



By-laws as further revised by the BOD on August 23, 2017

BY-LAWS
Of the
Association of Sport Performance Centres

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Chapter 1: General Order (Name, description, address, logo)

ASPC is a non-profit-making ASSOCIATION, with public and social interests, which will be governed by these by-laws, the internal regulation codes which may be approved at the General Assembly and also by the applicable state laws.

Adapted at the Forum Paris August 30, 2011 the new shorter name and abbreviation for the International Association of High Performance Sport Training Centres will now be; The Association of Sport Performance Centres or ASPC.

The Association is registered in Spain as the "International Association of High Performance Sport Training Centres".

ASPC physically established its headquarters in Sant Cugat (Barcelona, Spain): Avenida Alcalde Barnils 3-5, Sant Cugat del Vallés (08174, Spain). The change of company headquarters, as the case may be, must be approved at the General Assembly.

The ASPC is the private and representative body for the group of High Performance Sport Centres legally established in each corresponding state, where they hold a legal status and have full capacity to work towards the fulfillment of their goals and to defend their rights, in accordance to the prevailing legal sports law.

ASPC has its own logo, as shown in the drawing attached to these by-laws, which may not be used for any commercial purpose outside the association.



Chapter 2: Offices & registered structure

Competence

The Association will be submitted to the Spanish Regulation Rights, as is on "Ley Orgánica 1/2002, de 22 de marzo, reguladora del Derecho de Asociación".

Life

The life of the Association of Sport Performance Sports Centres is indefinite.

The financial year will run from the 1st of January to the 31st of December.

Communication Language

The International communication language of the ASPC will be English.

Territorial Domain

The Association conducts its main business activities through the respective members of the Association on an International basis.

Chapter 3 : Mission, Vision and Principles of the Association

ASPC Mission: To provide opportunities that enhances training for high performance sport worldwide.

ASPC Vision: ASPC is an active partner with development and leadership of sport training centres, setting the standard in the global high performance training site community.

The principles of this Association are the following:

1. Respecting the Autonomy of high performance sports centres from around the World, within the context of their National Structure:

The basic principles of the Association are considered to be the maintenance of the independence, authority and autonomy of each Center as being the best guarantee of the development of high level sport in the respective countries.

2. Fostering purposeful collaboration between all the members of the ASPC: Respecting the autonomy of each Center, members will collaborate to generate initiatives to benefit athletes, coaches, sport and the wider community.

They will also collaborate with international organizations and associations able to assist in promoting the implementation of the principles and objectives pursued by this Association.

3. Maintaining an Ethical Approach:

Protection of the rights of high performance athletes and coaches at ASPC member Centres is essential. Specifically this should focus on their right to train and compete in a fair, ethical, healthy and safe environment.

4. Enhancing Staff Development:

ASPC is committed to adding value to the training opportunities of member staff by providing professional development through staff exchanges.

5. Sharing Information and Knowledge:

ASPC members will share and exchange knowledge and experiences in relation to high performance sport.

6. Identifying Best Practices:

The ASPC will develop concepts of best practices to aid in the advancement of high performance sport.

7. Supporting the International Forum on Elite Sport:

ASPC members will support the organization of a biennial International Forum on Elite Sport as a means of sharing and developing information to advance high performance sport centres.

Chapter 4.: About members

A. Membership Terms (acquisition and loss)

The ASPC will be composed of both high performance centres which have voluntarily joined the Association and Individuals who support these High Performance Centres.

Section 1. The requirements to become a member of this Association as a high performance sports center are:

- a) To carry out activity focused on elite sport.
- b) To be officially recognized by a National Sports Federation in their country or an International Sport Federation, their respective National government or National Olympic Committee / National Paralympic Committee.
- c) To be able to provide operational, technical and scientific support services to high performance athletes and coaches.

- d) To be willing to exchange staff personnel with other high performance sport centres to interact and share ideas and work methods.
- e) Other Organizations or Training sites/Centres as specified in Classes of Membership.

Section 2. The requirements to become a member of this Association as an individual member is:

- a) Any manager, Director, Administrator or Sports Official who works or has worked to support High Performance Training Centres.
- b) Paying the full registration fee at biannual ASPC Forum on Elite Sport
- c) Other individuals as specified in Classes of Membership

Chapter 5: Classes of Membership

The following constitute the organizational and individual classes of membership within the ASPC

- Section 1 – Classes of Organizational members;

Group A – Any Sport performance Center that is recognized by a National Olympic Committee, Paralympic Committee and or government of that nation.

Group B – Any Sport Performance Center that is recognized by an International Sports Federation (IF) or National Sport federation of a country where the center is located.

- Section 2 – Classes of Individual members and Governing Bodies:

Group C – Individual managers, Directors or Administrators of a Sports performance Center or a Sports training venue

Group D – Individual National Olympic Committee Sport Directors. Managers and Leaders in Olympic / Paralympic sports

Group E – Individuals who support High Performance in sports – Medical, Science, Media, Coach, Sponsorship...

Group F – Governing Bodies who support High Performance Sports, Foundations or NGO

Group G – Paid full Registration fee at the Biannual ASPC Forum on Elite Sport or any other members as approved by the Board of Directors

Chapter 6 : Process for Membership:

- Section 1. Organizational membership – Groups A & B

High Performance Sport Centres who would like to join the Association as new members must make a written request to the respective Continental Vice President copied to the Headquarters Office or follow guidelines and forms on the website.

a) Requests for new membership must be reviewed by the relevant Continental Vice President and President prior to a recommendation being made to the Board of Directors.

b) Membership may be provisionally approved by the Continental Vice-President prior to ratification by the General Assembly at their next official meeting.

c) New members will be welcomed at the next General Assembly after their application has been approved.

i) Requests made within 2 months of the next General Assembly are not guaranteed confirmation before this General Assembly.

ii) The Member Centres will be represented in the internal organization of the Association by their Directors or persons legally appointed by them.

d) To pay the ASPC Organizational Membership fee when required.

- Section 2 – Individuals Members – Groups C,D,E,F & G

Individuals who would like to be members of the ASPC must complete and submit the ASPC individual membership form to the Secretary General of the ASPC.

a) Request for individual membership must come with a letter of support from a current ASPC member, stating the individual members involvement in high performance sport working with performance centres or athletes / coaches.

b) A CV of the Individual member must be included within the request.

- c) Request for individual membership will be reviewed by the Secretary General and the relevant Continental Vice President prior to approval.
- d) Individual members agree to conform to and abide by the ASPC By-laws, General Principles and other such rules and regulations which may be adopted by the membership or Board of Directors from time to time
- e) Paying the ASPC Individual membership dues determined by the Board of Directors for the specified membership category when required.
- f) Paying the full registration fee at the ASPC biannual Forum on Elite Sport.

- Section 3. Loss of membership

Members of high performance sport centres will lose their membership for the following reasons:

- a) Termination of the member Center that has taken place in accordance with the legal procedure of the country where the member Center is located.
- b) Any other statutory or legal way established.
- c) Not paying the yearly membership fee.
- d) Resignations must be submitted in writing to the Association President or to the appropriate ASPC Continental Vice-President.

Chapter 7 : Member's rights and obligations

Section 1. The rights of the Organizational members of the Association are: Groups A & B.

1. To attend, actively participate and vote at the General Assembly meetings. Organizational members, category A & B representatives vote counts as 2 votes.
2. To elect or be elected as representative for their continent or as a member of the Executive Committee.
3. To participate in the management, services and activities of the Association, in accordance with the statutory law.
4. To present to the Assembly and to the Board of Directors all the facts that may contribute to improve the Association and to more effectively realize the Principles of the Association.

5. To seek and obtain explanation about the administration and management from the Board of Directors.
6. To be heard before any disciplinary steps being taken.
7. To receive information about the activities of the Association.
8. To take part in the working groups.
9. To possess a copy of these by-laws.
10. To check the record books of the Association.
11. To attend the International Forum on Elite Sport without paying the registration fee.
12. Have their sport Center appear on the Association's web site sharing information about their training Center.

Section 2. The rights of Individual members of the Association are:
Groups C, D, E, F & G.

1. To attend, actively participate and vote at the General Assembly meetings. During Voting each individual members, Category C thru G counts a one vote.
2. To serve or be selected to serve on ASPC Committees.
3. To participate in the management, services and activities of the Association, in accordance with the statutory law.
4. To present to the Assembly and to the Board of Directors all the facts that may contribute to improve the Association and to more effectively realize the Principles of the Association.
5. To seek and obtain explanation about the administration and management from the Board of Directors.
6. To be heard before any disciplinary steps being taken.
7. To receive information about the activities of the Association.
8. To take part in the working groups.
9. To possess a copy of these by-laws.
10. To check the record books of the Association.

Section 3. The obligations of all members of this Association are:

1. To get involved with the principles of the Association and to actively participate in order to achieve them.
2. To contribute in the support of the Association by means of paying the membership fees as approved at the General Assembly.
3. To fulfill the rest of the obligations that have been established in these by-laws.
4. To keep the information posted on the Association's Web page up to date and current with all Center/site information and contacts.

Chapter 8: Official Bodies and representation entities

Section 1. The **Official Bodies** and representation entities of the Association are:

- a) The General/Extraordinary Assembly.
- b) The Board of Directors.
- c) The President.
- d) The Secretary General- who is appointed by the Executive Committee from a representative of the ASPC host center- Official headquarters which now is San Cugat del Valles / Barcelona Spain.
- e) The Vice-President
- f) The Treasurer
- g) The Executive Committee (President, General Secretary, Vice-President and Treasurer).

A.) General Assembly

The GENERAL ASSEMBLY is the major official body entity of the Association, which is composed of all the representatives of the high performance sport centres, officially named. Membership groups A thru G

Each Organization that is a member will receive 2 votes for their Centre. There is no Proxy vote. Each Individual member at the General Assembly will have one vote. Only those members who are present and up to date in terms of fee payment will be able to vote.

The agreement taken at the Assembly will be approved by simple majority (50 percent plus 1) of the members present, with the exception when these By-Laws establish that another type of majority is needed.

The General Assembly must be legally constituted and held annually.

The roles of the General Assembly are the following:

- a) To modify the by-laws.
- b) To approve or ratify the annual program and activity report on the management of the Association presented by the Board of Directors to the Assembly.
- c) Vote on proposals put forth by the Board of Directors.
- d) To elect the Executive members of the ASPC (President, Vice-President and Treasurer) and guide their activity, every 2 years during the FORUM.
- e) To ratify the Continental Vice-presidents who will be elected by their own Continental members present at the Forum. In the event of a tie a final determination will be made by the Executive Committee of the ASPC.
- f) To approve or ratify the balance sheet, financial statement and the annual budget presented by the Board of Directors.
- g) To approve the amount of the yearly fee and any extraordinary contributions.
- h) To resolve the termination of the Association.
- i) To join other associations or organizations or to terminate relations with them.
- j) To approve an internal regulations code.
- k) To resolve matters not directly assigned to any other sub-committee within the Association. The roles listed in this article have an explanatory purpose, and do not limit the ones to be held by the General Assembly.

The Assembly meetings will be called by means of a personal letter or email directed to each member, with a minimum of 60 calendar days in advance of the General Assembly.

The letter or email, will indicate the place, day and hour of the meeting, as well as the meeting's agenda.

B.) The Board of Directors

The Board of Directors is the management and administration entity of the Association, and with executive powers to enforce the agreements reached at the General Assembly.

The Board of Directors consists of a President, a Secretary General, a Vice-President and a Treasurer and five Continental Vice-Presidents, plus four additional ex-officio, non-voting members, (the host secretariat representative, the previous Forum representative, the next Forum representative and the Immediate Past President of the Association).

The election of the members for the Board of Directors, who must be members of the Association, will be put to a vote at the General Assembly. The people elected will start their duties after their approval to their post.

The members of the Board of Directors cannot hold any paid position within the Association.

Dismissal from a post on the Board of Directors before the end of the statutory period can be caused by:

- a) Voluntary resignation, presented in written form with a list of motives.
- b) Illness, which poses an impediment to fulfill the post.
- c) Disenrollment of their Centre as a member of the Association.
- d) Being relieved of the representative post of their Centre.

Any vacant posts that exist on the Board of Directors can be filled by appointment by the current Board of Directors. If the position is of a Continental Vice President the person filling that position must be from that Continent. The position will then be up for election at the next General Assembly.

The Board of Directors has the following roles:

- a) To represent, lead and manage the Association, as well as to carry out the agreements taken by the General Assembly.
- b) To propose to the General Assembly the amount of the ordinary and extraordinary fees.
- c) To call the General Assembly meetings.
- d) To present and approve the annual program, activity report and the management of the Association to the General Assembly.
- e) To approve and present the balance sheet, financial statement and the annual budget to the General Assembly.
- f) To hire employees for the Association.
- g) To monitor the annual budget.
- h) To create working groups to efficiently achieve the Principles of the Association, and authorize the actions that these working groups undertake.
- i) To carry out the necessary tasks in relation to civil service offices, other organizations and individuals, in order to achieve:
 - Subsidies or other aid.
 - The use of premises or buildings.
- j) To open a bank account in a credited savings institution and to use the funds deposited in those accounts for ASPC business only.
- k) To temporarily resolve any situation which by-laws have not anticipated, and to report on this at the next General Assembly.
- l) Authority to avail of the revenue obtained and to agree the transfer of entities by means of an agreement recorded in the minutes.
- m) Any other competence which is not explicitly assigned to another governing entity within the Association, or competences which have been delegated to the Board of Directors directly.

The Board of Directors will meet in ordinary session twice a year. These meetings can be conducted face to face, electronically or by phone.

The Board of Directors' meeting will be officially constituted if it has been called sufficiently in advance and there is a quorum of 50% plus one of its members.

The members of the Board of Directors must attend all meetings which take place and can only be absent if there is just cause. The attendance of the President or the Secretary General or their acting substitutes is mandatory.

The Board of Directors will approve agreements by simple majority of those present.

The agreements taken in the Board of Directors' meetings must be written down in the minute book, and must be signed by the President and the Secretary General. At the start of every Board meeting, the minutes of the previous meeting must be read and approved.

C.)The President-

- A. Is a A or B member of the ASPC. Has submitted his or her intention to serve and has completed the ASPC election form correctly.
- B. Is elected by majority vote during the bi-annual forum by the ASPC membership.
- C. Follows the duties of President as describe in Chapter 9.

D.) Secretary General –

- A. Is a key member/leader of the ASPC host Center, currently the Training Center In San Cugat Spain.
- B. Is approved by the Board of the ASPC every 2 years and the at the General Assembly during the non- Forum year.

E.)Executive Committee-

- A. The executive committee of the ASPC will consist of; the President, the Secretary General, the Vice-President and the Treasurer.

Chapter 9. The Officers of the ASPC

Section 1. The duties of the President are the following:

- a) To lead and represent legally the Association, by means of delegation by the General Assembly and/or the Board of Directors.
- b) To call the Assemblies and the meetings of the Board of Directors.
- c) To chair and direct the debates, both in the General Assembly and the Board of Directors.
- d) To cast the deciding vote in the case of a tied vote.
- e) To sign and approve the minutes as submitted by the secretary of the Association.

Section 2. the duties of the Vice President are the following:

- a) The Vice-President will be acting President in case of absence or illness of the President.
- b) To coordinate and manage the working groups and committees to warranty a proper development of the Association and its aims under the Mission and Vision established in this bylaws.
- c) Lead future developments of the ASPC with in the Executive Board

Section 3. the duties of the Secretary General are the following:

- a) To manage the secretariat at the hosting site
- b) To support the executive board for the key issues
- c) To Sign with the president the minutes of the Board and the General Assembly
- d) To manage the financial accounts following the directives established with the Board and the General Assembly

Section 4. the duties of Treasurer are the following:

- a) To follow the accounting with the secretariat
- b) To work on the preparation of the annual budget with the board
- c) To present the annual budget to the board and the general assembly
- d) To advise on any issues to improve the financial status of the ASPC

Section 5. The duties of the Continental Vice Presidents are as follows:

The Vice-Presidents will improve the regional activity by promoting Principles of the Association and membership applications within their Continent.

Chair working groups and spread the good will and work of the ASPC all around their continent

Chapter 10: Financial Matters

This Association is subject to follow the budget set forth by the Board, with the limitations as set forth in the by-Laws of the ASPC.

Section 1. The Association obtains funding from:

- a) The yearly fees set by the General Assembly, and paid by each member.
- b) Public or private grants.
- c) Donations, inheritance or legacies.
- d) Any other revenue that is legally authorized.

Section 2. All members of the Association must support the Association financially, by means of yearly fees, in the form and proportion set by the General Assembly and as proposed by the Board of Directors.

The financial year coincides with the calendar year, and ends on December 31st.

Chapter 11: Jurisdiction

All controversies and discrepancies connected with the goals pursued in these by-laws, excluding ordinary courts, will be subject to The Court of Arbitration for Sport.

Chapter 12: Termination

The Association can be terminated if so agreed by the General Assembly, which must be called extraordinarily and expressly for this purpose and is clearly stated on the agenda prior to the meeting. Two-thirds of all members Centres (Category A and B) must be present for the vote to take place.

The General Assembly is empowered to elect a Termination Committee and apply the necessary rules as follows:

- a) Once the termination is approved, the General Assembly must take the required steps towards the final destination of funds and rights of the Association, as well as the finality, finalization and liquidation of any pending operations.
- b) If any funds remain, they will be donated to a non profit organization in the territorial domain of the Association.

The Members of the Association are not personally liable. Their liability is limited to carrying out the obligations that they voluntarily agree on.

Appendix: Identity protocol and branding standards

Sant Cugat del Vallès, April 11th, 2008

Revised April 8th 2010 Pretoria South Africa

Revised August 29th 2011 Paris, France

Revised July 21st 2014 Berlin, Germany

Revised August 27th 2015 San Juan, Puerto Rico

Revised August 23th 2017 Durban, South Africa

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