



# **Sanctions Policy for Members**

CIMSPA Members

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# Overview

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) has established a sanctions policy that details the sanctions and potential outcomes that can be imposed following disciplinary proceedings. Disciplinary proceedings in respect of CIMSPA members will be undertaken in accordance with CIMSPA's Disciplinary Policy and Procedure for CIMSPA Members.

Once disciplinary proceedings have taken place, the disciplinary panel/executive team will conclude the outcomes and identify if the member will receive any sanctions, in accordance with this policy.

## Introduction

CIMSPA is the professional development body for the UK's sport and physical activity workforce. CIMSPA's role is to support, develop and enable all CIMSPA members and partners to succeed in the sport and physical activity sector, ensuring that members receive excellent education and training, to facilitate a fulfilling career in the sector. As the champions of professionalism and integrity, CIMSPA aims to provide high-quality standards in all its activities and services.

CIMSPA may issue sanctions to CIMSPA members as an outcome of disciplinary proceedings. Through the due process of investigations and disciplinary meetings, CIMSPA will identify if sanctions need to be put in place as an outcome from such investigations and meetings, and any such sanctions will be imposed in accordance with this policy.



# Sanction Policy

## Policy Aims

The aim of this policy is to outline the considerations and approach to be taken when identifying the appropriate sanction and outcome, whilst aiming to ensure the principles outlined in this policy are consistently and fairly applied.

## Scope

CIMSPA can issue sanctions to CIMSPA members as an outcome from the relevant disciplinary proceedings.

Sanctions may only be issued to members at the conclusion of a disciplinary meeting, or after a statement of agreed facts has been signed by both CIMSPA and the member.

Sanctions may only be issued once the disciplinary procedure described in CIMSPA's Disciplinary Policy and Procedure for CIMSPA Members has been followed, and the disciplinary meeting panel concludes that imposition of a sanction is appropriate.

## Responsibilities

CIMSPA is responsible for applying a fair and consistent approach to any disciplinary decisions it makes. This includes allocating precautionary membership suspension pending disciplinary proceedings, and for sanctions imposed as an outcome from disciplinary proceedings. CIMSPA will keep records associated with investigations and disciplinary proceedings for the life of the organisation and will be subject to regular monitoring and review.

# Policy Implementation

## 1. Risk Assessment

- 1.1. The information received from a recommendation that malpractice and/or maladministration, a breach against the CIMSPA code of conduct or a charge or conviction of a criminal offence has occurred will inform a risk assessment of the membership.
- 1.2. If the risk assessment identifies that membership is at high risk, then a precautionary membership suspension will be put into place throughout the duration of the disciplinary proceedings.
- 1.3. The risk assessment will consider a range of factors, including (but not limited to):
  - 1.3.1. Member profiles
  - 1.3.2. Member service/history/prior sanctions
  - 1.3.3. Breach against the CIMSPA code of conduct
  - 1.3.4. Breach against ethical guidelines
  - 1.3.5. Breach against safeguarding guidelines
  - 1.3.6. Charges or convictions for a criminal offence
  - 1.3.7. Actions that bring the reputation of CIMSPA into disrepute
  - 1.3.8. Level of intent (intentional/accidental)
  - 1.3.9. Severity level of impact of breach, charge or conviction
  - 1.3.10. Recommendation from CIMSPA following investigation procedures, if applicable

## 2. Sanctions

- 2.1. No two disciplinary cases will be the same, therefore when imposing sanctions, the disciplinary panel/executive team should consider a number of factors (including previous



case history and standardisation), to ensure where possible a consistent outcome is achieved.

2.2. CIMSPA complaints are managed through a tiered system, outlined within the CIMSPA Complaints Policy. Complaints managed under Tier one and two will carry no sanctions.

2.3 Complaints managed under Tier three, through the relevant disciplinary meeting, may carry the following sanctions:

2.3.1 Precautionary membership suspension (the circumstances in which a precautionary membership suspension may be imposed are detailed in CIMSPA's Disciplinary Policy and Procedure for CIMSPA Members);

2.3.2. Disciplinary is closed / no case to answer / insufficient evidence;

2.3.3. No sanctions imposed;

2.3.4. A written reprimand with conditions imposed for the continuation of membership;

2.3.5. Suspension from membership with conditions imposed for reinstatement

2.4. Complaints managed under Tier four, through the relevant disciplinary hearing, may carry the following sanctions:

2.4.1. Precautionary membership suspension (the circumstances in which a precautionary membership suspension may be imposed are detailed in CIMSPA's Disciplinary Policy and Procedure for CIMSPA Members);

2.4.2. Disciplinary is closed / no case to answer / insufficient evidence;

2.4.3. No sanctions imposed;

2.4.4. A written reprimand with conditions imposed for the continuation of membership;

2.4.5. Suspension from membership with conditions imposed for reinstatement;

2.4.6. Termination of membership.

### **3. Outcomes**

3.1. Membership sanctions can provide criteria that can be applied in conjunction with a variety of outcomes. The outcomes can be applied based on the merits and individual difference of each case.



3.2. Outcomes can include timescales and duration of sanctions:

3.2.1. Timescales relate to the length of time a member has to achieve the sanctions imposed by the relevant disciplinary meeting;

3.2.2. Duration relates to the length of time a sanction will be imposed or the time before a membership can be fully re-instated.

3.3. The sanctions and outcomes that may be imposed against a member include (but are not limited to) those outlined in Table 1.

3.4. On the basis that no two cases are the same, the disciplinary panel/executive team may issue other sanctions and outcomes appropriate to the case, which are not highlighted in Table 1.

3.4.1. Other sanctions and outcomes proportioned to the case will be explained by the disciplinary panel/executive team in full.

#### **4. Failure to comply**

4.1. Should a member fail to comply with the sanctions, outcomes and/or remedial actions issued following relevant disciplinary proceedings, CIMSPA reserves the right to terminate with immediate effect an individual's membership, or any other affiliation with CIMSPA, by issuing a formal notice of termination to the member in writing.

4.2. Termination of the membership in such an instance will include but not be limited to the associated outcomes outlined in Table 1.

#### **5. Appeals**

5.1. A member is entitled to make an appeal against the sanctions and outcomes of the relevant disciplinary proceedings, based on the following grounds:

5.1.1. CIMSPA has failed to follow due process or other procedural defects;

5.1.2. The insufficient weighting of a sanction and outcome or decision made.

5.2. Further information can be found in CIMSPA's Appeals Procedure for CIMSPA Members.



# Review

The sanctions policy for CIMSPA members will be reviewed by CIMSPA in May 2026 unless changes in policy, governance or other circumstances require a review prior to this date. The current copy of the Sanctions Policy for CIMSPA Members will be made publicly available on CIMSPA's website.



# Table 1

Sanction	Outcome
Precautionary membership suspension – only applicable during disciplinary proceedings	<ul style="list-style-type: none"> <li>• Cease using any designation, initials or logos, appropriate to CIMSPA membership.</li> <li>• Not permitted to attend or vote at any general meetings of the members.</li> <li>• Not permitted to represent CIMSPA for example, at any sector events or meetings.</li> </ul>
<b>Disciplinary is closed / no case to answer /</b> insufficient evidence	<ul style="list-style-type: none"> <li>• No Outcome</li> </ul>
No Sanctions Imposed	<ul style="list-style-type: none"> <li>• No Outcome</li> </ul>
A written reprimand with conditions imposed for the continuation of membership	<ul style="list-style-type: none"> <li>• Re-training.</li> <li>• CPD plan.</li> <li>• Mentoring.</li> <li>• Further education.</li> <li>• Notification of sanction into the public domain.</li> <li>• Where the disciplinary panel/executive team concludes that there may have been a breach of the law, sharing information with the appropriate authorities (e.g. the police).</li> </ul>



Sanction	Outcome
Suspension from membership with conditions imposed for reinstatement	<ul style="list-style-type: none"> <li>• Re-training.</li> <li>• CPD plan.</li> <li>• Mentoring.</li> <li>• Further education.</li> <li>• Restrictions on the use of any designation or initials appropriate to CIMSPA membership.</li> <li>• Restriction to the attendance of or voting at any general meetings of the members.</li> <li>• Restriction to represent CIMSPA for example, at any sector events or meetings.</li> <li>• Restriction on the access to CIMSPA membership benefits.</li> <li>• Restriction on the access to privileges associated with CIMSPA membership.</li> <li>• Notification into the public domain.</li> <li>• Where the disciplinary panel/executive team concludes that there may have been a breach of the law sharing information with the appropriate authorities (e.g. the police).</li> </ul>
Termination of membership	<ul style="list-style-type: none"> <li>• No entitlement to exercise or enjoy any rights or privileges of a CIMSPA membership.</li> <li>• Notification into the public domain.</li> <li>• Where the disciplinary panel concludes that there may have been a breach of the law, sharing information with the appropriate authorities (e.g. the police).</li> <li>• Cease using any designation or initials and logos appropriate to CIMSPA membership.</li> </ul>





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