



By Laws as further revised by the BOD on September 17, 2018

BY LAWS  
Of the  
Association of Sport Performance Centres  
(Hereinafter referred to as the ASPC)

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

ASPC (Association of Sport Performance Centres) is a non-profit 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.

Adopted at the Paris Forum on August 30, 2011 the new name and abbreviation for the International Association of High Performance Sport Training Centres will now be: The Association of Sport Performance Centres or ASPC, Registration Number 586667. The ASPC is registered in Spain under this name and according to new European Regulations on Personal Data Protection Policies (GDPR).

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 Country, 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.

The ASPC has its own logo, as shown in the drawing below and also attached to these By Laws, and which may not be used for any commercial purpose outside the ASPC.



## Chapter 2: Offices & registered structure

### **Applicable Legislation**

The ASPC 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 (ASPC) is indefinite.

### **Financial Year**

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

## Chapter 3: Mission, Vision and Principles of the ASPC

**ASPC Mission:** To provide opportunities that enhance 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 ASPC are the following:**

1. Respecting the Autonomy of each of the high performance sport centres: The basic principle of the ASPC is considered to be the maintenance of the independence,

authority and autonomy of each Centre as being the best guarantee of the development of high-level sport in the respective countries.

2. Fostering collaboration between all the members:

Respecting the autonomy of each centre, members will collaborate to generate initiatives of benefit to 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:

The ASPC members are committed to adding value to the training and development of their 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. They will also make information available about their centre through the website forum to enable facilities and services to be promoted to athletes and coaches across the world.

6. Identifying Best Practices:

The ASPC will develop concepts of best practices to aid in the advancement of high performance sport. Identifying and sharing best practices is an essential element in the process of learning.

The ASPC members will develop concepts of best practices through sharing experience and knowledge in operation and management.

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: Membership**

A. Membership Terms. Classes of Membership

The ASPC will be composed of high performance centres which have voluntarily joined the ASPC, Governing Bodies that support high performance Sport and Individuals who support High Performance Sport/Centres.

1. Group A: CENTRES

Any Sport Performance Centre that is recognized by a National Olympic Committee, Paralympic Committee and/or government of that nation or recognized by an International Sports Federation (IF) or National Sport Federation of a country where the centre is located may apply for membership.

Membership Requirements:

The requirements to become a Centre member of this Association as a High Performance Sport Centre 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
- 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

2. Group B: GOVERNING BODIES

Governing Bodies who support High Performance Sport, National Governing Bodies (NGBs), National Olympic Committees (NOCs), Foundations, International Sport Federations (IFs) and Non-Governmental Agencies (NGOs.)

Membership Requirements:

The requirements to become a member of this Association as a Governing Body member are:

- a) To be identified as a Governing Body, NOCs, NGOs or IF's supporting high performance centres in any country around the world.
- b) A recommendation letter from a member or the Board is required.

3. Group C: INDIVIDUALS

Individual Managers, Directors, Administrators or staff of a Sports Performance Centre or a National Olympic Committee. Individuals who support High Performance in Medical, Science, Media, Coach, Sponsorship or any other related activities/jobs in the high performance sports milieu.

Membership Requirements:

The requirements to become a member of this ASPC as an individual member are:

- a) To be identified as a Manager, Director, Administrator or Sports Official who works or has worked to support High Performance Training Centres.
- b) A recommendation letter from a member is required and endorsed by the Continental Vice President or Executive Board Member.

4. Group D: Any other members as approved by the Board of Directors.

### **Membership fees.**

The current membership dues, as approved by the most recent General Assembly are:

<b>Type of member</b>	<b>Joining fee</b>	<b>Annual fee</b>	<b>Free International Forum registration.</b>
Centre	250 €	200 €	2 persons
NGB-NGO-NOC-IF	150 €	100 €	1 person
Individual	100 €	100 €	1 person

Terms of reference for the table above:

NGB – National Governing Body

NGO – Non-Governmental Organization

NOC – National Olympic Committee

IF – International Federation

**Membership fees must be paid in 60 days of invoice.** If payment is not made as per the deadline the Secretariat will inform the corresponding Vice President, who will establish the reasons and will revert back to the Secretariat.

Members that do not pay their annual subscription within the due period will lose their condition of membership and will be blocked/removed on the website. To become a full member again they will need to pay the joining fee plus the annual fees before they will be considered for membership again.

### **Chapter 5: Process for Membership.**

#### **1. Group A. CENTRES**

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

- a) Requests for new membership must be reviewed by the relevant Continental Vice 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 applications have 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 ASPC by their Directors or persons legally appointed by them.
- d) Paying the ASPC Centre joining and membership fees determined by the Board of Directors for the specified membership category when required.

## **2. Group B - Governing Bodies**

Governing Bodies that would like to be members of the ASPC must complete and submit the ASPC Governing bodies' membership form following the guidelines on the ASPC website or written request to the Secretary General of the ASPC.

- a) Request for governing body membership must come with a letter of support from a current ASPC Centre member or a Board member, stating the governing body member's involvement in high performance sport working with performance centres or athletes / coaches.
- b) Request for governing body membership will be reviewed by the Secretary General and the relevant Continental Vice President prior to approval.
- c) Governing bodies' members agree to conform to and abide by the ASPC By Laws, General Principles and other such rules and regulations that may be adopted by the membership or Board of Directors from time to time.



- d) Paying the ASPC Governing Bodies' joining and membership dues determined by the Board of Directors for the specified membership category when required.

### **3. Group C - Individual Members**

Individuals who would like to be members of the ASPC must complete and submit the ASPC individual membership form following the guidelines on the ASPC website or written request to the Secretary General of the ASPC.

- a) Request for individual membership must come with a letter of support from a current ASPC Organizational member, stating the individual member's 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 that may be adopted by the membership or Board of Directors from time to time.
- e) Paying the ASPC Individual joining and membership dues determined by the Board of Directors for the specified membership category when required.

#### **Loss of membership.**

Members of the ASPC will lose their membership for the following reasons:

- a) Termination of the member Centre that has taken place in accordance with the legal procedure of the country where the member Centre 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 ASPC President or to the appropriate ASPC Continental Vice-President.

### **Chapter 6: Member's rights and obligations**

#### Section 1. The rights of the Centre members of the ASPC (Group A) are:

1. To attend, actively participate and vote at the General Assembly meetings. Centre members representatives vote counts as two 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 ASPC, 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 ASPC and to more effectively realize the Principles of the ASPC.
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 ASPC.
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 ASPC.
11. To attend the International Forum on Elite Sport without paying the registration fee (limit up to two attendees per Centre).
12. Have their sport Centre appear on the ASPC's web site sharing information about their training Centre.

Section 2. The rights of the Governing Bodies and Individual members of the ASPC (Groups B & C) are:

1. To attend, actively participate and vote at the General Assembly meetings. During voting each Governing Body or individual member, Category B & C counts one vote.
2. To serve or be selected to serve on ASPC Committees.
3. To participate in the management, services and activities of the ASPC, 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 ASPC and to more effectively realize the Principles of the ASPC.
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 ASPC.
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 ASPC.
11. To attend the International Forum on Elite Sport without paying the registration fee (one attendee).

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

1. To get involved with the principles of the ASPC and to actively participate in order to achieve them.
2. To contribute in the support of the ASPC 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 ASPC's Web page up to date and current with all Centre/site information and contacts (For A members only).

**Chapter 7: Official Bodies and representation entities**

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

- a) The General/Extraordinary Assembly.
- b) The Board of Directors.
  - i. President.
  - ii. Secretary General- who is appointed by the Executive Committee from a representative of the ASPC host Centre- Official headquarters which now is CAR Sant Cugat in Sant Cugat del Vallès / Barcelona Spain.
  - iii. Vice-President
  - iv. Treasurer

- c) The Executive Committee (President, General Secretary, Vice-President and Treasurer).

A.) General Assembly

The GENERAL ASSEMBLY is the major official body entity of the ASPC, which is composed of all the representatives of the high performance sport centres, governing bodies and individuals officially named, i.e. membership groups A thru C.

Each Organization that is an A Group member will receive two votes for their Centre and each Governing Body or Individual member (Groups B&C) 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. There is no Proxy vote.

The agreements 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 ASPC 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 ASPC.

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 ASPC. 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 ASPC 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 ASPC).

The election of the members for the Board of Directors, who must be representatives of the Centre members of the ASPC (Group A), will be put to a vote at the General Assembly. The people elected will start their duties after their approval to their post.

Members wishing to stand for election to a position on the Board of Directors must submit the corresponding nomination form to the Secretariat at least 60 days before the General Assembly.

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

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 ASPC.
- 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 ASPC, 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 ASPC 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 ASPC.
- g) To monitor the annual budget.
- h) To create working groups to efficiently achieve the Principles of the ASPC, 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 ASPC, 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.

1. The President, Vice President and Treasurer-

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

2. Secretary General –

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

C.) Executive Committee-

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

← **Con formato:** Numerado + Nivel:  
1 + Estilo de numeración: A, B, C, ...  
+ Iniciar en: 1 + Alineación:  
Izquierda + Alineación: 0,63 cm +  
Sangría: 1,9 cm

## **Chapter 8. The Officers of the ASPC**

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

- a) To lead and represent legally the ASPC, 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 ASPC.

### 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 ensure the proper development of the ASPC and its aims under the Mission and Vision established in the By Laws.
- c) Lead future developments of the ASPC with in the Executive Committee

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 committee 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 oversee all the accounting matters 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 ASPC and membership applications within their Continent.

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

### **Chapter 9: Financial Matters**

This ASPC 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 ASPC 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. Membership fees

All members of the ASPC must support the ASPC financially, by means of yearly fees, as set and agreed upon 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 10: 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 11: Termination**

The ASPC 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) 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 ASPC, 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 ASPC.

The Members of the ASPC 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

Revised September 17th 2018 Calgary, Canada

Dale Henwood  
President

Josep Escoda  
Secretary General

Dated: 29<sup>th</sup> January, 2019

**Con formato:** Superíndice