVA** objectives.

1.5.2 The Executive must report to the Board on the appointments of such Ad Hoc Committees, and working Groups as well as on their activities.

Chapter II Financial Regulations

The Administrative and Financial Regulations, adopted by the Board, shall define all the financial requirements for the operations of the **TAVA** including but not limited to the sources, authorizations, expenditures and control mechanisms. (Sub-Section 4.6.1 of the Constitution)

2.1 Resources

The **TAVA** resources consist of:

(a) Annual fees of the affiliated Regional Branches. **RA** (s)

(b) Revenue from marketing and televised broadcasting of competitions

(c) Recognition fees for sports competitions

(d) Fines imposed by it and

(e) Any other kind of revenues approved by the Executive or Board or the Congress

2.2 **Affiliation fees**

2.2.1 Regional Association wishing to be affiliated must present an application together with the statutory required documents and the payment of the annual fee.

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

2.3 **<u>Scale of yearly fees</u>**

2.3.1 The annual fee of every Regional Branch (**RA)** is determined in accordance with its national activity and fixed in agreement with the concerned RA based on the following scale

(a) Category A T.shs. 20,000/=

(b) Category B T.shs. 10,000/=

2.3.2 This classification will be reconsidered every two (2) years. However, an **RA** may request to be classed in a category superior to the one defined by the Board

2.4 **Transfer Fees**

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

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

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

2.4.4 Transfer of players to lower local levels are 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

2.5 **Amount of transfer fees**

2.5.1 Transfer to clubs of a division which, directly or through promotion, gives access to national tournaments or matches will be charged Fifty Thousands Shillings .(50,000/=)

2.6 Sponsorship Rights (TV and Marketing)

2.6.1 **TAVA Exclusive Rights**

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

2.6.1.2 The **TAVA** will allocate a part of these royalties to the Organizing **RA.** The amount allocated will be determined by the terms and conditions for competitions or by the **TAVA** according to a prior agreement

2.7 Financial Procedure

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

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

2.7.1.2 When guaranteed income will be a minimum of T.shs. 5,000,000/= excess revenue may be subject to higher commission.

2.7.1.3 A maximum of thirty percent (30%) commission for television sales is agreed for the agency

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

2.7.2 Percentages authorized on sponsorship contracts (TV and Marketing) negotiated without the direct involvement of a marketing agency

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

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

2.7.3 **Expenses of the Chairman**

2.7.3.1 The **TAVA** Chairman is entitled to a fixed amount. Such sums are fixed by the Executive Committee.

2.7.3.2 The Chairman must dispose of a fixed sum determined by the Executive Committee for unforeseen expenses.

2.7.3.3 In the case of delegation of Chairmanship functions to advisers and other persons on special duties other than a competitions

(a) On the instructions of the chairman, his representative adviser or his reimbursed as follows

- Travel expenses
- Board and lodging during his required stay
- Per diem during his required stay
- If the expenses for board and lodging are paid by the host **RA**, the per diem is 60,000/=

(b) The secretariat arranges for a pre-paid ticket to be sent to the chairman representative

Note: Only the chairman is authorized to appoint his representative

2.7.7 **<u>Travel and related expenditure</u>**

When participating in regular meetings, members of the Board, or the Executive Committee, or sub committee are entitled to expenditures covered by **TAVA** an organization or institution.

2.7.4.1 The travel expenditure shall be covered as follows:
Bus, train or air ticket for executive Committee members or members attending meetings, and staff members for Chairpersons of their committees

2.7.4.2 Upon special authorization by the Chairman, an air ticket may be reimbursed when the following items are submitted to the secretariat

(a) A written request

(b) The ticket stub when remains after completion of the journey

2.7.4.3 As far as board and lodging are concerned, when participating in annual meetings tournaments or tasks assigned to them by the **TAVA,** the members of the Board, the Executive Committee, or the subcommittee and of Secretariat are entitled to;

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

(b) A daily allowance of Fifty Thousands Shillings. (50,000/=)per person per day, including one day before and one after the meeting tournament for them to pay such board and lodging.

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.

2.7.4.4 **The following per diem shall apply**

(a) For meetings held in Dar es Salaam or elsewhere, the members of the Board, or the Executive committee, or the secretariat are entitled to a per diem of Fifty Thousands Shillings. (50,000/=) per each meeting day and Forty Thousands Shillings. (40,000/=) per members of each committee and sub committees of task forces.

(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 members and

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

2.7.5 Budget and expenses of the committees

2.7.5.1 **Normal expenses**

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

2.7.5.2 **Annual budget**

By 15th November, at the latest every year, each committee must submit its programe of activities for the following year together with the corresponding estimated expenses.

2.7.5.3 **Justification**

(a) By 15th November, at the latest every year, each committee must submit its expenses sheet to the secretariat, indicating how reimbursement should be made (cheque, bank transfer, etc)

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

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

2.7.5.4 **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 budget should be managed and gives the appropriate instructions.

2.7.6.3 **Auditing**

The **TAVA** 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 **TAVA**.

2.7.6.4 **Payment**

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.

2.7.8 **Expenses of instructors and officials in TAVA competitions**

2.7.8.1 **Travel expenses**

(a) Travel expense of instructors and officials when participating in official competitions, instructors courses are paid by the organizer or the **TAVA** and

(b) The organizer or the secretariat arranges for the pre-paid tickets to be sent to the instructors and officials

2.7.8.2 **Board and lodging**

(a) All referees and organizing committee members for **TAVA** competitions are to receive a minimum per diem of Forty Thousands Shilligs. (40,000/=) by the **TAVA** inclusive Board and lodging.

(b) Instructors are entitled to a per diem payment of shs. 40,000/= from the first to the last day of their duties, and a travel allowance covering the day before and the day after.

(c) Payment of the per diem is made by the secretariat directly to the official or instructor at the end of the activity.

2.7.9 **Expenses of Congress participants**

2.7.9.1 The **TAVA** to pay 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.

2.7.9.2 A **TAVA** member attending the congress as an executive committee member, may represent his **RA**. The accommodation expenses of the second delegate of such an **RA** will be covered by the **TAVA.**

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

2.7.9.4 Any extra days and expenses (drinks, laundry, telephone etc.) will be covered by the respective **RA**.

2.7.10 **Unexpected Expenses**

All unexpected expenses, which must be reimbursed on an urgent basis, shall be presented to the TAVA second vice chairman with a corresponding invoice for approval and possible reimbursement.

Chapter III 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.

3.1 **Types of Sanctions**

As provided for in Section 5.2 of the **TAVA** Constitution, sanctions may be imposed on affiliated **RA**, clubs teams, players and officials of **TAVA** should they not comply with the requirements and provisions of **TAVA**. Constitution, Regulations and other legal instruments. These sanctions are

3.1.1 **Fine**

A fine consists of payment to the **TAVA** of a variable sum up to a maximum of T.shs. 50,000/=

3.2.1 **Discharge from official position**

Discharge from office means losing the position held in any and all of the **TAVA** bodies.

3.3.1 **Suspension**

(a) A suspension consists of prohibition from participation, for a given period of time, in any official activity within the sphere of the **TAVA.** A suspension may be imposed on all **TAVA** members.

(b) A suspended RA is obliged to reimburse the **TAVA** 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 Branch (**RA)** must have satisfied the financial obligations above, unless an exceptional derogation is granted by the **TAVA.**

3.1.4 **Expulsion**

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

3.1.4.2 **The grounds for expulsion of an RA are**

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

(b) Clear or repeated breach of the **TAVA** constitution or regulations, or serious misconduct and

(c) Loss of status as an **RA** on the basis of findings from inquiries made of the competent regional authorities.

3.1.4.3 Quorum and voting requirements for the expulsion are the same as those stipulated in the constitution in Article 3.2.2.14 of the said constitution.

3.1.4.4 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.

3.1.4.5 An **RA** may propose a reversal of the expulsion under Article 3.1.4.4 next congress, requesting inclusion of the matter on the agenda one (1) month before the date of such congress

3.1.4.6 All sanctions adopted against managers, coaches, referees and players by the T**AVA** shall apply on international and national level

3.2 **Offenses**

Sanctions can be imposed on the **RA**(s) clubs, teams, officials, players, etc. having violated the provisions of **TAVA** constitution and its regulations. The most important violations of the present regulation are

3.2.1 Failure to pay or for late payment of affiliation fees

3.2.1.1 The **RA** (s) have the obligation to pay punctually their annual **TAVA** affiliation dues and other fees called for by the these regulations.

3.2.1.2 The payment of the fee after 1st July entails a fine T.shs. 5,000/= charged to which, in addition, may be suspended until payment has been made.

3.2.2.3 In case of delay exceeding Three (3) months, the section specified under article 3.2.1.2 above, shall be imposed.

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

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