



GENERAL REGULATIONS GOVERNING
THE “WOMEN FOR SPORT, EUROPEAN
COMPANY EXCELLENCE AWARD”
SELECTION PROCESS

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Preamble

“Sport is part of every man and woman's heritage and its absence can never be compensated for”

Pierre de Coubertin

From a sociological, economic and organizational point of view, among many others, the benefits of sport for society are undeniable. Sport is an important driver of human values such as team spirit, tolerance, solidarity and loyalty.

The European Commission has pointed out that the specificity of sport lies, above all, in its polyvalent nature, which allows it to cover five different functions at the same time (1):

1. an educational function: the sporting activity constitutes an excellent instrument to balance the formation and the human development of the person, regardless of age;
2. a public health function: physical activity offers the opportunity to improve the health of citizens and to fight effectively against some diseases, such as heart disease or cancer; and can contribute to the maintenance of good health and quality of life at an advanced age;
3. a social function: sport represents an adequate instrument to promote a more inclusive society and to fight against intolerance, racism, violence, alcohol abuse or the use of narcotics; sport can contribute to the integration of people excluded from the labour market;
4. a cultural function: the sport practice allows citizens to become more rooted in a territory, to both know it and integrate better in it and, therefore, protect the environment more appropriately;
5. a playful function: sports practice is an important component of free time and individual and collective fun.

Sport represents national or regional identity and reinforces it by making people feel integrated into a group. It unites athletes and spectators and offers the latter the possibility of identifying with their nation. Sport contributes to social stability and represents a symbol of culture and identity. (Ramírez, 2005)

On a myriad of occasions Europe's institutions have recognized the importance of sport for the European Union as a whole.

This concern to determine and examine the circumstances of sport has been a priority task of different instances within the European Union since, in 1975, at the First Conference of Ministers responsible for sport, the European Charter of Sport was drawn up, whose eight Articles collect the appreciations, characteristics and recommendations that should protect the right proclaimed in favor of the people.

Thus, in the different forums and summits, Declaration of Amsterdam, 1997; Vienna European Council, 1998; Helsinki European Council, 1999; Declaration of Nice, 2000; European Constitution Project, 2004, sport has been the object of deep debates and analysis whose purpose is to define what sport should mean in the coexistence of the European Union beyond the currency and other common policies. (Ramírez, 2005)

As expressed in the Treaty of Amsterdam (1997), we can say that we are facing a declaration of principles:

29. Declaration on Sport

The Conference highlights the social importance of sport, and in particular its role in forging an identity and uniting people. Therefore, the Conference urges the European Union agencies to listen to sports associations when they are dealing with important issues affecting sport. In this respect, special attention should be paid to the specific characteristics of amateur sports. Sport is of great social importance in Europe. The Declaration explicitly states that sport contributes to forging an identity and bringing peoples together. (Official Journal No. C 340 of November 10, 1997)

In its White Paper on Sport published in 2007, the European Commission tackles the main problems associated with sport. The Paper's objective is to provide strategic guidelines on the role of sport in Europe, encourage debate on specific problems related thereto and enhance the importance of sport to fuel solidarity among states of the European Union.

However, it was not until 2009, with the entry into force of the Treaty of Lisbon, that the European Union first acquired specific competences in sport-related matters. Article 165 of the Treaty on the Functioning of the European Union (2) (TFEU) refers to EU sports policy: "The Union shall contribute to the promotion of European sporting issues, while taking account of the specific nature of sport, its structures based on voluntary activity and its social and educational function". Furthermore, article 6 of the TFEU refers to sport as a political area in which the European Union is competent to support, coordinate or supplement the actions of Member States.

The European Parliament is of the view that there is a growing need for the EU to deal with sports matters within a framework of full respect for the principle of subsidiarity. Parliament is aware that sport itself constitutes an important social phenomenon and a public good and is working on this topic together with the other EU Institutions. For this reason, through its permanent committees, it has drawn up a report on the European dimension in sport based on the communication "Developing the European dimension in sport" (3), which follows the same structure as the White Paper, referring to the social function of sport, its economic dimension, its organization, among other issues.

In recent years, ACES Europe's activity, importance and influence have increased substantially. This phenomenon has raised ACES Europe's media profile and reinforced its public image, making it necessary for the institution to address its growing accountability vis-à-vis the public authorities, particularly in Europe, and society at large.

They are goals in which, we cannot forget, the work carried out by companies that privately promote sport as an objective that goes beyond their business, as a commitment to contribute and strengthen European sport policies and their contribution to a more modern society and committed to sports values.

An idea that makes possible the development of a regulation that aims to highlight this support and its visibility in the European commitment.

Thus, these regulations constitute ACES Europe's response to the demand to tailor its actions and public activities to an established set of rules that give the entity the credibility it deserves. Their aim is to strengthen the institution by providing a solid basis for action that will enable it to fulfil the purpose for which it was founded and also to reinforce the successes of women in sports and their practice, promote gender equality and encourage healthy habits from an early age, as well as strengthen the role of women in society through the values of sport.

Fighting against discrimination means doing as much as possible to eliminate the practical and symbolic means that perpetuate it: it affects the social and economic limitations of women in sport (what is possible), their connection with the forms of ideological and symbolic control (what is permissible), and to self-determination, articulation and satisfaction of desire (what is pleasurable). (Hargreaves 1993)

(1) http://www.investigacionengestiondeportiva.es/Tesis/Tesis_FJavierRamirezPerdiguero.pdf

(2) <http://www.boe.es/doue/2010/083/Z00047-00199.pdf>

(3) <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0012:FIN:ES:PDF>

During the 1980s, there was an interest in systematically exploring the relationships between leisure, sport and gender, an interest that is part of a broader theoretical movement focused on the cultural level of life and the significance of the ideology and conscience.

Billie Jean King Founder, President of the Board of Directors of the Women's Sports Foundation (WSF) noted that, in most cases, the changes are the result of a small particular act performed by a person at a given time. In general, these actions are precipitated by the work of leaders and men and women with a vision of the future ... people who clarify ideas or gather others to discuss ideas, leaders who bring together people motivated by the same goal of agreeing and make plans in order to contribute to the common good.

Brighton Conference of 1994

In May 1994, the conference "Women, sport and the challenge of change" took place in Brighton, United Kingdom, organized by the former British Sports Council and sponsored by the International Olympic Committee (IOC). The objective of the conference was to examine specifically the question of how to accelerate the process of change to rectify the imbalances faced by women who participate and become interested in the sport and to know the problems that occur throughout the world. A total of 280 representatives of governmental and non-governmental organizations from 82 countries participated in the conference.

Second World Conference: Windhoek, Namibia (1998)

More than 400 delegates from 74 countries attended the conference held in Windhoek in May 1998. The central matter of the conference was to urge the movement for women in sports to extend their work beyond traditional boundaries and to work more closely with agencies that are concerned with improving the status of women. It was said that those who work in the area of sports and physical education could take the initiative to emphasize that they contribute to the development of women in terms of leadership and decision-making capacity, as well as in important areas such as education, health, control of violence and respect of human rights.

Montreal Conference of 2002

Angela E.V. King, Special Advisor to the Secretary General of the United Nations, on Gender and the Advancement of Women at the World Conference on Women and Sports, 2002 Montreal, Canada, May 16 to 19, 2002, highlighted that since the First Conference about Women, in Mexico City, in 1975, many values have been consolidated and a review of the achievements was made. These are values that led more than 150 world leaders to include in the historic Final Declaration of the United Nations Millennium Summit (September 2000) a call for the observation of the Olympic Truce and to promote peace and human understanding through sport and the Olympic ideal.

In the various conferences topics such as culture, gender, disability and sexuality were examined; they also included deliberations on leadership, change management, marketing and media, as well as mentoring and network formation.

Currently, the European Union's Work Plan for Sport has designed a "Strategic Actions Proposal" for the period 2014-2020. These actions include strategic lines in the following areas:

Decision-making in sport: parity between men and women and development of equality policies in sports organizations.

Sports technical staff: gender equality and equality training

Prevention of gender violence in and through sport

Media for the eradication of gender stereotypes in sport

The UN has also adopted the 2030 Agenda for Sustainable Development, which sets as one of its objectives "Achieving gender equality and empowering all women and girls", pointing to sport as a powerful vehicle to achieve it.

In ACES EUROPE we have in mind that sport is a vehicle, a means of self-expression that allows girls and women to explore their mental, emotional and physical capacities, perform their leadership skills and live competitive experiences with peers they respect. As sport is a cultural institution accepted throughout the world, it is available to all girls and women, enabling them to acquire strength, confidence and courage, qualities that we all need in order to change society and find more opportunities to discover their potential for excellence.

This document, which establishes and explains the manner in which ACES EUROPE grants the recognitions of the "Women for Sport, European Company Excellence Award", is an indispensable part of the governance structure of ACES EUROPE and aims to strengthen the procedures associated with the awards granted.

ACES Europe

Since its inception in 1999, ACES Europe seeks to promote sport among all the citizens of the European Union, particularly disadvantaged groups, children, the elderly and the disabled, among others.

Fighting against discrimination means doing as much as possible to eliminate the practical and symbolic means that perpetuate it: it affects the social and economic limitations of women in sport (what is possible), their connection with the forms of ideological and symbolic control (what is permissible), and to self-determination, articulation and satisfaction of desire (what is pleasurable). (Hargreaves 1993)

During the 1980s, there was an interest in systematically exploring the relations between leisure, sport and gender, an interest that is part of a broader theoretical movement focused on the cultural level of life and the significance of ideology and awareness.

ACES Europe's goal is also to encourage private and public initiative in order to increase support for sport, not only from a professional point of view, but also as a channel for social cohesion and to improve the health and quality of life of citizens.

The goals that ACES Europe pursues for all its initiatives are specified in the following main objectives:

- Transmission of values
- Enjoyment with physical exercise.
- Willingness to achieve.
- Strengthen the feeling of belonging to the community.
- Learn Fair play.
- Improve health.

ACES Europe awards the European Capital of Sport title, an initiative that has received the recognition of the European Commission in the White Paper (Art. 50). In addition, ACES Europe is an official partner of the European Commission in the European Week of Sport. Both facts suppose the recognition of the work and activity of ACES Europe.

ACES Europe also has the endorsement of two important associations: The EGFA (Europarlimentary Group of Friends of ACES) and the GCE (Groupe Consultatif Européen). Both associations are a source of ongoing and steadfast support within the European Parliament, guaranteeing ACES Europe's visibility within the highest European institutions. Both associations are presided and composed over by Europarlimentary members.

The strength of ACES Europe in the European institutions and the firm conviction of the legitimacy of its objectives encourage ACES Europe and its members to continue with the development of their work, which is no other than the promotion of sport in society, through the necessary public and private actors that can make it possible.

TITLE I

GENERAL PROVISION

Article 1. Scope of application.

These Regulations constitute the legal framework of reference for the members of ACES Europe's Evaluation Committees and the representatives of Companies submitting their candidature for the award. They aim to serve as a guideline for members of the Evaluation Committees, the participants and any person interested in learning about the "Women for sport, European company excellence award" selection process.

Article 2. Transparency.

ACES Europe undertakes to run its activities clearly and responsibly, at all times exercising transparency and diligence, respecting the prevailing data protection laws of each country and providing truthful information to the following recipients:

The participating Companies.

The public Authorities.

The Members of the Evaluation Committees.

Society at large, as both recipient and beneficiary of ACES EUROPE's activities.

Article 3. Public disclosures.

ACES Europe will keep the interested parties informed of its activities through its website, to which it will periodically upload information on events, initiatives, agreements, activities and other relevant information related to its activity. This Regulation shall be publicly available for consultation by anyone who may be of interest. The official language of ACES Europe is English; therefore, all documentation, information or official communications will be performed in that language.

TITLE II

LEGISLATION APPLICABLE TO THE "WOMEN FOR SPORT, EUROPEAN COMPANY EXCELLENCE AWARD" SELECTION PROCESS

Article 4. Knowledge and adherence to these Regulations.

All the people who are part of the Evaluation Committees for the Companies submitting their candidatures for any of the distinctions awarded by ACES EUROPE must formally declare explicit knowledge of these Regulations.

Adherence to these Regulations shall entail compliance with all of the paragraphs included therein, and knowledge thereof shall be evidenced by signing the form attached as Appendix III to this document.

Article 5. The voting process.

The voting process is the act with which the visits conclude and by which it is decided which Companies adhere to the program and which ones obtain the recognition.

The importance of this act makes it necessary to draw up an independent set of rules to regulate it. Appendix II to these Regulations sets out a detailed explanation of the voting process and is made available for public consultation when the interested parties deem it appropriate. All members of the Evaluation Committees must have knowledge of these regulations.

Article 6. Eligibility criteria.

ACES EUROPE´ s eligibility criteria provide the basis for evaluating the candidates to the “ Women for Sport , European Company Excellence Award”. The Evaluation Committee Members assess the companies they visit on the basis of their degree of compliance with these nine criteria. They are available for public consultation to any interested party as Appendix V to these Regulations.

Article 7. About future amendments to this Regulation.

Should this Regulation need to adapt some of its contents to the requirements of the election process of the “Women for Sport, European Company Excellence Award”, changes will be made by ACES Europe´s Board. Further developments will be recorded on the second page, where the date of the change and a brief summary of the main subjects adapted will be presented.

TITLE III

THE EVALUATION COMMITTEE

Article 8. Composition of the Evaluation Committee.

Number of members integrating the Evaluation Committee. The Evaluation Committees of the “Women for Sport, European Company Excellence Award” candidate companies, shall comprise no fewer than 3 and no more than 5 members.

Article 9. Evaluation Committee membership criteria.

Evaluation Committee members must have proven experience in the field of sport, whether in the public domain or in private enterprise. This experience may be accredited through professional experience in a public post in town/city councils or other national or international public or private bodies, membership of associations linked to the world of sport, professional involvement in companies related to sport, human resources or health at work, people linked to teaching/training, personnel of companies linked to the marketing, advertising, brands or similar areas, as well as people related to the professional practice of a sporting discipline, at present or in the past.

TITLE IV

EVALUATION COMMITTEE MEMBERS

Article 10. Selection of Evaluation Committee members.

The selection of the Evaluation Committee members shall be carried out by ACES EUROPE's Board based on the criteria they deem appropriate, while seeking a diversity of profiles and minimizing the possibility of conflict of interest. This serves to strengthen the objectivity of the evaluation process.

Article 11. Criteria to exercise the right to vote.

In order to be able to exercise their right to vote, each Evaluation Committee member must be free of any of the conflicts of interest included in Article 12 of these Regulations.

Exercising the right to vote requires having full knowledge of what is being evaluated. Therefore, in order for the Committee members to be able to exercise their right to vote in the "Women for Sport, European Company Excellence Award", they must be present at all acts held during the main days of the visits to the companies competing for the award. The particulars of the visits to the candidate companies are set out in Appendix I to these Regulations. In order to be able to exercise their voting rights, all Committee members must have confirmed their adherence to these Regulations by completing Appendix III.

Article 12. Conflicts of interest. Situations that might constitute a conflict of interest.

1. The Evaluation Committee members must carry out their duties in good faith, guided solely by the purpose and objectives implicit in their membership of the Committee, namely to select the company with sufficient merits to be granted the "Women for Sport, European Company Excellence Award". At all times, they shall undertake to avoid situations that could give rise to a conflict of interest.

2. Evaluation Committee members must at all times avoid using the capacity afforded them for the performance of their duties to obtain any personal benefit.

3. A conflict of interest could exist when members of the Evaluation Committee have some type of personal (3) or asset-based relationship that might in some way influence their objectivity when exercising their right to vote in their capacity as Committee members, that is, by assigning a rating to the candidate Company.

4. The delivery of any gifts, services or other benefits by a person or institution related directly or indirectly with the company presenting its candidature that might undermine the objectivity of any Evaluation Committee member, constitutes a potential conflict of interest. Members of the Evaluation Committee may not accept gifts from the candidate Company in excess of an estimated value of €100.

Article 13. Conflicts of interest. Criterion for taking action.

In the event of a conflict of interest, the Evaluation Committee member affected shall be bound by a duty to notify said circumstance to ACES EUROPE's Board and abstain at all times from intervening or participating, directly or indirectly, in the resolutions or decisions adopted by the latter, particularly with respect to voting of the candidate Company.

Article 14. Duty of secrecy and confidentiality.

Evaluation Committee members shall at all times exercise prudence commensurate to their position in connection with the duty of secrecy and confidentiality. Therefore, the secrecy of deliberations and opinions, whether own or of others, arising during the candidate Company evaluation process, shall be required to be preserved at all times.

The duty of secrecy and confidentiality must be observed even after the process for the evaluation of the candidate Companies has concluded and the award has been given. The duty of secrecy and confidentiality shall also continue to be observed, even after a Committee member's contractual relationship with ACES EUROPE ends.

(3) A personal conflict of interest is a situation in which the private interests of one person, as external professional relationships or personal financial assets, interfere or can be understood to interfere with the performance of duties as a member of the Evaluation Committee.

TITLE V

THE CANDIDATE COMPANY

Article 15. Steps for the presentation of the candidature.

The submission of a candidature for the "Women for Sport, European Company Excellence Award" will take the following steps:

The Company or Corporation Director, Manager or President will submit a letter with the formal statement to present the candidature for the "Women for Sport, European Company Excellence Award". The deadline for sending this letter begins on January 1 of each calendar year. Companies from countries in the European Community, can present their candidature for the "Women for Sport, European Company Excellence Award" according to the distribution established by ACES EUROPE. The admission will be determined by order of reception of the letter from the responsible manager.

The candidate Companies must prepare a bid file of the candidature (see Appendix V, Guidance for the development of the bid-file). It must be delivered to ACES EUROPE's Board in digital format two weeks prior to the visit of the Evaluation Committee, and in physical format the first day of the visit.

The first visit to the candidate Companies will take place on the date previously agreed by both the Company Management and ACES EUROPE.

Following the outcome of the first visit and the assessment of the bid -file, the Companies successfully selected for adherence to the Program will be officially informed. Prior to the gala that takes place annually at the European Parliament in the city of Brussels, the winning company will be notified of the award.

Article 16. Criteria for submitting candidatures for the European Sport and Healthy Company designation.

A Company may be candidate for the "Women for Sport, European Company Excellence Award" whenever it meets the following prerequisites:

Have an evident commitment to the involvement of women in society through the values of sport and physical activity.

Have a global commitment to encourage female participation in all areas of sport by developing or promoting the development of women and their personal evolution in society.

It must be based in one of the countries of the European Continent.

Article 17. Adherence to these Regulations.

At least one official representative of the candidate Company for the “Women for Sport, European Company Excellence Award”, must confirm explicit formal knowledge of these Regulations through his/her adherence thereto.

Adherence to these Regulations will imply compliance with all of the sections contained therein, and knowledge thereof shall be evidenced by signing the form attached as Appendix IV to this document.

Article 18. Visits to candidate Companies to any award.

A standard protocol will be followed during the visits to the candidate Companies for the “Women for Sport, European Company Excellence Award”. It covers both obligatory aspects and recommendations and has been developed to enable the Evaluation Committee members to become informed on all aspects of the policies in the companies visited. This protocol is set out in Appendix I to these Regulations.

The visits to the facilities will be agreed jointly by ACES EUROPE’s Board and the candidate Company. It will be communicated at least one month prior to the date scheduled for the visit.

Article 19. Candidature bid file.

The candidate companies for the “Women for Sport, European Company Excellence Award” must, as prerequisite for their candidature, provide ACES EUROPE with a bid file containing the answers to the questions included in the guidance for the development of the bid-file (see Appendix V).

Article 20. Company hospitality.

To avoid the possibility of a conflict of interest among Evaluation Committee members (see Article 12 of these Regulations), visits to the candidate Companies shall be organized so as to avoid the presentation of gifts that might to some degree undermine the objectivity and independence of Committee members.

Therefore, these Regulations stipulate that the organizing company may not make gifts to Evaluation Committee members exceeding an estimated value of €100.

Travel, accommodation and meals expenses of the Evaluation Committee will be all covered by the candidate Companies.

Article 21. Candidatures for more than one award.

The “Women for Sport, European candidate companies” not awarded the distinction may submit a new application for the award as from the year following the presentation of their first candidature. Companies may submit their candidature to the award a maximum of two times. When an award-winning company requests to maintain the rights for more than a year, the award indicated in article 22.2 will not be convened during those years.

Winners of the “Women for Sport, European Company Excellence Award” may not submit further candidatures for this distinction in a minimum term of 5 years.

Article 22. Payment of the application fee for candidate Companies.

Once the company is informed that it is one of the candidates, the company has a fee of 6,000 euros for membership of the Program and the utilization of ACES EUROPE brands as a candidate company.

All the expenses arising from the Commissioners' visits (accommodation, meals and travel costs) will be covered by the candidate Company.

TITLE VI

THE AWARD

Article 23. Procedure for granting of the award.

The "Women for Sport, European Company Excellence distinction" shall be awarded once the scores have been assigned by the members of the Evaluation Committee for each of the eligibility criteria after the voting process carried out during the visit, with a minimum score of 70 points out of 100. Article 6 of these Regulations refers to the voting procedure, which is available as Appendix II thereto.

Article 24. Official designation of the awarded companies.

The official designation of "Women for Sport, European Company", will take place during the annual gala held at the European Parliament in Brussels.

For organizational purposes, companies competing for the "Women for Sport, European Company Excellence award" must be duly informed by ACES EUROPE's Board, two weeks minimum before the date of the Official Award Ceremony Gala held at the European Parliament, of the results of the evaluation process by the respective Evaluation Committees.

Article 25. Competing companies not awarded.

Procedure to be followed.

Candidate Companies that do not win the "Women for Sport, European Company Excellence award" shall be duly informed of the reasons for failing to do so. ACES EUROPE's Board shall deliver a document to the Companies that do not win the award informing them of their score and the main weaknesses observed in their candidature. The document shall be sent when notification of failure to win the award is submitted, that is, at least two weeks before the Official Award Ceremony Gala held at the European Parliament, as stipulated in Article 24.

Article 26. Rights and Obligations of the "Women for Sport, European Company Excellence Award".

The awarded company will be the sole holder of the *Naming Rights* (NR) for at least one year of the "**EUROPEAN WOMAN AND SPORT UNIVERSE CITY**" prize that will reward the European city that develops the best policies to support and promote women in sports.

This prize will be associated with the name and logo of the company that owns the NR for which it will pay ACES EUROPE the amount of 100.000 euros.

ACES EUROPE, with these funds, will help in mutual agreement with the award-winning city and the company that owns the NR, the development and implementation of the award in the winning city with the collaboration in the realization of events, workshops, manuals of good practices or similar and in general any action that allows a successful execution of the project presented by the award-winning city, as well as the publicity of the prize.

The rights may be maintained for a maximum of three years, and must be specifically requested by the candidate company in the application to join the program, or, failing that, in the month following the celebration of the award ceremony in the European Parliament.

Both the candidate cities and the award-winning city will be obliged to grant institutional spaces as well as a percentage of those granted to the cities in the different advertising media to ACES EUROPE to publicize both the candidature and the subsequent award as well as the activities linked to them. The logos of the entity that owns the *naming rights*, ACES EUROPE's one and the nomenclature of the award, will be displayed in a visible way according to the bases established for the participation of the cities that wish to be candidates. The procedure will be similar in any publicity hired by the award-winning city in the different media by inserting in a visible way the logos mentioned above.

If a company wants to use the brand of the "Women for Sport, European Company Excellence Award", for more years than those specified in the recognition award, it will have to pay 2.000 euros per year in concept of image rights to ACES EUROPE. The request to use the trademark must be made in writing within three months prior to the end of the recognition and pay the image rights 30 days before the end of the recognition. If the trademark is used without paying the image rights, it will mean a breach of the regulation (see Article 27).

The candidate Companies that are distinguished with the "Women for Sport, European Company Excellence Award", must assume the responsibility that entails the recognition. The awarded companies commit themselves to comply with the program presented during the defense of the candidacy through the realization of the actions and activities exhibited or already carried out, as appropriate.

Winning the "Women for Sport, European Company Excellence Award" also entails the obligation to draw up a report of activities at the end of the year of tenure. This report must set out the activities, sporting events, legacy resulting from the award and main changes that have taken place in the company after the period of the distinction.

Article 27. Procedure to be followed in the event of a breach of the Regulations.

If a breach of the rules set forth in these Regulations, by a Company granted the award, is detected, the Company shall be stripped of the award and any mention thereof in ACES EUROPE's official documentation and information shall be eliminated.

Failure to comply with the provisions of this Regulation, especially in relation to completing the application submission process and in relation to the obligations of the Company with respect to ACES EUROPE, will entail an economic penalty that will amount to 60.000 euros tax-free.

Companies that cannot attend the Awards Ceremony in Brussels, must present a justified reason in writing and will need the approval of the Arbitration Committee. Otherwise, the not attendance to the Awards Ceremony would be the same as giving up the prize with the consequent financial penalty.

APPENDIX I: REQUIREMENTS FOR CANDIDATE COMPANIES DURING THE EVALUATION COMMITTEE VISIT.

The Evaluation Committee visit to the candidate companies is the medium through which the Committee members can gain an in-depth knowledge of a Company's project or supporting policy for women and sport. It is therefore essential for candidates to design a visit that will enable the Committee members to gain a global view of the candidature.

This Appendix provides guidelines for candidate Companies regarding the content of the visit.

Duration of the visit: The visit to the candidate Companies shall span maximum two calendar days (one night) and shall be dedicated to visiting the Company and to the presentation of the sports for women development programme.

Content of the visit: The visit to the candidate companies must cover at least the following aspects:

1. Visit to the Company installations. These visits are recommended so that the Committee members can gain an in-depth view of the Company's sports facilities. Site visits will be agreed jointly by ACES Europe and the candidate Company.
2. Communication to local media. In order to give greater visibility to the project, the visit should include a press conference during which the candidature and the associated project are published among the local media.
3. Defense of candidature (DOC). This stage of the visit is aimed at allowing the persons heading the candidature to present to the members of the Committee the most salient aspects of the candidature. During the DOC the previously prepared bid file will be presented addressing each of the eligibility criteria. The estimated duration of the presentation will be up to two hours, with sufficient time allowed for members of the Committee to ask whatever questions they consider necessary. It is advisable for the DOC to contain plenty of visual information such as videos and presentations that show off the Company's attributes from the point of view of supporting women and sports.
4. Venue and time available for the voting process. At the end of the acts included in the visit, the candidate Company shall allocate a time and place so that the Committee can deliberate and vote on the candidate Company based on the ten *eligibility criteria*. The estimated duration of the voting process is 1 hour maximum. Voting must be carried out following the visits to the installations and the DOC, so that the Committee members are able to apply the necessary judgement when casting their votes.

APPENDIX II: VOTING PROCESS.

The voting process represents the culmination of the candidature of a company that aspires to win the award. This process aims to be as objective as possible, and the Committee members may vote freely and in accordance with their professional judgement.

The vote is secret and the Committee members may not be apprised of the score given by other members, with the exception of the Secretary of the Evaluation Committee, who will be in charge of recording the scores. In no case recording of the voting process can be made.

The complete voting process shall be carried out as follows:

1. Deliberations: A discussion will be held among the members of the Committee prior to the voting process during which the strengths and weaknesses of the candidature under evaluation will be highlighted.
2. Voting process: Each Committee member will have the necessary time to cast a vote based on the ten eligibility criteria. At this point, there must be no interaction among the Committee members. As the votes are cast, the Secretary shall collect and take custody of the documents used by the Committee members to cast their votes.
3. Deliberations following the voting process: Voting will conclude with a period of joint reflection during which each member will attempt to explain the aspects of the candidature to which they have given greater or less importance when casting their votes, and what aspects have been most or least critical for reaching a decision.

Scores will be recorded by the Secretary, who will keep an electronic record of Committee members and scores given by each of them. The final score will be the weighted average of the ratings assigned by the members of the Committee.

Only those candidates whose qualification exceeds an overall rating of 70 out of 100 will be able to access the award. This score is considered the minimum to guarantee the quality of the candidates for the “Women for Sport, European Company Excellence Award”.

All members of the Evaluation Committees must sign, in the space enabled under these lines, this Appendix to the Regulations in order to be able to carry out their duties. It should be signed and delivered to the Secretary of the Evaluation Committee before the start of the voting process. With his/her name and signature, the Committee Members state they have read and understood the Regulations, and confirm their adherence and commitment to compliance.

Name	Signature

(Signed)

.....(City).....(day).....(month)(year)

At least one official representative from each of the candidate Companies for the “Women for Sport, European Company Excellence Award” must sign this Appendix to the Regulations in proof of their understanding of them. It should be signed and delivered to the Secretary of the Evaluation Committee before the start of the visit.

I,, representative for the Company, a candidate for the “Women for Sport, European Company Excellence Award”, during the year, have read and understood these Regulations and with my signature confirm my adherence thereto and my commitment to complying with them in my capacity as representative for as long as the “Women for Sport, European Company Excellence Award”, selection process remains in force.

(Signed)

.....(City).....(day).....(month).....(year)

The following eligibility criteria have been established by ACES EUROPE to have a thorough understanding about how the candidate Companies promote and support women and sports.

The candidate Company should develop a bid file to present its candidature providing information to respond to each of the points outlined below in the eligibility criteria. The same criteria will be used by the Evaluation Committee to assess the candidature during the visit.

GENERAL INFORMATION OF THE COMPANY

- a) Name of the Company.
- b) Department in the Company responsible for the implementation of the policy considered for the award.
- c) Contact person.

ELIGIBILITY CRITERIA “WOMEN FOR SPORT, EUROPEAN COMPANY EXCELLENCE AWARD”:

SPORTS INITIATIVES, EVENTS OR PROJECTS, DIRECTLY PROMOTED BY THE COMPANY IN SUPPORT OF WOMEN AND SPORT WITH ITS ECONOMIC QUANTIFICATION.

50 POINTS

- a) Provide a detailed list of events, activities and sport competitions organized by the Company directly or in collaboration with other organizations.
- b) List of agreements, activity programs, conferences, seminars or other events organized on sports and health issues; either internally or in collaboration with other important entities about these issues.
- c) Provide a list of international, national and local sporting events that have been sponsored or collaborated in the last three years.
- d) Provide a list of events that will organize and / or sponsor or collaborate in the next year (including conventions, seminars, congresses, etc.) and the measures in connection with the candidacy, in case of obtaining the recognition of “Women for Sport, European Company Excellence Award”.

ADDITIONAL MEASURES TO PROMOTE WOMEN INTEGRATION IN SPORTS

20 POINTS

- a) Are there opportunities for the different age groups to practice sport?
- b) Is there support or is there special attention for minorities or people with disabilities?
- c) Are there initiatives to promote integration through sports?
- d) How does the company promote fair play in women's sports?
- e) Specify the additional measures that the Company has proposed to promote health and integration through sports.

COMMUNICATION PROJECT TO PROMOTE THE CANDIDATURE

15 POINTS

- a) Explain the communication plan, image, and identity of the project.
- b) Explain how the organization uses ICT System (Information Communication Technologies) to promote the candidature.

BUSINESS PLANS LINKED TO THE PROMOTION OF WOMEN IN SPORTS CONNECTED TO THE UNITED NATIONS SUSTAINABLE DEVELOPMENT OBJECTIVES

15 POINTS