



**MINUTES OF THE MEETING BOARD OF DIRECTORS OF IAHPSTC HELD  
AT HIGH PERFORMANCE CENTER UNIVERSITY OF PRETORIA, THE 7<sup>th</sup>  
AND 8<sup>th</sup> OF APRIL 2010**

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Place: University of Pretoria

Date: Wednesday, 7<sup>th</sup> April 2010 08:00 o'clock

In attendance:

Mr. Jukka Lahtinen - President  
Mr. Francesc de Puig – Secretary General  
Mr. Dale Henwood - Treasurer  
Mr. Toby Sutcliffe – (Africa)  
Mr. Tracy Lamb – (America)  
Mr. Takashi Kawahara – (Asia)  
Mr. Jean Claude Vollmer – (Europe)  
Mr. Steve Lawrence – (Oceania)  
Mr. Mike English – Former Forum  
Mrs. Carolina Carpentier – Next Forum  
Mr. Josep Escoda – (Secretariat)

Assistant: Silvia Matesanz

Also attending Prof. Ernst Kruger and Mr Kobus van der Walt, representatives of HPC Pretoria

**1. OPENING**

Professor Antoine de Klerk, Chairman of the Board of Directors of the HPC Pretoria, welcomes the members of the BoD of the IAHPSTC. He explains that sport is an important part of the education at Pretoria University and that it is a great satisfaction for them to host this meeting of the Association. He also points out the great importance that the celebration of the Soccer World Cup in South Africa means for their Country.

Afterwards, Mr. Jukka Lahtinen, President of the IAHPSTC, thanks Prof. de Klerk for hosting the Board meeting in the HPC University of Pretoria and Mr. Toby Sutcliffe for the organization of the meeting.

## **2. PRESENTATION BY BRAXTON CONSULTING ON SPORTS MANAGEMENT COMPUTER PROGRAMME**

Representatives of Braxton Consulting present the Performax database that they have developed. This database deals with all features related to the athletes such as conditioning, medical, competitions calendar, etc. from the point of view of the athlete, the coach and the administrator.

The representatives of HPC Pretoria leave the meeting which is continued with the Association issues.

## **3. APPOINTMENT OF OCEANIA REPRESENTATIVE**

Mr. Francesc de Puig, Secretary General of IAHPSTC, reads an e-mail sent by Mr. West Battams who informs that he won't be able to continue with his role as Oceania representative due to his finalisation as Chairman of the National Elite Sports Council in Australia. Mr. Battams also informs that NESC proposed the incoming NESC chair, Mr. Steve Lawrence, to assume this position.

Mr. de Puig expresses the BoD gratitude to Mr. Battams for his work in the Association and welcomes Mr. Lawrence who explains the new situation in the Sports Council in Australia.

After his explanation, the President of the Association points out that Mr. Wes Battams is still officially the Oceania representative until the next General Assembly ratifies Mr. Lawrence as the new Vicepresident.

## **4. PREVIEW OF COLORADO MINUTES**

The Secretary General, Mr. Francesc de Puig reads the Minutes of the last BoD held in Colorado Springs on September 2009 and the Minutes of the Forum 2011 election. The Minutes are approved by the attendants and signed. Minutes of the 3<sup>rd</sup> General Assembly must be approved in the next General Assembly to be held in Finland next October.

The President of the Association reminds that the members of the BoD should be more careful in sending documentation on time, one month before next meeting, as it was agreed in the last BoD (point 10 of the minutes).

## **5. MEMBERSHIP ACTIONS**

**5.1 New applications.** Mr. Francesc de Puig informs that five new centers have applied:

CREPS d'Alsace (Strasbourg), Centre de Ressources, d'Expertise et de Performance Sportive de Toulouse Midi-Pyrénées, CREPS PACA (Provence-Alpes-Cote d'Azur) and CREPS des Antilles et de la Guyane from France, IAT- Institute für Angewandte Trainingwissenschaft Leipzig from Germany and Quing Hai Duo Ba Altitude National Training Center from China.

ASPIRE from Qatar and CNAR from Mexico have also showed their interest in joining but haven't formally applied. The membership subcommittee will discuss and the first point of tomorrow's meeting will be if these new members are accepted or not, until the final decision of the General Assembly.

A discussion is established about the standards that members should accomplish and what the process should be. It is proposed that each continental representative should introduce the new applicants of his continent. The president asks for a clear proposal of the membership subcommittee.

**5.2. Membership fees – billing process.** This point will be discussed later when the new webpage is presented (point 7.2.3 of the agenda).

## **6. ECONOMICAL STATUS – BALANCE UPDATE**

The amount of the bank account is at the moment 6.498,44 euros. The main expenses charged are 4.640,- euros (4.000 + 16% taxes) for the new webpage (approved in the last meeting) and the hosting of the web for one year that was not included. As for the hosting it must be discussed what should be done for the following years.

Toby Sutcliffe reminds that no decision has been taken about his proposal made in Colorado of increasing the forum fees for non-members. A round of opinions is made about this subject and some proposals arise:

- The organizer of the forum can send a budget with all the costs and then the forum fee could be decided.
- Information should be provided by the organizer of a Forum to the next one, it would help future organizers.
- In the Forum section of the web page there could be detailed issues such as number and name of participants, speakers, main decisions, budget, etc.

Finally it is decided to make a workbook with all the process in order it can be consulted by anyone who wants to organize a Forum. Subcommittees will meet to discuss it.

The different subcommittees meet apart to discuss before reporting to the BoD.

## **7. SUBCOMMITTEE REPORTS AND WORKING GROUP**

### **7.1. Membership Subcommittee** (Francesc chair, Toby, Jean-Claude)

**7.1.1. Certificate/ Momentum.** Francesc de Puig presents a sample of the Momentum and the different pins (gold, silver and bronze) and explains that the cost of each plaque is 131 euros + 16% taxes (152 €). The cost of each pin is 14 euros taxes included. It is decided that the Association will pay the plaques and the pins. The Secretariat will check which centers began paying in 2006 and have not failed. In the 2011 General Assembly in Paris the plaques will be distributed to those centers. In order to guarantee the authenticity it is proposed to engrave the internet address on the pins.

**7.1.2. Criteria of membership (Voting Power ).** As for the limiting of the voting power of membership that arised in Colorado it is decided to keep it as it is now. For the moment it is not happening that many centers of a same country are voting so the subcommittee thinks that it is worth spending efforts in the criteria for membership. Moreover if each continental representative does a good job only the best centers of each country will join the Association.

**7.1.3. Continental Reps representation (Minutes Colorado S. Point 10.)**

As circulated reports have been submitted by continental representatives

**7.1.4. Standard Agreement form between Centers.** A draft agreement between centers is provided for the exchange of athletes or staff. It is a framework that can be adapted to each center. It is agreed to post it in the website.

**7.2. Marketing Subcommittee (Jukka chair, Takashi, Dale)**

**7.2.1 Activity report.** Dale Henwood presents a document explaining the main goals achieved by the IAHPSTC and the Action Plan to be developed in the coming years. The key areas reported are:

1. International relations
2. Continental operations
3. Association activities/products

The document will be posted on the web site.

**7.2.2 Roles and responsibilities of Continental Reps. Jukka Lahtinen**

1. To lead and coordinate meetings in his/her continent
2. To act actively and organize events
3. To be responsible of marketing and promotion of the association in his/her continent
4. To inform the Board twice a year by written report 2 weeks before the BoD meeting
5. To organize his/hers continental subcommittee in order to have enough representatives
6. To filter membership applications process with members and subcommittee.

J. Escoda informs that Singapore is willing to be very active and they could be a good contact in Asia subcommittee.

**7.2.3. Webpage.** J. Escoda presents and explains the new web page. The main points are:

1. The web address is the same: [www.forumelitesport.org](http://www.forumelitesport.org)
2. A handbook for the use of the web is posted on the web site
3. All the information has been transferred from the old website
4. The new web has different blocs: news, forums, ..... and a association section where can be posted the documents of the BoD

5. Each center can update their information and put news. There is a section of private files where centers can post files only to be shared with IAHPSTC members.
6. The language neutral is English
7. The secretariat will provide all members with a user name and a password to be able to access to the web and paying the annual fee. Payments can be made in three different ways: VISA, Paypal and transfer. When making a payment the system provides with an invoice.

After Josep explanation a round of opinions and questions takes place. The conclusions are:

Documents of the subcommittees can be saved in the Association section  
 When a center updates news an e-mail should be sent automatically to the BoD  
 The secretariat will make the billing process and send a copy to the continental reps. Then each continental representative will be responsible to make a following up of the members of their continent and help them if needed. It is important to have in mind that in order to have the right to vote in the General Assembly the annual fee must be have been paid 60 days before (end of July)

#### **7.2.4. Study Plan (ICCE, IOC)**

The president of the IAHPSTC explains that one of the main goals of the Association is to work with the IOC monitoring system for coaches. It is a Solidarity Olympic programme for coach education. A new subcommittee is decided to plan this case and be able to present it in October ( Jukka, chairs, Joseph, Dale and Tracy).  
 Apart from that, the Association is working to be recognized by the CIO to work with them in Solidarity programmes. Joseph offers his help with contacts in the IOC.

On the other hand a meeting was held in Vancouver with the attendance of John Bales from ICCE and Caroline Carpentier and Dale Henwood from the IAHPSTC in order to reach an agreement of collaboration. (See minutes attached).

**7.2.5. WADA Agreement.** J. Lahtinen explains that in Colorado some contacts were made with Lea Cleret from WADA in order to arrive to an agreement for collaboration. He presents a proposal of a Memorandum of Understanding and explains that there is no economical compromise. Later on an annex will be written to establish the obligations of both parties. It is decided to nominate Takashi Kawahara as technical advisor of the IAHPSTC to follow the compliment of the agreement. It is also agreed to send a letter to all members explaining the terms of the agreement. A copy in French should be provided in the next meeting to be held in Kuortane.

**7.3. By-Laws subcommittee** (Tracy chair, Wes/Steve, Josep). Tracy Lamb informs that in fact Dale Henwood and Toby Sutcliffe have been working in the up-date of by-laws. The proposal was approved. Some comments are made about by-laws:

- The paper must be taken to the General Assembly for its final approval
- Date when they have been updated must be put in the paper
- The strategy plan should be included
- Translation to Spanish should be made

- Rules for the use of the logo could be included (see point 8 of these minutes)
- Take out article 8.11 “*to attend the International Forum on Elite Sport without paying the registration fee (up to a maximum of two representatives)*” and define discounts in the forum registration fee for members.

#### **7.4. Continental Subcommittee Reports**

**7.4.5. Africa (Toby).** See report attached

**7.4.6. America (Tracy).** See report attached

**7.4.7. Asia (Takashi).** See report attached. Members of the BoD ask Takashi to approach a center of Thailand to be member in order to have a contact with Arabian countries. Furthermore, the President of IAHPSTC urges the Asian representative to collect a team from different countries (i.e. China, Qatar, Singapore) and encourages him to organize an Asian Forum on Elite Sport. Steve Lawrence offers his assistance to Asia representative because he has a close contact with Indonesia, Malasia and Thailand.

**7.4.8. Europe (Jean-Claude).** J.C. Vollmer informs that a meeting of the European Commission of the IAHPSTC was held in Paris on December (see proceedings attached). A second meeting is foreseen for the month of June in Barcelona. Good contacts have been made with Portugal and Italia.

Francesc de Puig informs that at the beginning of November it is planned to organize in Sant Cugat an European Forum joining with a Forum ARC (Catalan High Performance) that is organized yearly. He also says that on the first of May the ITTF celebrates a meeting in Sant Cugat promoted by the Catalan Federation to discuss about the future of the Tennis Table and glues.

**7.4.9. Oceania (Steve).** See report attached.

Jukka proposes that subcommittees could also be helped by people outside the IAHPSTC.

Closing at 12:50

Second session of the BoD continued

Place: University of Pretoria

Date: Wednesday, 7<sup>th</sup> April 2010 14:15 o'clock

#### 8. USE OF THE LOGO BY MEMBERS.

Two requests have been received to use the logo of the Association. A round of opinions takes place. The general opinion is that if they are members of the Association they can use the logo, if not, each separate case must be studied. It is decided that the marketing subcommittee should make a document about how to rule the use of the logo taking into account what our benefits are and what they can offer. All members of the BoD can send their ideas to the marketing subcommittee. This document should be finished in one month.

As for the requests received until now the BoD agrees to authorize Mupalanga HPC to use it in their letters, business cards,...)

It is proposed to the marketing subcommittee to study changing the name of the Association, making it shorter.

#### 9. NEXT MEETINGS

4<sup>th</sup> General Assembly and Board meeting from Wednesday 6<sup>th</sup> October 2010 until Sunday 10<sup>th</sup> October 2010 in Finland (Kuortane)

Forum 2011, BoD and 5<sup>th</sup> General Assembly from 28 August until 1<sup>st</sup> September 2011 in Paris, France (INSEP)

Open BoD Spring 2011. Some proposals have been made to organize the BoD in the Spring 2011: Singapore, Lausanne and Calgary. The president of the IAHPST proposes to celebrate the BoD meeting in Lausanne. Next year the IOC will begin preparing the Olympic Solidarity programmes for the 2016 Olympic Games. The idea is to have a clear proposal of cooperation with them and present it in Lausanne during the BoD celebration. Mr. Pere Miró, director of Olympic Solidarity and his team will be invited to assist. Francesc de Puig is appointed to organize the meeting. Jean Claude points out that maybe Macolin could help to organize.

#### 10. OTHER ISSUES

The new subcommittees are decided as follows:

**By-laws:** Tracy Lamb (chair), Steve Lawrence, Josep Escoda and Toby Sutcliffe

**Marketing:** Dale Henwood (chair), Jukka Lahtinen, Takashi Kawahara and Toby Sutcliffe

**Membership:** Francesc de Puig (chair), Jean Claude Vollmer and Steve Lawrence

**Study Plan:** Jukka Lahtinen (chair), Tracy Lamb, Dale Henwood and Josep Escoda

**Technical Advisor WADA:** Takashi Kawahara

Continental Subcommittees must inform to Secretariat if there is any change.

## II. CLOSING

Closing at 15:30

### TASKS TO BE PERFORMED BY:

- Proposal of criteria and process for membership (membership committee)
- Elaboration of a workbook for the organization of Forums
- To check payments from 2006 for the Momentum (Secretariat)
- To provide members with their user number and password (Secretariat)
- Add requirements to the website (Josep)
- Billing process (Secretariat)
- Following of the billing process (Continental Vice-presidents)
- Following of WADA agreement (Takashi)
- To send a letter to all members explaining WADA agreement (Takashi/Secretariat)
- French translation WADA agreement (WADA)
- Update of by-laws (By-laws subcommittee)
- Rules for the using of the logo by members (Marketing subcommittee)
- To study the name of the Association (Marketing subcommittee)
- Organization 2011 BoD meeting in Lausanne (F. de Puig)

Josep Escoda 19/4/10 09:02

Eliminado: (????)



Third session of the BoD

Place: Maaga-Motse Conference room – Royal Bafokeng Sport Hotel - Rustenburg

Date: Thursday, 8<sup>th</sup> April 2010 08:00 o'clock

In attendance:

Mr. Jukka Lahtinen - President  
Mr. Dale Henwood - Treasurer  
Mr. Toby Sutcliffe – (Africa)  
Mr. Tracy Lamb – (America)  
Mr. Takashi Kawahara – (Asia)  
Mr. Jean Claude Vollmer – (Europe)  
Mr. Steve Lawrence – (Oceania)  
Mr. Mike English – Former Forum  
Mrs. Carolina Carpentier – Next Forum  
Mr. Josep Escoda – (Secretariat)

Assistant: Silvia Matesanz

## **APOLOGIES**

Apologies have been received from:

Mr. Francesc de Puig – Secretary General

## **1. OPENING**

Jukka Lahtinen, President of the Association opens the session. Before discussing the topics of the agenda a review is made to the membership applications because no agreement was reached in the former session. It is decided to provisionally accept the new applicants until the General Assembly in Kuortane. In order to approve them definitively they need to complete their applications. Secretariat will send them an e-mail asking for the lacking information and they need to answer in one week time. Continental representatives must ensure that those Centers are what it is expected to be member.

## **2. FORUM 2011**

Caroline Carpentier provides a written report for the preparation of the Forum 2011 in Paris (attached to these minutes). It includes program, budget, topics,... A round of opinions and comments takes place. The most outstanding are the following:

Two days are needed for the General Assembly taking in mind that 2011 is year of election. Need of more concision in the General Assembly.

Time is required for the continentals subcommittees to meet and discuss  
It should be taken into account what attendants really expect of the Forum. See in the questionnaire handed out in Colorado what they are demanding.  
Caroline will contact Liz Nichol for the program in London  
The Forum should be a way to catch new members (eastern European Centers, Italy, Korea)  
Results of the meeting with IOC in Lausanne should be presented to the assistants in the Forum (inclusion of this point in the program)  
Definition of our mission as Association and explain it in the Forum  
Ask to have someone of the IOC in the Forum. Caroline will demand  
As for the topic Innovation and new technologies for the OG preparation proposed in the program, Russian speakers could be invited.  
The trip to London should be part of the social program at the end of the Forum (Thursday, 1 September)  
Better make working groups for exchanging opinions than long speeches. Some topics for workshops are suggested:

1. Which percentage of the budget of a HPC is used for the different services (physiology, conditioning, facilities,...)
2. Choose two main issues that HPC are facing and how to solve them
3. How to get the breakthrough thinking
4. Benefits of centralizing / descentralized sport services

#### **Changes proposed to the program:**

- Sunday August 28 afternoon Board meeting
- Monday August 29 10:00 h General Assembly  
10:30 h Continental meetings
- Wednesday August 30 afternoon General Assembly (elections)
- Thursday September, 1 Social Programs: Possibility to choose between the trip to London or the special tours proposed

Caroline Carpentier will update the program and resend it to the BoD

**Budget.** Caroline Carpentier informed in the first session of the BoD that INSEP needed to charge forum fees (390 € for non-members and 290 € for members). It was discussed to have three different fees (290 € for members, 390 € for the second representative of a member and 500 € for non-members). However it should be taken into account the impact that the registration fee could have in the participation.

Caroline notes that in the forum fee proposed it was included the trip to London. If it is out of the program, this fee will be reduced.

A proposal is made to change for future Forums the document “list of obligations for hosting the Forum” for a request for program document.

A registration fee for the Forum should be established. It should be at least as the membership fee.

- 3. Board Meeting and General Assembly in Kuortane HPC.** Jukka Lahtinen provides the program from the BoD and General Assembly to be held in Kuortane,

Finland from Tuesday 5 October until Friday 8 October (attached to these Minutes). For those who want to visit the other Finnish HPCs (Vuokatti, Pajulahti and Vierumäki) the proposal made by Tapio Korjus, director of Kuortane HPC and Jukka Lahtinen is as follows:

Sunday 3 October : Arrival to Helsinki and then to Winter Sport HPC Vuokatti (airport of Kajaani)  
Monday 4 October: Return to Helsinki  
Bus to HPC Pajulahti (120km). Lunch  
Bus to HPC Vierumäki (25km). Dinner and one night.  
Subcommittee meetings could take place in Vierumäki  
Tuesday 5 October: Bus to Jyväskylä (Research Center for Olympic Sports).Lunch  
Bus to HPC Kuortane  
Departure day: Kuortane – Helsinki (by plane, high speed train or organize a bus)

Those who are not going to visit the Vuokatti Center should travel to Helsinki on Sunday because the bus to Pajulahti on Monday will leave around 12 in the morning.

Tapio and Jukka will send a timetable about schedules and prices.

4. **Strategy process of the IAHPSTC.** The President of the Association presents an Strategy process to be discussed and completed by the Bod members. This process includes:

•**Analysis of situation**

•**Vision**

•**Mission statement.** After an exchange of ideas the agreed **mission** statement is: “To Provide opportunities that enhance training for high performance sport worldwide”.

•**How:**

- Enhance High Performance Training Sport in multidisciplinary environment
- Foster Collaboration and fellowship to add value
- Network for Catalyst Knowledge
- Education & Information about training centers based on best practices
- Promotion of HPTC
- Best high performance environment
- Standard of criteria for sport centers to benefit global opportunities
- Value individual contribution and exchange
- Best Practice to have a cost effective way to deliver services Maintaining an Ethical Approach
- Create synergy to improve performance
- Engage the youth to sport
- Breakthrough thinking on planning sport development

•**Values**

•**Objectives**

•**Strategies** - develop membership value

•**Goals and programs:** WADA, IOC, study plan, by laws, exchange programs, continental activity, forum, communication strategy.

•**Monitoring, evaluation**

It is decided to finish preparing this strategy process in the BoD meeting in Kuortane all together. Everyone must think about it before the meeting.

Continental committees should meet and by the 15<sup>th</sup> June all continental vice-presidents should mail a report to the Secretariat explaining how things are going in their Continent.

Before closing the meeting, the President of the Association comments that work to be done in the Association is growing everyday more and if the IAHPSTC can get funds we could have employers. Tracy proposes to ask the IOC for a numerary.

Closing at 15:15

**TASKS TO BE PERFORMED BY:**

- Request of lacking information to the new applicants (Secretariat)
- To update Forum 2011 program (Caroline)
- To change document list of obligations for the Forum organization (Pending Assignment by President)
- To send a timetable for the trip to Kuortane (Jukka)