



CIMSPA Standards
Professionalism
Advocacy

CIMSPA Member Code of Conduct

Version 2

Published: August 2022

Revision: September 2024

Contents

- Introduction** **3**
- Definitions** **7**

- 1.0 Be safe** **9**
- 2.0 Be an advocate** **11**
- 3.0 Be recognised** **13**
- 4.0 Be responsible** **15**

- Review** **19**



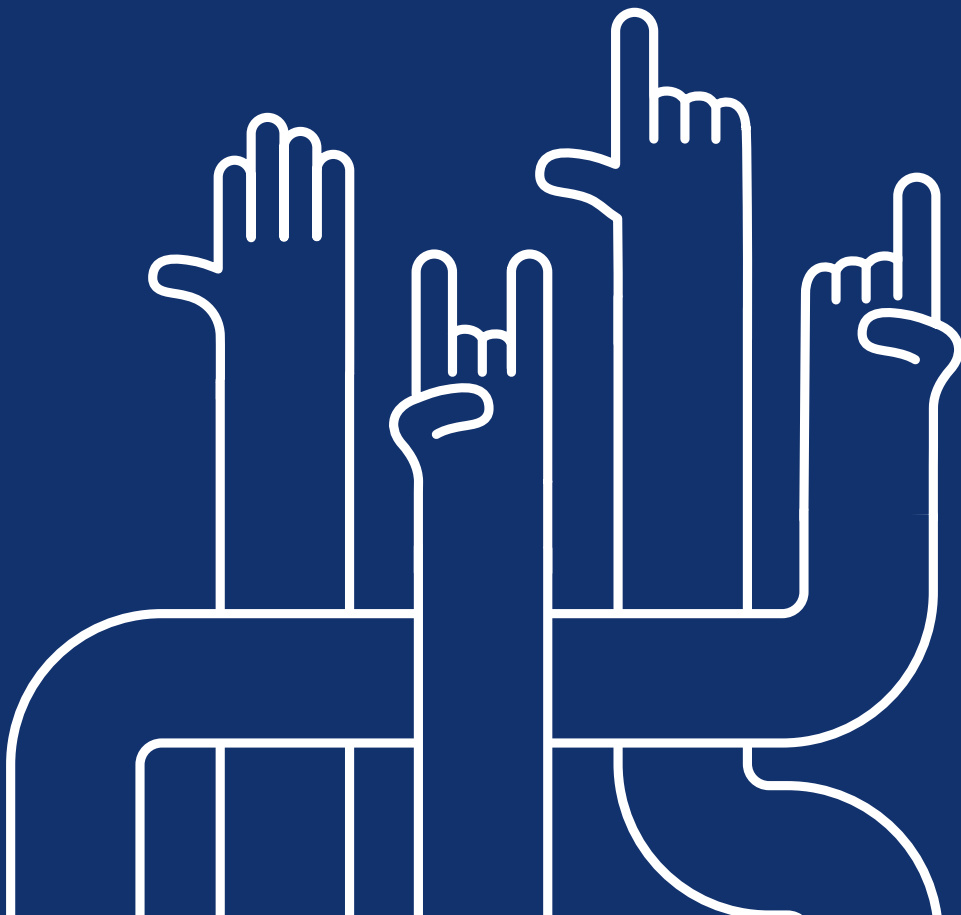
Introduction

CIMSPA recognises that our members and their professional practice are an integral part of realising our vision of creating a recognised, valued and inclusive sport and physical activity sector that everyone can be a part of.



Our vision

Shaping a **recognised, valued and inclusive** sport and physical activity sector that **everyone** can be a part of.



Our mission

Through our work we will:

- Empower individuals to realise their potential in the sector by supporting them on their career pathway.
- Provide leadership to the sector on workforce policy and regulation, monitoring compliance to protect consumers and the workforce from harm.
- Provide accessible, quality, and relevant learning and development opportunities.
- Improve public knowledge to achieve confidence in our profession.
- Provide the sector with a diverse and valued workforce.

An agreed member Code of Conduct

This Code of Conduct (the Code) has been developed by CIMSPA within our remit as the Chartered Professional Body and lead workforce agency for the UK Sport and Physical Activity Sector. CIMSPA is incorporated under its Royal Charter, with the permission of the Privy Council on behalf of Her Majesty the Queen, to promote and advance sport and physical activity for the public benefit.

The Code has been developed in consultation with CIMSPA members. CIMSPA would like to extend its thanks to the members who dedicated their time and contribution in support of this publication.

Scope

The Code details mandatory requirements relating to practice, behaviour and attitudes, that all CIMSPA members must fully adhere to at all times, regardless of membership level, category, or status.

The Code has been designed to be a point of reference for both CIMSPA members as well as 'Stakeholders' (see definition) who engage with the workforce of the sport and physical activity Sector (the Sector). The Code serves to increase public confidence and trust in the Sector's workforce, by outlining the minimum standards of conduct and practice in members' duties to Stakeholders, the profession, and to the Chartered Institute (CIMSPA) which they are a member of.

The Code is not intended to provide answers to all situations that CIMSPA members may encounter whilst working within the Sector, however it does outline the mandatory principles of conduct that facilitate best professional practice.

Code Compliance

CIMSPA does not actively audit compliance with the code and trusts its members to determine how they demonstrate excellence and compliance with the Code in their professional practice. However, Stakeholders are able to use the Code as a reference in complaints to CIMSPA, should the standard of professional practice experienced from a CIMSPA member constitute a breach of the Code. Allegations of a member's failure to adhere to the Code will be investigated in accordance with CIMSPA's complaints policy and procedures, which may be followed by appropriate disciplinary actions and sanctions such as the termination of CIMSPA membership.





Definitions

Definitions

Must

Where a clause in the Code uses the word 'must', this denotes a mandatory obligation. Compliance by CIMSPA members with mandatory obligations is required to maintain CIMSPA professional recognition.

Abuse

Abuse is an act or behaviour that causes harm to a Stakeholder. This can be within but is not limited to the following areas:

- Physical;
- Domestic;
- Sexual;
- Psychological;
- Financial/material
- Discriminatory abuse;
- Organisational;
- Self neglect;
- Acts of omission;
- Neglect;
- Modern slavery;
- Psychosocial.

Discrimination

In accordance with the Equality Act (2010) discrimination refers to the unfair or less favourable treatment of an individual because of protected characteristics (age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race, religion or belief, sex and sexual orientation).

Industry standard

Industry standards are the description of standards created by the Sector for the Sector. CIMSPA is the guardian of many of these industry standards which are often referred to as professional standards.

Physical harm/injury

Physical harm refers to a trauma, injury or incident that may temporarily or permanently result in partial or total physical disability, incapacity or disfigurement. In the context of the Code it

includes but is not limited to undue training pressure, drug administration, inappropriate early specialization, intensive training, ignoring or before injury.

Professional competency

Professional competency is the skills, knowledge and attributes that are included within CIMSPA's recognised industry standards.

Professional practice

A member's ability to demonstrate appropriate behaviours, personal and professional values, sound judgment, work-related knowledge and the ability to put this to effective use in the performance of work-based tasks.

Professional recognition

Professional recognition is designed to give clarity to the Sector as to the job role a member is able to perform and at what level of performance/competence they can undertake this role.

Stakeholder(s)

In the context of the Code the term 'Stakeholder(s)' includes but is not limited to:

- CIMSPA members
- CIMSPA Partners
- Wider Sector workforce
- Learners
- Clients
- Customers
- Athletes
- Participants
- Players
- Colleagues
- Peers
- Employers
- Sector agencies
- Any other party that engages with the Sector.





1.0 Be safe



Be safe



I am a member that adopts a person-centred approach by providing safe, tailored experiences to individuals and putting their health, welfare and safety as a priority, in all undertakings relating to my professional recognition. I am compliant with all relevant laws, regulation and policy.

To be Safe I must

- 1.1 Promote and undertake practices that reduce the potential for harm to occur, including discrimination, abuse or physical harm/injury.
- 1.2 Operate with a duty of care towards all Stakeholders, in all undertakings relating to my professional recognition.
- 1.3 Recognise and operate within the limits of my scope of professional competency when engaging with Stakeholders.
- 1.4 Not condone, advocate or encourage the use of illegal or harmful substances, products or practices that may be hazardous to health, wellbeing and/or safety.
- 1.5 Manage the risk, health, safety and welfare requirements in all undertakings of my role.
- 1.6 Promote and undertake practices that comply with all relevant law, regulation and policy.
- 1.7 Promote and undertake practices that are based on current and up-to-date knowledge, research and guidance.
- 1.8 Create a person-centred environment in which Stakeholders can successfully communicate information relating to their health, wellbeing and personal needs.
- 1.9 Respect, operate and provide person-centred adaptations in accordance with a Stakeholders' personal needs.





2.0 Be an advocate

Be an advocate



I accept, embrace and promote equality, diversity and inclusion through a culture founded on social inclusion and the opportunity to access sport and physical activity for all. I sustain and increase public confidence, recognition and respect of the Sector, by demonstrating and advocating the intentions outlined in my professional recognition.

To be an advocate I must

- 2.1 Act as an ambassador for the benefits of sport and physical activity by advocating, encouraging and promoting the adoption of a healthy, active, lifestyle.
- 2.2 Adhere to the duty to report principle so that any knowledge, suspicion or act of discrimination, abuse, physical harm, injury, or non-adherence to the Code is reported to CIMSPA, in addition to the appropriate authorities e.g., Police, local authority.
- 2.3 Display professionalism at all times by operating with honesty, integrity and strong moral values when engaging with Stakeholders in a professional capacity.
- 2.4 Be well informed on and consider the moral and ethical implications when promoting other products, services or people to Stakeholders.
- 2.5 Foster an environment that promotes meaningful engagement where Stakeholders receive respect, value and the opportunity to benefit from the activity or services provided.
- 2.6 Adhere to escalation processes relevant to my professional recognition.
- 2.7 Ensure that diversity is respected and that I create equality of opportunity in all undertakings of my role.





3.0 Be recognised

Be recognised



I accept that I am recognised as a CIMSPA member and stay ahead with my own professional development. I am connected with the Sector's community and contribute to the continued improvement of the Sector.

To be recognised I must

- 3.1 Operate within the scope of professional competency as defined by the relevant industry standard(s), for which I hold professional recognition.
- 3.2 Maintain my own level of professional competency by undertaking regular continuous professional development (CPD) in conjunction with the CIMSPA CPD policy.
- 3.3 Support CIMSPA's vision and mission.
- 3.4 Accommodate all reasonable requests made by CIMSPA in support of its vision, mission and operations.



The background features a large pink area at the top and a dark blue area at the bottom, separated by a curved line. Several circular icons are scattered across the blue area: a light blue circle with a white upward-pointing chevron, a light blue circle with a white shield and checkmark, a light blue circle with a white checkmark, a light blue circle with a white upward-pointing chevron, and a light blue circle with a white shield and checkmark.

4.0 Be responsible

Be responsible



I accept that I will be open and honest in all communications relating to my professional practice. I will inspire confidence and trust through transparent practices which allow Individuals to be fully informed of matters relating to their engagement with me.

To be responsible I must

- 4.1 Hold, or operate under appropriate insurance cover and licenses, relevant to my professional recognition.
- 4.2 Accept responsibility and accountability for my own professional decisions, actions, conduct and behaviour, in accordance with my professional recognition.
- 4.3 Be open and truthful in my dealings; avoid being improperly beholden to Stakeholders and undertake my professional practice with integrity.
- 4.4 Ensure clarity, honesty, accuracy and accessibility in all communications, marketing, promotional resources, practices and behaviours through all mediums of communication.
- 4.5 Inform and offer transparency to all Stakeholders of any financial costs related to the activity/future activities that they will incur.
- 4.6 Develop and maintain appropriate working relationships with Stakeholders founded on mutual trust and respect.
- 4.7 Be ethical in all interactions with Stakeholders by maintaining an appropriate balance of power, responsibility and/or influence.



Review

The CIMSPA member code of conduct will be reviewed in September 2024 unless a change in policy, governance or other circumstance requires a review prior to this date.

We are keen to hear feedback from Stakeholders on the member code of conduct, therefore should you wish to share your comments with us, you can do so [HERE](#).

For further information please contact the CIMSPA client engagement team on 03438 360200 or info@cimspa.co.uk or visit the website www.cimspa.co.uk.





E info@cimspa.co.uk

T 03438 360200

**Chartered Institute for the Management
of Sport and Physical Activity,**

SportPark,

Loughborough University,

3 Oakwood Drive,

Loughborough,

Leics. LE11 3QF

cimspa.co.uk

Incorporated by Royal Charter.

Charity Registration Number: 1144545.