



International Sports Travel  
Agencies Association

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## **RULES AND REGULATIONS OF ISTAA**

**I. The name of the Association is: International Sports Travel Agents Association ISTAA**

**II. The Office of the Association is located at: ISTAA's President's office**

**III. The area of operation of ISTAA: worldwide.**

**IV. Mission and key objects of ISTAA are:**

### **ISTAA MISSION**

To develop & secure sports travel, promoting a positive image of sports events and to support ISTAA members' business on a reciprocal basis.

### **ISTAA's key objectives are:**

- To develop strong relations among ISTAA partners internationally;
- Build a „niche” sector of travelers by promoting sporting events as exclusive trips for the corporate market, change the social structure of travelling sports fans (versus low cost traveler traffic); to promote development of „high class” segments of sports travel traffic (corporate incentives & VIP groups);
- To facilitate networking as a day to day tool, and enhance educational and communications opportunities;
- To promote sporting events and host cities as attractive travel destinations;
- Promote, implement and give publicity to safety solutions on stadiums;
- To enhance the image and profile of the sports tourism industry;
- To develop and facilitate access to industry tools;
- To encourage investment in sports tourism in the public and private sectors;
- To coordinate research and data collection on activity within the sport tourism industry;
- To share best practices;
- To assess the economic impact of sporting events;

### **V. INTERPRETATION:**

Unless the context requires otherwise, when used in these Rules and Regulations, with an initial capital letter, the following terms shall have the following meaning:

A. Association shall mean International Sports Travel Agents Association ISTAA;

B. 'Member' shall mean and include any individual, firm or company admitted to the membership of the association in accordance with Rules & Regulations of ISTAA.

C. 'Board of Directors' shall mean the Managing Committee of ISTAA constituted in the manner prescribed by these Rules and Regulations.

D. 'Member of the Board' shall mean a member of ISTAA elected / nominated to the Managing Committee in the manner prescribed by these Rules and Regulations.

## **VI. MEMBERSHIP:**

The membership of Association is open to all companies matching membership criteria and agreed with the aims and objectives of ISTAA.

## **VII. CLASSIFICATION OF MEMBERS:**

The members of the Association shall be classified into the following categories:

1/Active membership

2/Associate membership

3/ISTAA's Partners (sponsors and supporters of ISTAA)

**1/Active Member:** An active member is an ISTAA approved travel agency

**Basic criteria of active member- sports travel agency are:**

Specialization – focused on Sport Travel meaning:

- 1.1. Having had experience of handling World Cup, European Championships, Olympic Games, Champions League or similar major sports events and/or
- 1.2. Service contract with National Sport Representations in key discipline and/or
- 1.3. Exclusive contract with National Olympic Committee
- 1.4. IATA accredited agent or have approved local travel license from their respective country with solid insurance guarantee.
- 1.5. Dynamic, financially sound and of solid reputation.
- 1.6. Known & recommended by at least one ISTAA member.

2/Associate Member

**Criteria of associate member- sports travel agency , which doesn't meet criteria of active member but very active in Sport Travel:**

- 2.1. minimum 3 recommendations from approved members
- 2.2. minimum 5 years of continuous sports travel agency activity
- 2.3. solid insurance or bank guarantee

**3/ ISTAA PARTNER Member:** Partner member is an ISTAA approved member which does not meet criteria of active member and associate member, but willing to be ISTAA member and support the Association, i.e. **companies related to sports events:** event management of corporations, PR & marketing companies and sponsors, ticket sellers.

## **VIII. MEMBERSHIP FEES & SUBSCRIPTION:**

Members shall pay admission fee and Annual Subscription as shown below.

Admission fee and annual subscription are non-refundable.

A. Admission Fee

1. Active or Associate Member: 350 EURO annual fee+ 150 EUR entrance fee

B. Annual Subscription

1. Active or Associate Member: 350 EURO

2. Partner Member: negotiated rate

## **IX. CEASING TO BE A MEMBER:**

The Membership will be expired due to the following reasons:

A. Resignation of membership

- B. Member is convicted of criminal offence involving moral turpitude
  - C. Non-ethical behavior
  - D. Failure to meet membership and subscription fees.
- Managing Committee will vote the decision.

#### **X. MANAGING COMMITTEE:**

The management and administration of the Association shall be carried out and managed by the Managing Committee, which shall, for the time being consist of 5-7 (five to seven) Members of the Board, elected by and from among the members of the Association during the General Annual Meeting (see article XVII below). The General Annual Meeting will vote for President and Secretary General.

#### **XI. TERMS OF OFFICE**

Term of office of the Managing Committee shall be for a period of 2 (two) years commencing date of election.

#### **XII. POWERS & FUNCTIONS OF MANAGING COMMITTEE:**

The Managing Committee shall work and have full powers and authority to do all acts, matters which may be necessary or expedient for the purpose of and in particular to the following:

- A. To develop, look after, manage, supervise and control the Association and its properties.
- B. To admit or reject new members and accept resignation of the members.
- C. To have the statement of accounts prepared every year.
- D. To accept sponsorships, donations in cash or in kind on such conditions and/or without conditions.

#### **XIII. PRESIDENT:**

The President shall preside over all meetings of the Managing Committee and in his/her absence any Member of the Board shall preside to hold the Chairmanship for that meeting shall preside. The President shall represent the association in all legal / official proceedings provided.

#### **XIV. SECRETARY GENERAL:**

Secretary shall be responsible to implement the decision of the Managing Committee and General Meetings, shall record the proceedings of the meetings of Managing Committee, maintain books connected with the management of the Association, preserve the records belonging to the Association.

**XV. MEETING OF THE MANAGING COMMITTEE:**

Members of the Board of Directors meet ordinarily once in 6 months to conduct the affairs of the Association.

**XVI. QUORUM FOR THE MANAGING COUNCIL MEETING:**

All members of the Managing Committee should be present in Managing Committee Meeting in person or by video or telephone conference.

**XVII. ANNUAL GENERAL MEETING**

Members of the Association form the General Body of the Association. The Annual General Meeting of the Association shall be held once a year. Place and date is chosen

during the previous General Annual Meeting and Members meet for the following purposes:

- A. To confirm records and transcripts of the previous Annual General Meeting.
- B. To accept the previous year's statement of accounts and accept the budget for next year.
- C. To elect the Managing Committee members for the next term, if the term is over.
- D. To admit new members as per decision taken by Managing Committee.
- E. To consider any other matter, which has been brought forward by any Member, in due notice of three days prior to the General Body Meeting or with the previous permission of the President

**XVIII. EXTRA ORDINARY GENERAL MEETING:**

The Managing Committee may call an extraordinary meeting of the Association whenever they may deem it necessary to do so.

**XIX. QUORUM OF THE GENERAL BODY MEETING:**

Participation in GM is obligatory. Minimum quorum for valid meeting is more than 50% of total number of Active Members.

**XX. NOTICE OF THE GENERAL BODY / EXTRA-GENERAL BODY MEETING:**

Minimum 30 days notice specifying the place, date, time with agenda shall be forwarded to each and every member of ISTAA.

**XXI. VOTING**

At all General Meeting of the Association or of the Managing Committee or of any committee, members present shall have only one vote. The President shall have a second or casting vote in case of an equality of votes. Generally voting shall be by show of hands and a simple majority shall take all decision.

**XXII. SOURCE OF INCOME:**

Association shall raise their funds by way of subscription, contribution, membership fees, sponsorships, and donations in cash or in kind.

**XXIII. ACCOUNTING YEAR:**

The accounting year of the Association shall be the financial year 1st January to 31st December of every year.

**XXIV. BANK ACCOUNTS:**

The funds of the association shall be deposited at a sub-account of Company of the President of the Association, which is the travel bureau of the President.

**Rules & Regulations were agreed by participants of 2nd Annual Meeting in Tel Aviv on October 25,2010,were changed on 27 November 2011 during 3<sup>rd</sup> meeting in Barcelona.**