

General Order (Name, description, address, logo and scope)

Article 1

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

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

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 Centers 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 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.

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.

See **Appendix:** Identity protocol and branding standards attached



Competence

Article 2

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

Article 3

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

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

Communication Language

Article 4

The International communication language of the ASPC will be English.

Territorial Domain

Article 5

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

Principles

Article 6

The principles of this Association are the following:

1. Respecting the Autonomy of high performance sports centers 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 collaboration between all the members of the ASPC:

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

3. Maintaining an Ethical Approach:

Protection of the rights of high performance athletes at ASPC member Centers 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 and development of member staff by providing opportunities for staff exchanges.

5. Sharing Information and Knowledge:

As far as possible, the ASPC 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.

6. Identifying Best Practices:

The ASPC will develop concepts of best practices through sharing experiences 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 and understanding of high performance sport.

Chapter 1. About members, their rights and obligations.

Membership Terms (acquisition and loss)

Article 7

The ASPC will be composed of those high performance centers which have voluntarily joined the Association.

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.

- 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 centers to interact and share ideas and work methods.

Process

1. High Performance Sport Centers who would like to join the Association as new members must make a written request to the President of the Association and the respective Continental Vice President.

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 Board of Directors at their next official meeting.

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

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

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

3. To pay the ASPC Membership fee when required.

4. Loss of membership

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

a) Resignations must be submitted in writing to the Association President or to the appropriate ASPC Continental Vice-President.

b) Termination of the member Center that has taken place in accordance with the legal procedure of the country where the member Center is located.

c) Any other statutory or legal way established.

d) Not paying the yearly membership fee.

Member's rights and obligations

Article 8

The rights of the members of the Association are:

1. To attend, actively participate and vote at the General Assembly meetings.
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.

Article 9

The obligations of the 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 II. Official Bodies and representation entities

Article 10

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 Executive Committee (President, Secretary General, Treasurer).

General Assembly

Article 11

The GENERAL ASSEMBLY is the major official body entity of the Association, which is composed of all the representatives of the high performance sport centers, officially named.

Each 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.

Article 12

The General Assembly must be legally constituted and held annually.

Article 13

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, Secretary General, Treasurer) and guide their activity, every 2 years during the FORUM.

e) To elect 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.

Article 14

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.

The Board of Directors

Article 15

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 General Secretary, 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.

Article 16

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 a handicap to fulfill the post.
- c) Disenrollment of their Center as a member of the Association.
- d) Being relieved of the representative post of their Center.

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.

Article 17

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.

Article 18

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

Article 19

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.

Article 20

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. At the start of every Board meeting, the minutes of the previous meeting must be read and approved.

Chapter III. The President and Vice-Presidents

Article 21

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.

The General Secretary will be acting President in case of absence or illness of the President.

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

Chapter IV. Financial Matters

Article 22

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.

Article 23

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.

Article 24

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.

Article 25

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

Chapter V. Jurisdiction

Article 26

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 VI. Termination

Article 27

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 Centers 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

San Cugat del Vallés, April 11th, 2008

Revised April 8th 2010 Pretoria South Africa

Revised August 29th 2011 Paris, France

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Identity Protocol and Branding Standards

DRAFT v2
July 16, 2011

Association of Sport Performance Centres (ASPC)

INTRODUCTION

The working group was established in 2001, a charter developed in 2003 and the International Association of High Performance Sport Training Centres was officially established in April 2005 in Malaga, Spain. The working title for the Association was changed to "Association of Sport Performance Centres" (ASPC) and this new terminology was launched as the brand name on October 6, 2010.

The launch served to unveil the new logo, and outline the importance of the Association within the international high performance sport system.



This document aims to standardize the way each member centre presents our new "brand." Everything affects a brand, its identity and how it is viewed by the world. Everything we do makes an impression, and every impression we make changes the way people think about the Association of Sport Performance Centres. That is why actively managing the brand's identity is so vital.

This document is a tool to help you make decisions. But the utility of this tool is finite. These standards cannot possibly address every design situation that may arise. This document merely establishes the groundwork for design execution and strategy.

GENERAL REFERENCING

The primary term of reference is the official brand name: **Association of Sport Performance Centres (ASPC)**. In general, use of the acronyms such as ASPC should be avoided in all official correspondence and promotional materials.

About the Logo

The logo is a stand-alone entity that includes the text and graphic, it must appear prominently on all promotional materials, whether targeted to internal or external audiences.

The stand-alone logo



Single language logo

The logo is a single language logo.

Graphic Standards

The logo is used as a single visual element. The components of the logo cannot be used individually. For legibility, the full logo should never be less than 2 inches across.

No border should be put around the logo.

The black logo should never be placed on a white document, poster, etc.

The logo should never be printed over a pattern, photograph, texture or graduated tint.

Please note that the logo used on the web and in video productions takes a slightly different form than that used for printed publications, to accommodate the special considerations for each type of media.

Placement

As a stand-alone graphic, placement should be most often **centered** on the top of the page, or the bottom of the page.

Safe area around the logo

When using the logo in association with other elements. A safe area around the ASPC logo is preserved to allow for maximum legibility of the logo. No elements such as type, other logos, graphics or photos may

intrude this area. Placing the logo too close to a cut or folded edge also violates the safe area.

Logo color scheme options

The two suggested background colors for all types of branding are white and black. The reversing of the logo (black background) is never used on a white background.

When to use what logo?

White - letterhead, sponsorship proposals, white web site, promotional information.

Black – black signage, black apparel, black posters, black web site



Color standards and CMYK colors

Green Pantone 348 EC C 97, M 2, Y 98, K12

Black EC IC 63, M 62, Y 59, K 94

Examples of Don't s



don't stretch the logo



don't box the logo

don't just use the globe



Font

The official font of the Association of Sport Performance Centres is **Verdana**.

The recommended type size is 12-point for letters and memoranda (no smaller than 11-point and no larger than 13-point).