



**ACES EUROPE – EUROPEAN CAPITAL, CITY, COMMUNITY AND TOWN OF CYCLING**

**(Annex to General Regulations).**

**Preamble**

Developing and promoting cycling fully fulfils the five goals that ACES Europe pursues.

**Title III. The Evaluation Committee.**

Article 8. Composition of the Evaluation Committee.

8-1 no fewer than 3 and no more than 5 members.

**Title V. The candidate capital, city, town or community.**

Article 15. Steps for the presentation of the candidature.

15-1 A maximum of five candidates from each country for each award category, whose admission will be determined by order of receipt of the letter from the mayor, can present candidature for the award.

15-3 Based on the strength perceived from the bid file of the candidature, ACES Europe through an external party, will decide which two candidates compete for the award on each country.

Article 16. Criteria for submitting candidatures

16-1 The limitation in terms of inhabitants for a CAPITAL more than 500,000 or capital of a country. TOWN is 24,999, for a CITY is 25,000 to 499,999. A COMMUNITY shall consist of a minimum of three municipalities and having censured together at least 25,000 inhabitants.

16-2 Exclusively one capital, town, one city and one community a year will be awarded in each country as European Capital, Town, City or Community Of Cycling.

16-3 Two municipalities in the same province cannot compete for the award.

Article 20. Candidate hospitality.

Hotel and Meals of the Evaluation Committee are covered by the candidate capitals, towns, cities or communities. A maximum of three (3) flight tickets for Board Members must be covered as well by the candidate.

Article 22. Payment of the application fee for candidates.

22-1 Towns wishing to apply for the award must submit payment of a fee of €1,000 to ACES Europe (+ taxes if applicable). Cities wishing to apply for the award must submit payment of a fee of €2,350 to ACES Europe (+ taxes if applicable). Communities wishing to apply for the award must submit payment of a fee of €1,000 per municipality to ACES Europe (+ taxes if applicable). If the Community candidature has more than 500k inhabitants then the fee will be €5,000. Capitals wishing to apply for the award must submit payment of a fee of €12,000 to ACES Europe (+ taxes if applicable)

## **Title VI. The award.**

Article 26. Obligations of the awarded candidate towards ACES Europe.

26-1 Cities awarded have to hold a local conference/workshop promoting cycling among all levels of society. Cities need to present a program including at least twenty (20) sport events/year involving, all of them, measures focused on developing and promoting cycling.

26-4 Candidates, when are declared winners of the title, will be required to sign a sponsorship agreement with ACES Europe for the image rights associated with the award. This agreement will determine the amount of €3,000 for a town, €10.000 for a city or community (per municipality) from one or more sponsorship (or from municipal funds), €38.000 for a capital.

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

27-2 Breach of the rules set forth in these Regulations will result in a financial penalty amounting to €40,000 tax free for Capitals, €20,000 tax free for Cities and Communities, €10,000 tax free for Towns.

Article 28. Be connected.

Annual Fee of €2.000 for capitals, €1.000 for cities and communities, €500 for towns

## **APPENDIX I: REQUIREMENTS FOR CANDIDATES DURING THE EVALUATION COMMITTEE VISIT**

Duration of the visit: shall span three calendar days.

Content of the visit:

- Visit to cycling installations (ACES Europe will designate three sites to visit);
- Press conference
- Defence of candidature
- Gala dinner
- Venue for voting

## **APPENDIX II: CRITERIAS FOR EVALUATION TO BE INCLUDED IN THE BID FILE**

1. **INFRASTRUCTURE – CYCLING FACILITIES (Indoor/Outdoor)**
  - a) Provide a detailed list of cycling infrastructure facilities according to type, purpose and condition.
  - b) Provide a breakdown of municipal expense for the maintenance of cycling facilities in the last three years
  - c) Provide the estimated amount of planned investments in cycling infrastructure in the next three years.
  - d) Is there a cycling development plan in your city/town? What are its main aims?
  - e) Detail the annual budget allocated to cycling and cycling-related development and the percentage that this amount represents of the total budget of City Hall.
  
2. **ACCESS TO FACILITIES AND CYCLING ACTIVITIES**
  - a) Explain how the cycling associations or cycling clubs work in your town, agreements and grants, and possibilities for non-members to use them.
  - b) Explain how accessible cycling facilities are to the public: the existence of agreements, schemes for participation at reduced rates, transport options to the facilities etc.
  
3. **CLUBS AND ASSOCIATIONS AND PARTICIPATION OF CYCLING CLUBS OR ORGANISATIONS IN COMPETITION**
  - a) Provide a detailed list of associations and cycling clubs that compete in top divisions, championships and national tournaments.
  - b) Provide detailed info about cycling club/organisation members and coaches in the city: how are they organized, how they proceed, how they look for new members, benefits of being a member, how they contribute to getting people into cycling.
  
4. **CYCLING INITIATIVES, EVENTS OR PROJECTS, WHICH ARE DIRECTLY CARRIED OUT OR PROMOTED BY THE CITY COUNCIL**
  - a) Provide a list of public cycling events organised by the City.
  - b) List the organization of agreements, conferences, seminars or other events in cycling matters and in collaboration with entities of importance in the cycling sector concerning the most important topics related to developing and growing participation in cycling.
  - c) Provide a list of international, national and local cycling events which took place in the City or its surroundings within the last three years.

- d) Analyze and explain the return on investment from the use of public money to promote, develop and support cycling for health, fitness, well-being and as sustainable transport.

5. MEASURES TO PROMOTE HEALTH AND INTEGRATION THROUGH CYCLING IN ALL SOCIAL CLASSES

- a) Are there special health and well-being programmes related to cycling, accessible for everybody?
- b) Are there special opportunities for the different age groups to get involved in cycling? Who offers these opportunities?
- c) Are there cycling courses for those with a specific social background or disability?
- d) Are there initiatives to promote integration thorough cycling (including tackling the gender imbalance in cycling)?
- e) Are there educational opportunities for training of coaches and instructors?

6. PARTICIPATION RATE OF THE POPULATION

- a) Total number of members in the cycling associations and clubs, if possible, classification by age groups: young 4-16 years; 17-34; 35-50; 51+.
- b) How many people from your city/town are actively involved in cycling? Please, explain the methodology used to obtain the data provided.
- c) Explain the additional measures proposed by the municipality to increase cycling participation among all segments of the population. Provide approximate figures of expected data to be achieved during the period that elapses until the candidature and during the candidature.
- d) How does your city/town support the general public to take up cycling?

7. PROMOTION OF SUSTAINABLE TRANSPORT

- a) What measures is the municipality taking in order to reduce the presence of private vehicles in urban spaces and promote cycling instead?
- b) Describe the policy measures taken by the municipality that encourage and facilitate the use of bicycles rather than car travel, including any cycle to work schemes, infrastructure development etc.
- c) What information and promotion activities are there for citizens on sustainable mobility issues and the benefits of cycling?

8. PROMOTION OF CYCLING TOURISM

- a) What actions has the municipality taken to promote the city/town area and spread the knowledge, image and practice of cycling tourism?
- b) Describe the engagement activities between cycling associations, clubs and bodies and the economic operators of the tourism and leisure sectors.
- c) What policy measures are there with the aim of facilitating the carrying out of projects and cycling tourism events on city/town territory?

9. COMMUNICATION ACTIVITIES TO PROMOTE THE APPLICATION

- a) Explain the communication plan to promote the candidature of the municipality.
- b) Explain the promotion of the application and the ACES award (presence on the Internet, person in charge of social networks, logo, video, etc.)

10. RELATIONS BETWEEN THE CITY COUNCIL AND CYCLING OR POLITICAL INSTITUTIONS AT LOCAL, REGIONAL AND NATIONAL LEVEL

- a) Provide details about the agreements, relations between the City and the local, regional and national cycling organisations.
- b) Explain how the candidature promotes agreements with local, regional or national cycling federations or other entities for the promotion of cycling.
- c) Quantify and detail the investments in the local cycling related economy. Provide details of the events and activities realized in partnership and co-operation with cycling organizations and institutions on a National and European level.
- d) Specify what new agreements with relevant institutions are expected to be concluded in the event of winning the award.

11. PROFILE AND POSSIBLE ACTIVITIES AS A EUROPEAN CITY/TOWN OF CYCLING

- a) Explain the role of cycling in your city/town for achieving the five main aims of the Manifesto of ACES Europe (enjoyment in exercise, willingness to achieve, sense of community, learning fair play, improvement of health).

- b) How does your city/town see its social advantages as a European City/Town of Cycling?
- c) Which initiatives and activities will your city want to contribute to the work of ACES Europe?

12. SCHEDULE CONTAINING THE EVENTS/CYCLING ACTIVITIES PLANNED FOR THE YEAR OF THE APPLICATION

- a) Provide a list of events (including conventions, seminars, congresses, etc. As well as cycling events) and measures in connection with the candidacy and the City/Town holding the title of "European City/Town Of Cycling".

**APPENDIX III: ADHERENCE TO REGULATIONS (CANDIDATE CITY REPRESENTATIVES)**

At least one official representative from candidate city must signed this Appendix to the Regulations in proof of their understanding of them. It should be signed and delivered to the Secretary General of ACES Europe before the start of the visit.

I, ....., representative for the city of ....., a candidate for European Capital/City/Town/Community of Cycling in 20..., 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 selection process shall remain in force.

(Signed)

(City), (day) (month) (year)