



# **BID GUIDELINES 2019 ASPC FORUM ON ELITE SPORT**



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## 1. Introduction

The Association of Sport Performance Centres (ASPC) hosts an international Forum on Elite Sport every two years. The goal of the biennial forum is to explore ways to better collaborate across the world, to provide an opportunity for sharing of best practices and for professional development of the leaders of high performance training centres.

## 2. Background on the ASPC

Prior to the 2000 Sydney Olympic Games, a group of personnel representing High Performance Training Centres from around the world got together to share their experiences. Building upon this positive experience, the Association of Sport Performance Centres (ASPC), formerly the International Association of High Performance Sports Training Centres (IAHPSTC) was conceived in Barcelona on September 11<sup>th</sup>, 2001. Over the past several years, the ASPC has become formalized and has established a Secretariat in Catalonia, Spain, hosted at the Centre d'Alt Rendiment de Sant Cugat del Valles, Barcelona.

Biennial Forums have been held on nine occasions:

- ✓ 1999 – Sydney, Australia
- ✓ 2001 – Barcelona, Spain
- ✓ 2003 – Loughborough, England
- ✓ 2005 – Montreal, Canada
- ✓ 2007 – Beijing, China
- ✓ 2009 – Colorado Springs, USA
- ✓ 2011 – Paris, France
- ✓ 2013 – Rio de Janeiro, Brazil
- ✓ 2015 – San Juan, Puerto Rico

And the upcoming Elite Forum on Sport will be held in Durban, South Africa, August 23 – 26, 2017.

### **ASPC Principles**

The principles of the Association are the following:

i. **Respecting the Autonomy of each of the high performance sports centers:**

The basic principle of the Association is 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 sports in the respective countries.



ii. **Fostering Collaboration between Members:**

Respecting the autonomy of each center, members will collaborate to generate initiatives of benefit to athletes, 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.

iii. **Maintaining an Ethical Approach:**

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

iv. **Enhancing Staff Development:**

ASPCs are committed to adding value to the training and development of their staff by providing opportunities for staff exchanges.

v. **Sharing Information and Knowledge:**

As far as possible, the ASPCs will share and exchange knowledge and experiences in relation to high performance sport. They will also make information available about their center through the website forum to enable facilities and services to be promoted to athletes and coaches across the world.

vi. **Identifying Best Practices:**

Identifying and sharing best practices is an essential element in the development of learning. The ASPC will develop concepts of best practices through sharing experience and knowledge in operation and management.

vii. **Supporting the International Forum on Elite Sport:**

The ASPCs will support the organization of a biennial International Forum on Elite Sport as a means of sharing and developing information and understanding of high performance sport.

### 3. Guidelines for Selection of Forum Host

The ASPC is interested in:

- ✓ A region that has not previously hosted the event, as this provides an opportunity to further develop membership.
- ✓ Providing an opportunity to link with another major event as this further encourages attendance.
- ✓ Demonstrating evidence of significant performance improvement indicating that examples of good practice may be provided.
- ✓ Letter of support from the most relevant government sport agency.

#### List of Obligations (approximately 100/150 delegates)

- ✓ Establish an Organizing Committee that will work closely with the designated ASPC Board representative(s) on all aspects of the Forum including the program and speakers;
- ✓ Provide monthly update reports to the designated ASPC Board liaison;
- ✓ Host an Opening Reception;
- ✓ Host an Official Closing Banquet/formal function with cultural sharing event;
- ✓ Provide lunch and coffee breaks for Forum delegates;
- ✓ Cover the expenses of up to 6 keynote speakers (accommodation, travel, internal transport and meals);
- ✓ Provide meeting rooms for ASPC Board and Committee meetings pre-Forum;
- ✓ Transportation – airport arrival and departure for all delegates, and for any official function;
- ✓ Offering alternative events/excursions post Forum (at the participants' expense);
- ✓ Free access to wireless internet at the conference centre and host hotel;
- ✓ Forum website linked to the ASPC Website;
- ✓ Create a Forum logo that incorporates the ASPC logo. This logo must be approved by the ASPC Executive before it can be used;
- ✓ Assistance with delegates Visas;
- ✓ Secure a Forum hotel/s;
- ✓ Submit a budget for the Forum; and
- ✓ Prepare a final report within 90 days of the Forum on Elite Sport





#### 4. Bid Requirements

i. **Vision**

Please state your vision and proposed theme for the 2019 ASPC Forum on Elite Sport.

ii. **Purpose**

What is your purpose for hosting the 2019 ASPC Forum on Elite Sport?

Provide background information on your Training Centre and describe why it is important to host the ASPC International Forum on Elite Sport.

iii. **Benefits to ASPC Members**

Describe the benefits to ASPC members by hosting the 2019 ASPC Forum on Elite Sport in your city/country?

iv. **Organizing Committee**

List the members of the proposed Organizing Committee include brief bios, their roles and responsibilities.

v. **Host City and Country**

Tell us about your city, including population, past hosting of sporting events and conferences.

vi. **Transportation**

Provide information on how to get to the proposed conference location by air, including closest international airport(s), and general Visa information procedures.

Also, include an internal transportation plan for any venues/events that are not on site.

vii. **Accommodation**

Provide details on a designated host hotel including amenities, as well as a list of different types of accommodation available at different rates.

viii. **Conference Location**

Provide details on the venue to host the conference, including distance to the host hotel.



ix. **Dates**

List the proposed dates for hosting the 2019 ASPC Forum on Elite Sport.

x. **Schedule**

Attach a proposed schedule, list of topics, and a list of speakers.

**5. Financial Commitments**

**Budget** – provide a budget including Revenues and Expenses. Include the cost to delegates to attend (base budget on 100 – 150 delegates).

The ASPC will provide a nominal hosting grant to the Organizing Committee.

**Note – the ASPC will NOT be responsible to pay any shortfall in the hosting of the Forum.**

**6. Related Activities**

Provide a list of local extra-curricular activities for delegates to participate in at their own cost post Forum.

**7. Legacy**

Describe the legacy that will be created by hosting the 2019 ASPC Forum on Elite Sport.

**8. Letters of Support**

List and attach any letters of support.



## 9. Selection Process (see Appendices A & B)

### Bid Timelines

#### 1. Formal call for Bid submission:

A formal call for Bid submissions will be sent to all ASPC members by March 17, 2017.

#### 2. Deadline for Bid Submission:

Bids are due two (2) months before the ASPC General Assembly – **June 20, 2017**.

An electronic copy of the Bid document must be submitted to the ASPC by the **June 20, 2017**, deadline to: [secretariat@sportperformancecentres.org](mailto:secretariat@sportperformancecentres.org)

#### 3. Presentation to the Selection Committee

The Selection Committee is comprised of the ASPC Board of Directors. Should there be a bid from a country who has a Board member on the Selection Committee then that Board member must recuse himself/herself from voting and from the entire bid process. This will ensure complete transparency from the Board in their deliberations.

A presentation to the Board of Directors will take place at the 2017 ASPC Forum in Durban, South Africa, on **August 23<sup>rd</sup>, 2017**, prior to the General Assembly.

#### 4. Selection of Successful Candidate

The successful candidate will be announced at the General Assembly on **Saturday, August 26<sup>th</sup>, 2017**.

All previous bid documents are available on the website - [www.forumelitesport.org](http://www.forumelitesport.org).







## Appendix A Contact List

Feel free to contact your local ASPC Vice President or the ASPC Secretariat should you have any questions throughout the Bid Process.

### **ASPC Secretariat**

Secretary General: Josep Escoda (ESP)  
[josep.escoda@sportperformancecentres.org](mailto:josep.escoda@sportperformancecentres.org)

Host Secretariat: Silvia Matesanz (ESP)  
[silvia.matesanz@sportperformancecentres.org](mailto:silvia.matesanz@sportperformancecentres.org)

### **ASPC Continental Vice Presidents**

Vice President for America: Debbie Low (CAN)  
[debbie.low@sportperformancecentres.org](mailto:debbie.low@sportperformancecentres.org)

Vice President for Europe: Tapio Korjus (FIN)  
[tapio.korjus@sportperformancecentres.org](mailto:tapio.korjus@sportperformancecentres.org)

Vice President for Africa: Toby Sutcliffe (SAF)  
[toby.sutcliffe@sportperformancecentres.org](mailto:toby.sutcliffe@sportperformancecentres.org)

Vice President for Asia: Takeshi Kukidome (JAP)  
[takeshi.kukidome@sportperformancecentres.org](mailto:takeshi.kukidome@sportperformancecentres.org)

Vice President for Oceania: Alex Baumann (NZL)  
[alex.baumann@sportperformancecentres.org](mailto:alex.baumann@sportperformancecentres.org)





## Appendix B

# FORUM ELITE SPORT

## Workbook Organization 2019 Forum Host

- D-24 months: Selection of the 2019 Forum host at the 2017 General Assembly *(August 2017)*
- D-23 months: Monthly Organizing Committee meetings begin with ASPC liaison *(October 2017)*
- D-18 months: Reservation of rooms (100-150) *(February 2018)*
- Contacts and meetings with partners
  - Development of the website
  - Update budget
  - Prepare draft program (topics and speakers)
  - Develop sponsorship package (to be approved by ASPC Board)
- D-12 months: Update program (identify list of possible speakers) *(December 2018)*
- Present projected budget
  - Activate search for local sponsors
- D-11 to D-8 months: Logistics: *(September to December 2018)*
- Creation of the logo (to be approved by ASPC Board)
  - Website launched and operational (include information about the host city and country, national training centre, program,)
  - Provide details on registration fees and process including early bird registration
  - Confirm list of available hotel accommodations available for delegates
  - Update budget
- D-7 months: Finalize budget and program *(January 2019)*
- D-5 months: Finalize speakers *(March 2019)*
- Finalize social program
  - Recruit volunteers
- D-5 to D-2 months: Request CVs and photos of speakers and ASPC Board *(Mar - June 2019)*
- Request Letters of Welcome from VIPs (ASPC President, Training Center CEO, Sports Minister)
- D-2 months: Publish Final Program *(June 2019)*
- Provide general information on transfers to/from airport, local transportation, Letters of Welcome, topics and speakers



D-4 to D2: On-going checks with hotels

*(April to August 2019)*

- Number of participants
- Number of reserved rooms (cancellation or addition of rooms if the center is forced to work with an outside hotel)
- Book AV equipment

Prepare Welcome Kits and Accreditation Badges

D-1 weeks: Check list of the reservations:

*(middle of August 2019)*

- Meetings rooms
- Coffee breaks
- Meals
- Evenings
- Social Program
- Develop Participant Evaluation surveys

Forum Organization:

- Welcome, delivery of keys/presents/program, last payments
- Logistics (AV equipment, meetings rooms, presentations "power-point", coffee breaks, meals and evenings)
- Information Desk: problem about the Wi-Fi connection, problem in the rooms, diverse questions about the city, etc.

D0 to D+2 months: On-line publishing of the questionnaire/survey

*(August to September 2019)*

D+2 months: Send survey results to ASPC Secretariat to distribute to delegates

*(Oct 2019)*

On-line publishing of documents (presentations, videos) on the web site

D+3 months: Submit Final Report to the ASPC Secretariat

*(December 2019)*