



**INTERNATIONAL ASSOCIATION HIGH PERFORMANCE SPORT TRAINING
CENTERS**

Hosting the FORUM ON ELITE SPORT

LIST OF OBLIGATIONS

Overview

The following document will describe the list of obligations to take place by the IAHPSTC BOARD OF DIRECTORS and the organizer of the next FORUM ON ELITE SPORT.

We hope you to appreciate the benefits of hosting the FORUM in your country in that it gives your community new opportunities and expertise.
However there are obligations that need to be met to ensure the FORUM is always run to the same standard and operates smoothly.

Obligations

THE IAHPSTC BOARD OF DIRECTORS

- 1.- Call for applications or expressions of interest to host the International Forum on Elite Sport
- 2.- To decide on successful applications to become future host of the Forum on Elite Sport
- 3.- To provide the host with guidelines to ensure clear understanding of roles / responsibilities and expectations
- 4.- To appoint a subcommittee (3 members minimum) to Actively liaise with Host Organizing Committee in a base of 2 way contact every 3 months.
- 5.- To Propose and suggest topics and speakers taking in consideration continental request (20 months before the event)

6.- To approve a draft program including:

Location:

Date:

Format:

Topics:

Marketing:

Logistics:

7.- To receive and provide feedback on a 6 months written progress reports from the Host Organizing Committee

8.- To assist with marketing and promotion of the Forum via the web site and continental representatives

9.- To undertake an independent satisfaction survey and evaluation.

THE HOST FORUM PARTY

1.- To agree with roles and responsibilities provided by THE IAHPSTC Board of Directors

2. - To appoint key contact to actively liaise with the Forum Subcommittee

3.- To prepare six months progress reports

4.- To attend IAHPSTC Board of Directors meetings to present updates

5.- To incorporate suggested topics and/or speakers provided by the Forum Subcommittee into program development

6.- To submit Draft Program including:

Location:

Date:

Budget:

Action Plan:

18 months before the Forum

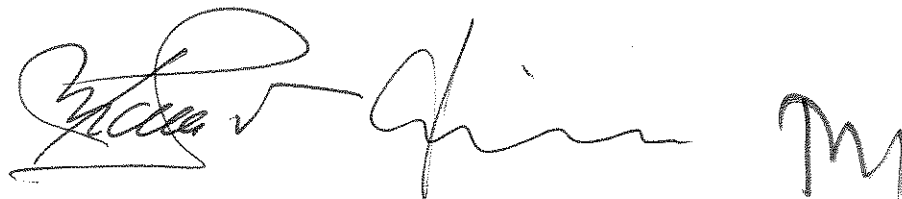
7.- To confirm International Speakers 12 months before the Forum

8.- To take total financial responsibilities for the Forum including:

Budget preparation

To secure and generate resources to cover the budget

To adjust fees accordingly to the IAHPSTC requirements

The image shows three handwritten signatures in black ink. The first signature is the most prominent and appears to be 'Steven Quinn'. The second signature is smaller and less legible. The third signature is a stylized, blocky 'M'.

9.- To undertake marketing and promotion of the forum using the website

10.- To oversee all operational logistics during the conference including:

Appropriate accommodation and facilities
Adequate audiovisual resources
internet access for IAHPSTC members

11.- To provide an evaluation report to the IAHPSTC Board of Directors including all documents and presentations made along the event.


Contacts

Any communication has to be addressed to the secretariat of the IAHPSTC to provide an appropriate follow up additionally to any other member of the IAHPSTC Board of Directors

Secretariat
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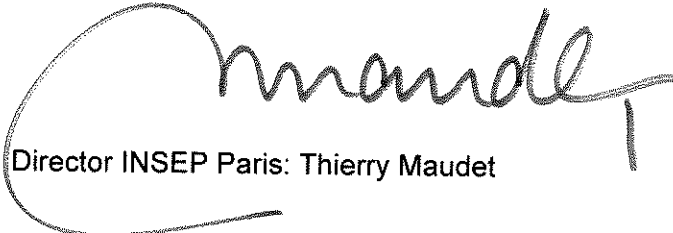
For more information please contact us at the Secretariat:
Francesc de Puig fdepuig@car.edu and Josep Escoda jescoda@car.edu

THE IAHPSTC


President: Jukka Lahtinen


Secretary General: Francesc de Puig

THE HOST FORUM PARTY


Director INSEP Paris: Thierry Maudet

Colorado Springs, September 12th , 2009