



## EXCHANGE PROGRAM 2012

### 1. Purpose of the Program:

The primary purpose of the ASPC exchange program is to encourage the sharing of knowledge and experiences, and the subsequent development of leaders, between ASPC members.

One of the primary objectives of the ASPC is the development of people and of the leaders responsible for the respective performance training Centres. ASPC is committed to adding value to the training and development of member staff by providing opportunities for staff exchanges. The ASPC has established a grant application process to assist with the facilitation and financial support of meaningful exchanges.

### 2. Eligibility – Who can Apply?

Members in good standing of the ASPC can apply to be involved in either aspect of the exchange – to send staff members and/or to receive staff members from another Centre.

### 3. Project Guidelines:

Applications will be reviewed on their individual merit based on the objectives of the ASPC, the financial resources available and the following parameters:

- a. All projects must fit within the mandate of the ASPC.
- b. The typical subsidy is up to \$1,000 USD for the applicant **and** up to \$1,000 USD for the hosting Centre. Exchanges are generally 7-10 days in duration.
- c. All participants in the exchange program must secure, at their own cost, appropriate accident and health insurance coverage.
- d. Projects should have a component of self-help: an indication of funds contributed by the individual or their host Centre or a third party.
- e. Applications for projects must be received 6 months prior to the initiation of the exchange.
- f. Applications will be considered twice annually.
- g. A maximum of 2 projects will be funded in 2012.
- h. A maximum of two projects will be funded for a visiting Centre in a 24 month period.
- i. Prior to distribution of the subsidy funds, an evaluation report must be submitted to the President of the ASPC within 30 days of the completion of the exchange.

### 4. For More Information:

Visit the “exchange” section on the ASPC website <http://www.forumelitesport.org/>

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## **ASPC Exchange Subsidy Procedures**

1. All completed applications forms to be submitted to the ASPC President (presently Mr. Mike English, United States Olympic Committee, 1 Olympic Plaza, Colorado Springs, CO USA 80909 [Mike.English@usoc.org](mailto:Mike.English@usoc.org)).
2. Applications will be reviewed twice annually and all completed information must be submitted by **April 15<sup>th</sup>, 2012** or **September 30<sup>th</sup>, 2012**. Decisions will be communicated within 30 days of the application deadline.
3. Once received by the President, the application will be submitted to the respective Continental Vice Presidents for their review and comment.
4. Applications, along with comments from the respective Vice President (s), will be circulated to the ASPC Executive for review and approval/rejection.
5. The final decision will be made by the Exchange Committee (comprising of the ASPC President, Secretary General and Treasurer) along with the respective Continental Vice Presidents (sending and receiving).
6. A simple majority vote of the ASPC Exchange Committee is required for the application to be approved for subsidy.
7. The President of the ASPC will inform the visiting and hosting Centre of the decision of the Board.
8. If approved, a report\* must be provided to the President of the ASPC from both the visiting and hosting perspective, within 30 days after the end date of the exchange.  
[\*The report should provide an overview of the exchange, indicate the value or impact of the exchange, the lessons learned, and how the visiting Centre/personnel intend to change their activities as a result of the exchange.]
9. If approved, the financial reimbursement will be provided by the ASPC Secretariat (Sant Cugat Barcelona, Spain: Avenida Alcalde Barnils 3-5, Sant Cugat del Vallés 08174, Spain) within 30 days after the conclusion of the exchange and receipt of the required reporting.