



# CIMSPA

Standards  
Professionalism  
Advocacy

## CIMSPA Code of Conduct

# Members

CIMSPA Member Code of Conduct

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**Version:** April 2019 v.1

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**Date:** January 2020

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Published by:  
The Chartered Institute for the Management of Sport and Physical Activity  
Incorporated by Royal Charter  
Charity Registration Number: 1144545  
[www.cimspa.co.uk](http://www.cimspa.co.uk)  
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## Introduction

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) is the professional development body for the sport and physical activity workforce in the United Kingdom, championing professionalism and integrity, in order to facilitate a workforce that can inspire and engage communities to lead healthy and active lives.

CIMSPA believes that, in order to enhance public confidence and trust in the sport and physical activity sector, members must commit to achieving a high standard of conduct which is detailed within this CIMSPA Member Code of Conduct.

This Code of Conduct (the Code) is the standard of conduct expected of all CIMSPA members<sup>1</sup>, regardless of membership level, category or status. It outlines the minimum standards in relation to practice, behaviour and attitudes that clients, customers, participants, colleagues, peers, employers, sector agencies, or any other engaged party (Individuals) can expect to experience from CIMSPA members.

The Code is a mandatory set of requirements that CIMSPA members must fully adhere to at all times. Failure to adhere to the Code may result in sanctions being taken against individual CIMSPA members, which could include, but not be limited to, the removal of CIMSPA membership.

## Purpose

As the professional development body for the sport and physical activity sector in the United Kingdom, CIMSPA's vision is to shape a recognised and respected sport and physical activity sector everyone wants to be part of.

CIMSPA's aim are to:

- Allow individuals to realise their potential by having a clear route into and through the sector;
- Provide employers with the best people;
- Ensure the availability of quality and relevant learning and development opportunities;
- Be the lead organisation on sport and physical activity workforce policy, and
- Give the public increased confidence in the sector.

CIMSPA recognises that an integral part of working towards its vision and achieving its mission, will be through the success of CIMSPA members and the way in which they conduct themselves.

The Code describes the conduct which all CIMSPA members must demonstrate, by providing high quality services and consistent conduct to all Individuals. The Code is designed to ensure that all CIMSPA members embrace and conduct themselves in accordance with CIMSPA's vision and mission and continue to re-evaluate and develop themselves.

In any investigatory and disciplinary procedures carried out in accordance with CIMSPA's policies, CIMSPA will give due consideration to any breaches of the Code by CIMSPA members.

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<sup>1</sup> CIMSPA member is inclusive of the following categories: Affiliate (Leisure Operations), Affiliate (Exercise and Fitness), Associate, Associate (Leisure Operations), Chartered fellow, Chartered Member, Companion, Fellow, Member, Practitioner (Exercise and Fitness), Retired, Student and Student Affiliate.

## Scope

The Code will be governed by CIMSPA and outlines the mandatory practices that all CIMSPA members must adhere to, whether they are employed, self-employed, voluntary, retired, a student, or a graduate.

The Code includes mandatory practice relating to:

1. The creation of a positive and active impact on Individuals who engage in sport and physical activity;
2. The provision of high-quality experiences to individuals;
3. Working practices that encourage integrity, inclusivity, ethical behaviour and conduct within safeguarding guidelines;
4. A commitment to the maintenance and improvement of professional practice; and
5. The maintenance of the professional reputation of CIMSPA.

## The Code

### 1. The creation of a positive and active impact on Individuals who engage in sport and physical activity

- 1.1. Project and effect an image of professionalism.
- 1.2. Respect individual differences and diversity.
- 1.3. Identify and respect the physical limits and ability of individuals.
- 1.4. Ensure and encourage individuals to engage in, and prepare for, participation in appropriate activities.

### 2. The provision of high-quality experiences

- 2.1. Operate within the professional boundaries as defined by the professional standard(s) aligned to each individual's CIMSPA membership category.
- 2.2. Operate within the professional boundaries of the relevant CIMSPA membership categories.
- 2.3. Recognise the limits of the CIMSPA members own professional boundaries and act in the best interest of the Individuals.
- 2.4. Deliver CIMSPA member's practice based on current and up-to-date knowledge and research.
- 2.5. Advocate a healthy, active, lifestyle.
- 2.6. Promote the welfare and best interests of Individuals.

### 3. Working practices that encourage integrity, inclusivity, ethical behaviour and conduct within safeguarding guidelines

- 3.1. Undertake all professional actions with integrity and inclusivity.
- 3.2. Understand and adhere to relevant legal responsibilities and accountabilities.

- 3.3. Operate with the appropriate duty of care towards all Individuals, particularly when dealing with accidents and emergencies.
- 3.4. Accept responsibility for CIMSPA members own professional decisions made.
- 3.5. In accordance with the Equality Act 2010, treat Individuals equally, sensitively and free from discrimination, within the context of the activity, service provided and the Individual's ability.
- 3.6. Refrain from actions towards Individuals that could constitute bullying, harassment or intentionally harming another.
- 3.7. Provide sufficient safeguarding arrangements in accordance with relevant safeguarding guidelines, aimed at ensuring the emotional, psychological and physical wellbeing of all Individuals.
- 3.8. Ensure clarity, honesty and accuracy in all communications, marketing and promotional resources.
- 3.9. Inform and offer transparency to all Individuals of any financial costs related to the activity/future activities that they will incur.
- 3.10. Hold, or operate under, insurance cover appropriate to the activities undertaken with or by Individuals.
- 3.11. On request, provide details of relevant qualifications, experience and CIMSPA membership to all Individuals.
- 3.12. Respect and preserve confidential information and privacy and adhere to data protection law.
- 3.13. Do not condone or advocate the use of performance enhancing substances, products, or practices, that may be hazardous to health.

#### **4. A commitment to the maintenance and improvement of professional practice**

- 4.1. Obtain the required knowledge, skills and behaviours in accordance with the relevant professional standard(s).
- 4.2. Maintain own level of competence by undertaking regular continuing professional development (CPD) activities, in accordance with CIMSPA's CPD policy.
- 4.3. Seek CPD activities that are recognised by CIMSPA (endorsed/developmental).
- 4.4. Participate in developing fellow colleagues, volunteers and students' knowledge, skills and behaviours.

#### **5. The maintenance of the professional reputation of CIMSPA**

- 5.1. Support CIMSPA's mission and vision.
- 5.2. Comply with all reasonable requests made by CIMSPA, in support of its mission and vision.
- 5.3. Work within the confines and requirements of applicable law at all times.
- 5.4. Comply with all reasonable requests made by CIMSPA in the event of any investigations.
- 5.5. Behave in a manner that reflects positively on the sport and physical activity sector.

- 5.6. Do not undertake activities, prejudices, or behaviours, that would bring any of the following into disrepute:
  - 5.6.1. The CIMSPA member,
  - 5.6.2. Other CIMSPA members,
  - 5.6.3. Sport and physical activity professionals,
  - 5.6.4. Employers,
  - 5.6.5. CIMSPA,
  - 5.6.6. The sport and physical activity sector.
- 5.7. Avoid inappropriate and offensive behaviour with or towards Individuals.
- 5.8. Adhere to the duty to report principle so that any knowledge, suspicion or act of abuse, improper behaviour or non-adherence to the code is reported to CIMSPA.

## Explanation of Professional Concepts

### Professional standard

A professional standard relates to one of the following:

- An occupation: for example, a coach,
- An environment in which a person may undertake their role: for example, working in a school environment,
- A population which a person may work with as part of their role: for example, working with children,
- A technical specialism: for example, a sport or a health condition.

The professional standard will outline the essential knowledge, skills and behaviour that a person will need to obtain and demonstrate, in order to successfully carry out their role.

<https://www.workforce.org.uk/library/>

### Professionalism

Professionalism describes the knowledge, skills, competencies and behaviours, CIMSPA members are expected to demonstrate within their role or occupation.

### Duty to report principle

It is the duty of all CIMSPA members to report to CIMSPA any acts or matters that indicate that CIMSPA members, or a fellow CIMSPA member, has not adhered to the Code. CIMSPA does not require its members to report minor perceived faults, but to report acts or matters which constitute a breach of the Code or other CIMSPA policies or which could, if unreported, adversely affect the reputation of CIMSPA, the profession, or the sport and physical activity sector.

This duty is in addition to other obligations on CIMSPA members to report matters, for example to an employer, the police, professional body, or insurer.

Anyone in doubt of whether to report an act or matter should contact CIMSPA for further guidance.

## Safeguarding guidelines

Safeguarding guidelines are guidelines (and associated legislation) that apply across the United Kingdom or are specific to each Home Nation. Further advice and guidance can be obtained from the NSPCC, a link is provided below to the NPSCC website which details summarises relevant legislation and guidance.

[NSPCC legislation and guidance information](#)

CIMSPA's Safeguarding Policy can be found at [www.cimspa.co.uk/codes](http://www.cimspa.co.uk/codes).

## Harassment

Harassment includes but is not limited to:

- Anti-social behaviour relating to a relevant protected characteristic (for example, age, disability, gender, race, ethnicity, sexual orientation or religion.).
- Sexual harassment.
- Less favourable treatment of an Individual, colleague, volunteer, or student because they submit to or reject sexual advances and/or sexual harassment.

## Further policies

The following further policies are also applicable to the implementation and enforcement of the Code:

- CIMSPA Continuous Professional Development Policy
- CIMSPA Quality Assurance Policy and Procedures
- CIMSPA Customer Service Statement
- CIMSPA Malpractice and Maladministration Policies
- CIMSPA Complaints Procedures
- CIMSPA Disciplinary Procedures
- CIMSPA Sanctions Policies
- CIMSPA Appeals Policies

Each policy is available on the CIMSPA website. If it is alleged that a CIMSPA member has not adhered to the Code, the allegation will be investigated in accordance with the relevant CIMSPA policy. Failure to adhere to the Code may result in sanctions being taken against individual CIMSPA members, which could include, but not be limited to, the removal of CIMSPA membership.

## Conclusion

The standards included within the Code outline the best practice required of all CIMSPA members which should be adopted by each professional working within the sport and physical activity sector. The Code exists to support professionals to achieve the best possible practice, behaviours and attitudes that all Individuals will expect to experience when engaging with CIMSPA members. CIMSPA has designed the Code to be a point of reference for CIMSPA members, employers and Individuals who engage with the workforce of the sport and physical activity sector.

The Code sets out the minimum standards that all CIMSPA members must adhere to and whilst it is not designed to contain answers to all situations that CIMSPA members may encounter whilst working within

the sport and physical activity sector, it does outline the expected best practice that all CIMSPA members must adhere to.

For further information contact the CIMSPA membership services team on 01509 226474 or [info@cimspa.co.uk](mailto:info@cimspa.co.uk) or visit the website [www.cimspa.co.uk](http://www.cimspa.co.uk).