



Section on Sport Archives
Directory of Sport Archives
2022

County Archive of Anoia (Catalonia). Women skiing. Fond Godó.

1. ICA / SPO SECTION ON SPORTS ARCHIVES

The International Council on Archives (ICA) is an international non-governmental organization, which exists to promote international cooperation for archives and archivists. It was set up in 1948 and its headquarters is located in Paris. The ICA believes that effective records and archives management is an essential precondition for good governance, the rule of law, administrative transparency, the preservation of mankind's collective memory, and access to information by citizens. This organization, which has close partnership links with UNESCO, is dedicated to the effective management of records and the preservation, care and use of the world's archival heritage through its representation of records and archive professionals across the globe.

ICA governance is in the hands of two main bodies: The General Assembly (GA) is the highest decision-making body in the ICA and decides on long-term strategic directions as well as the management of the organization. The GAs, responsibility for ICA's performance lies with the Executive Board, which implement the GA decisions and, if necessary, propose adjustments to the strategic directions. ICA leaders and officers are elected by voting members. The Secretariat takes the lead in coordinating day-to-day operations.

ICA has twelve professional sections, among which we emphasize the Section on Sport Archives (SPO), created in 2004. This section aims to raise awareness of the importance and relevance of sport archives. SPO works to achieve this objective by spreading information and technical knowledge and engaging both international and national bodies. SPO works actively to gather members from all over the world, and current membership includes representatives from Africa, Asia, Europe and North America.

SPO engages archivists and historians through seminars and special sessions for sports history congresses, such as in Tartu in 2008 (ISHPES) and Pisa in 2009 (CESH), Barcelona in 2015.

ICA/SPO also promotes information on sport archives in a congress and international meetings i.e. ICA Congress in Girona (2014), ICA Congress in Mexico (2017) and participates i.e. in seminars in Barcelona (2015), Andorra (2017) and Girona (2018).

2. THE DIRECTORY OF ICA / SPO OF SPORTS ARCHIVES

The project proposes to design and create an international directory of sport archives with information that can be used by archive professionals and the general public. In this context, a directory of institutions that safeguard archives of sport has been created, which we propose to add to the International Council on Archives website.

The website will list organizations (archives or other institutions related to sport archives i.e. museums, sport hall of fames, etc.) alphabetically or thematically which will provide institutional names, addresses, websites, telephone and related information.

What's the Sport Archive Directory?

The Sport Archives Directory will provide information on organizations that work directly with or have connections to sport archives (storage, treatment, access and diffusion). The directory of sport archives has been compiled by the ICA Section of Sport (SPO). The directory will provide the public website URL of sports related institutions and other pertinent information.

Directory Responsibilities?

The members of ICA SPO section will be responsible for managing the directory. All sport archives, museums or institutions that will be participating and providing directory information will be responsible about providing accurate and detailed information on their respective institutions.

Directory Updates?

The Sport Archives Directory will be updated every year. Lists will be updated annually, however during the initial 2022 rollout information may be provided monthly or quarterly.

OBJECTIVES

- To be an information source on sport archives around the world.
- To provide contact and general information on sport archives.
- To provide clearinghouse information on institutions that maintain documents, records and websites related to the sports activity around the world.

METHODOLOGY

Sport archives and institutions

1. Access to [ICA SPO website](#) 'projects'
2. Read information on the sport directory and examples on bottom page. If you have any questions or concerns, you can contact us at spo@ica.org

Please, pay attention about reference systems: By coordinates: it will be necessary to separate in two columns the X and Y coordinates, and to know which is the reference system in which the coordinates are expressed. Learn more about reference systems (SR, or RS, or SRS) also called EPSG codes. Example:

City	Latitude (WGS84)	Longitude (WGS84)
Monte Carlo	43,73285612	7,425240284
Helsinki	60,17170064	24,95288175
Barcelona	41,37533606	2,176820553
Canberra	-35,3049384	149,1306204

3. Open and fill the **form** (recommended in English, French or Spanish)

ICA SPO members

1. Review forms.
2. Ascertain that all information submitted **is correct**, - load onto directory database.
3. Incomplete information or questionable data that needs **correction**, will require contacting the sending institution for follow-up and resolving questions.

Revise, edited information in PDF and map and publish new version in ICA SPO website.

4. Send email to sport institution as confirmation

WORK PLAN

	2020	2021	2022
Design directory of sport archive project			
Design and built database			
Design process to inclusion and form			
Elaborate project report			
Publish information about project in ICA_SPO website			
Kick off project (publish in website)			
Send information (mail) to members ICA			
Receive forms and load information database			
Publish information about archives registered in a directory in ICA_SPO website			
Analysis of project results			

Below is a brief explanation of the different fields that the directory includes:

NAME OF ARCHIVE, MUSEUM,...*
Official name of the institution. Authorized form(s) of name
Required
Example: <i>Arxiu Comarcal Alt Empordà</i>
TYPE OF ENTITY
Specify the typology of the institution: archive, museum, documentation center,...
Recommended
Example: <i>Archive</i>
COUNTRY
Name of the country where the institution is headquartered
Required
Example: <i>Spain</i>
STATE
Name of the state, autonomous community, or other territorial subdivision in which the country is divided, where the headquarters of the institution are located
Recommended
Example: <i>Catalonia</i>
CITY
Name of the city where the headquarters of the institution is located
Required
Example: <i>Figueres</i>
OTHER TERRITORIAL CLASSIFICATION
The name of another territorial subdivision that we would like to highlight, in the case of Catalonia, would correspond to the region
Optional
Example: <i>Alt Empordà</i>
UTM COORDINATES X
X coordinate of the UTM system, from the headquarters of the institution
Recommended
Example: <i>497113</i>
UTM COORDINATES Y
Y coordinate of the UTM system, from the headquarters of the institution
Recommended
Example: <i>4679506</i>
PUBLIC / PRIVATE (LEGAL STATUS)

Type of legal regime of the institution, public or private
Recommended
Example: <i>Public</i>
POSTAL ADDRESS
Postal address of the headquarters of the institution
Recommended
Example: <i>Pl. de l'Escorxador Vell, s/n / 17600 Figueres (Alt Empordà)</i>
WEBSITE
Address of the official website of the institution
Recommended
Example: <i>http://cultura.gencat.cat/arxius/aca</i>
EMAIL
Name of the contact person and official email address of the institution
Optional
Example: <i>Èrika Serna i Coba (acaltemporda.cultura@gencat.cat)</i>
PHONE
Phone number
Optional
+34 972 67 01 78
DATES OF EXISTENCE
Year of the institution's creation and year of disappearance of the institution, if
Required
Example: <i>1984-</i>
VOLUM (m/l)
Estimated volume of linear meters of documentation that the institution custodies
Optional
Example: <i>1.668,26 ml</i>

HISTORY
Brief explanatory text of the institution
Optional
Example: <i>The Arxiu Comarcal de l'Alt Empordà (ACAE) is integrated in the network of Regional Archives of the Generalitat of Catalonia, [...]</i>
TYPE OF MATERIAL 1
Type of material of the documentation that the institution custodies
Required
Example: <i>Paper, digital, ...</i>
TYPE OF MATERIAL 2
Documentary types of funds that the institution custodies
Optional
Example: <i>Founds to Generalitat de Catalunya, Local Administration, Royal and stately administration, Notarial, Judicial and Registry, institutions, Religious backgrounds, associations and foundations, commercial and business founds and patrimonia, family and personal founds.</i>
LANGUAGE
Name of the languages in which the documents that the institution custodies appear
Recommended
Example: <i>Aranese/ Catalan / Spanish / French</i>

Example of a filled sheet of an institution included in the Directory of ICA / SPO

FILE CARD - DIRECTORY OF ICA/SPO	
Name of archive, museum,	<i>Arxiu Comarcal Alt Empordà</i>
Type of entity:	<i>Archive</i>
Country:	<i>Spain</i>
State:	<i>Catalonia</i>
City:	<i>Figueres</i>
Other territorial classification:	<i>Alt Empordà</i>
UTM coordinates X:	<i>497113</i>
UTM coordinates Y:	<i>4679506</i>
Public/Private (legal status):	<i>Public</i>
Postal address:	<i>Pl. de l'Escorxador Vell, s/n / 17600 Figueres (Alt Empordà)</i>
Website:	<i>http://cultura.gencat.cat/arxius/acae</i>
Email	<i>acaltemporda.cultura@gencat.cat</i>
Phone	<i>+34 972 67 01 78</i>
Dates of existence:	<i>1984-</i>
Volum (m/l):	<i>1668,26 ml</i>
History:	<i>The Arxiu Comarcal de l'Alt Empordà (ACAE) is integrated in the network of Regional Archives of the Generalitat of Catalonia, and its creation was agreed by the agreement signed on 31 January 1984 between the Department of Culture of the Generalitat de Catalonia and City Council of Figueres, which contributes to its maintenance. The Consell Comarcal of Alt Empordà has delegated the management since its creation. The official opening took place on 16 February 1991 with the assistance of the president of the Generalitat. Is installed in the west wing of the former municipal abattoir, a building built in 1907 by the modernist architect Josep Azemar. The main objective of ACAE is the conservation, protection and promotion of the documentary heritage, both private and public, in the Alt Empordà. 31 December 2014 the file custody documentation, which was m.l. 1,654 since the 11th century up to the present day.</i>
Type of material 1:	<i>Paper, digital, photography,</i>
Type of material 2:	<i>---</i>
Language:	<i>Aranese/ Catalan / Spanish / French</i>