

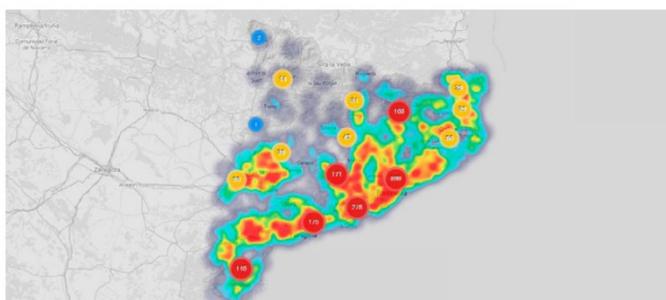
## *Support guide for the archives of Catalan sports associations*

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The *Support guide for the archives of Catalan sports associations* is designed to be a support tool for sports clubs and federations so that the document collections in this sector receive a basic initial processing that is as complete as possible by the staff responsible for this work or who take an active role in their organization and management. By doing this, they can



Imatge 1. Mapa de densitat dels clubs esportius catalans de més de 40 anys d'antiguitat. Font: enquesta elaborada pel Servei de Coordinació General d'Arxius de la Direcció General del Patrimoni Cultural del Departament de Cultura, 2018. Enric Cobo Barri i Anna Moll Seriola.

avoid losing documents and/or information, considering the majority of these organizations are small or medium-sized and non-profit. By no means is this protocol a substitute for the work done by a professional archivist. In other words, this guide is intended to be a reference for professionals and sports entities that allows them to outline a coordinated process for

processing documentary archives, to ensure they are preserved, and to provide them with the basic steps for managing collections of documents and records. In our country there are almost 600,000 sports licenses, 72 sports federations and over 9,000 sports clubs, with some 3,000 of them having over 40 years of history. This remarkable associative vitality and its incorporation into the social fabric of the country underscore the interest and need to ensure the proper handling and continued existence of the historical memory.

From an organizational standpoint, Catalonia has a national archive, a network of county archives, and municipal archives that, scattered throughout the region, serve as the archival reference for each area and as the organization to go to if there are any questions. In addition, the provincial governments have support lines for the municipalities regarding archives and document management. Therefore, this guide is also intended to promote the idea of depositing documents that are no longer used on a daily basis into the nearest public archive, as a way to guarantee the preservation of sports fonds, access to the information they contain and their dissemination, as well as the knowledge about the history of the organizations. Along these lines—and it is a common practice for archives—there are ways to deposit fonds into public archives without losing any property or ownership of the fonds and that can provide a safe place to store this part of our documentary heritage. That is, the fonds are transferred, but they will always be owned by the sports organization. This is reflected in the survey conducted by the Department of Culture in late 2017, about sports fonds deposited at the archives. From the archives that responded, especially municipal, county, national, provincial and university archives, they determined that these archives managed over 400 fonds related to sports.

The *Support guide for the archives of Catalan sports associations* is a publication from the Department of Culture of the Generalitat de Catalunya, in collaboration with the Sport Archives Section of the International Archives Council, that aims to give the clubs, organizations and federations the methodological tools necessary to be able to properly manage their archives. It is written in language that is easy to understand and follows a clear structure, so that they can successfully implement a continuous and systematic process for organizing their archive and its fonds. Furthermore, the guide also explains the criteria for which a club or a federation can decide to deposit its documentary fonds in a public archive without relinquishing ownership.

In this sense, the guide is structured in a way that first explains what an archive is and what it is used for, gives a brief description of the regulatory and legal framework, offers recommendations on how to correctly manage the fonds and documents, relates the main actions and support lines offered by administrations and public archives, and provides references to basic technical terminology, regulations and the bibliography.

In the section on managing fonds and documents, it explains that when organizing an archive, it is important to pay special attention to some of the principles of archiving that help ensure the processing is done in accordance with the methodological conventions commonly accepted at the international level. This part defines basic concepts like *fonds* and *documents*, *documentary series*, *records*, *life cycle*, etc. Once the basic concepts have been introduced, the guide details the technical processes and instruments and how they are used throughout the document's lifecycle, both on paper and in digital format. Accordingly, this processing using archiving practices and instruments is extended throughout the entire lifecycle, in other words, from the time the documents or records are produced until they are destroyed or transferred to a specific archive to be preserved permanently.



The sequence is usually straightforward, but it can have some variations, for instance, in the document evaluation process, which may occur before the classification, or even at the moment of capture/creation, if the necessary information about the documentary series is available.

The process begins with the creation or capture of the document, as it is automatically added from another source. This step marks the start of the record, which gets created by continuously adding other documents until it is finished. At this point, it must be registered by generating a basic, brief description. Once this is created, we will apply archiving methods that require both specific knowledge and tools—archival and technological—for a correct management. The guide shows some examples of classification charts, databases for managing fonds, and criteria for digitizing documents that are useful during document processing.

Finally, the guide outlines some of the support lines and actions that have been initiated by the different administrations and archives on the subject. It lists the most pertinent ones, either due to their authority level (as in the case of the Department of Culture, or the provincial governments in their role of supporting the local administrations) or because they are

archives that handle documentary fonds related to the world of sports (such as municipal archives, county archives, collegiate archives, national or local government archives, or other cultural centers like libraries, museums and others that have sports-related fonds deposited).

Having a well-organized archive can be very beneficial for a sports team or organization. First, it provides legal protections for the defense, if necessary, of their interests over third-parties. It also represents an element of effectiveness and efficiency, as it involves retrieving information in a reliable way, in a short amount of time. And, in particular, it helps protect the interests of the organization or team, of its employees and partners, and helps the stakeholders comply with mandates included in the law on transparency and access to information, and to ensure the protection of all the personal data belonging to people who participate in the organization's activities.

Finally, the proper management of documents produced by the organization makes it possible to compile a collection of documentary heritage that will become a part their identity and unity, as a source of precise information about the organization's trajectory.