



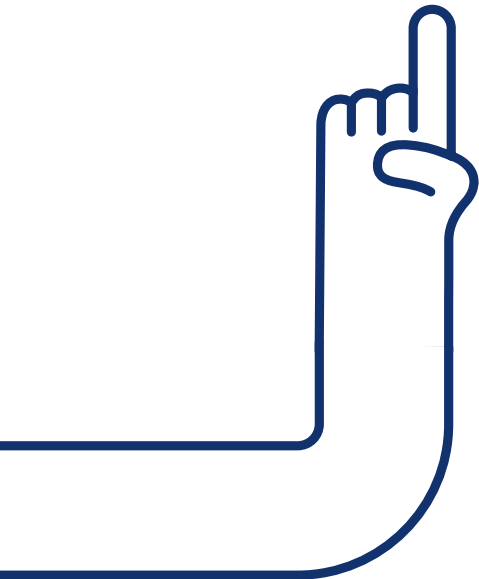
**CIMSPA** Standards  
Professionalism  
Advocacy

# **CIMSPA Member Code of Conduct**

Guidance Document

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Your guide

**This guidance document** has been created to help you **navigate** your way through our member Code of Conduct.





# General questions



# Down to the detail...

## ? Why are CIMSPA updating the code of conduct?

The CIMSPA Member Code of Conduct was originally launched in April 2019. To ensure a code that reflects current best practice CIMSPA committed to regularly reviewing the Member Code of Conduct. The code of conduct has been developed in consultation with CIMSPA Members, Partners and key sector stakeholders.

## ? What is the purpose of the code of conduct?

The code of conduct outlines the mandatory practice, behaviours and attitudes that CIMSPA members must fully adhere to at all times.

## ? Where can I find the code of conduct?

The CIMSPA member code of conduct can be found on the CIMSPA website [HERE](#).

## ? How will CIMSPA know individuals have agreed to adhere to the code of conduct?

All individuals are required to agree to adhere to the code of conduct upon signing up to the CIMSPA membership platform. Their agreement is recorded by CIMSPA and will be managed in line with the CIMSPA data retention schedule.

## ? When will individuals be required to read, sign up to, and comply with the member code of conduct?

At the point of signing up to CIMSPA membership, renewal or joining CIMSPA's customer relationship management platform, individuals will be required to agree to adhere to the code of conduct. The code of conduct will be made available to individuals to read at this point and is available on the website at any time and can be found [HERE](#).

## ? When will I need to refresh my knowledge of the code of conduct?

When CIMSPA updates the code of conduct, members will be notified and be required to

agree to adhere to the revised code of conduct.

## ? What if I choose not to agree to the code of conduct?

Compliance with the code of conduct is a mandatory condition of membership with CIMSPA. Individuals will not be able to sign up to the CIMSPA customer relationship management platform and progress to apply for membership without adhering to the member code of conduct.

## ? Does reading and adhering to the code of conduct carry Continuing Professional Development (CPD) points?

Reading and adhering to the member code of conduct does not carry any CPD points.

## ? How will CIMSPA manage individuals who don't adhere to the code of conduct?

CIMSPA manages the conduct of individuals who fail to adhere to the code of conduct through our complaints and disciplinary process. Further information can be found [HERE](#).

## ? How do I report if I recognise someone not adhering to the code of conduct?

CIMSPA's complaints form can be found [HERE](#).

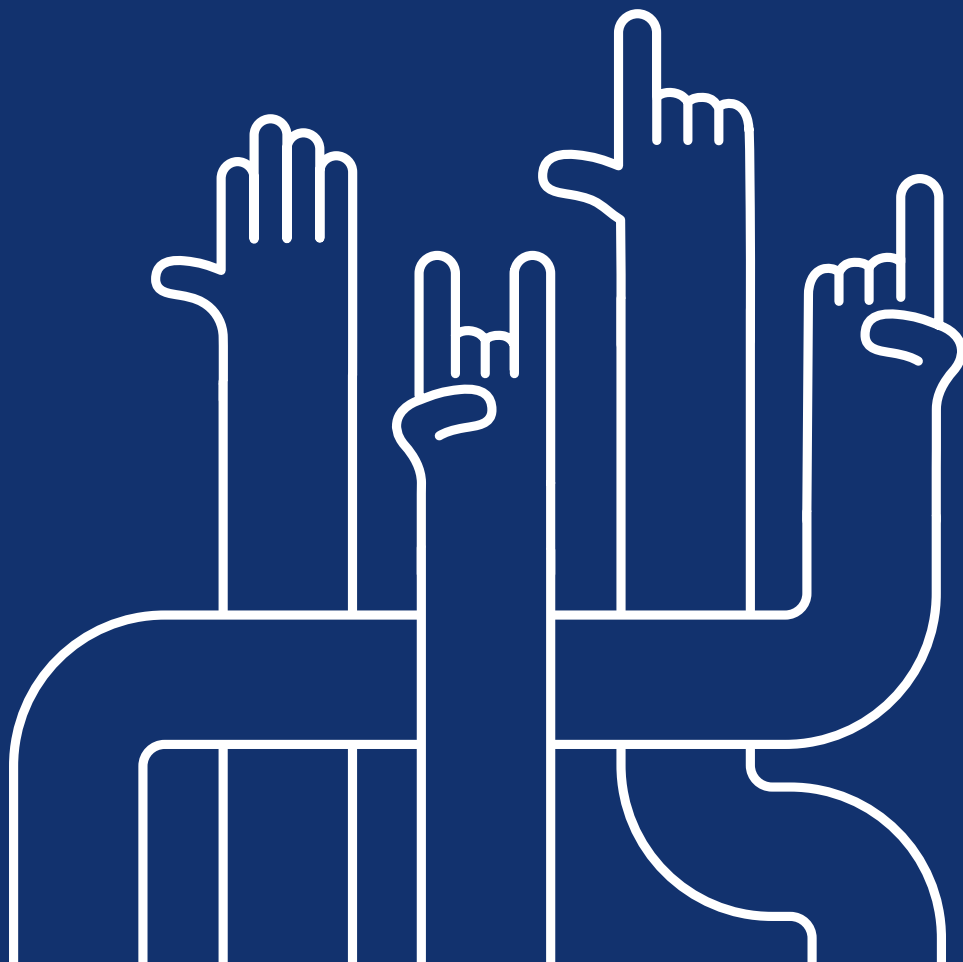
## ? How do I know that I am complying with the code of conduct?

Stakeholders are encouraged to familiarise themselves with the code of conduct, have an understanding of its principles and apply them in practice. For further information individuals are encouraged to contact the membership Services Team on **03438 360 200**.



Understanding each section

Not sure what's what?  
**No problem.** Gain a  
better understanding  
throughout the  
following pages...



# 1.0 Be safe



# Be safe

## What does Be Safe mean?

**Be Safe means demonstrating care towards yourself, Stakeholders and anyone else you engage with while undertaking your role. You do this by ensuring compliance with relevant laws, regulation, policy, guidance and research.**

## Duty of Care

Duty of care means that you take responsibility for the safety and wellbeing of everyone you interact with in your role.

This applies to every CIMSPA member in every act that is undertaken within their role for which they hold recognition through membership.

Further information on your duty of care can be found on the Ann Craft Trust website [HERE](#) and the UK Coaching website [HERE](#).

## Creating a person centered environment

A person centered-environment puts the stakeholders you interact with at the center of your practice.

Creating a person-centered environment involves tailoring your practice to suit stakeholders wants and needs by respecting their own views, values, and priorities.

To do this, you need to get to know each Stakeholder as a person and actively involve them in decisions, aspiring to create an environment that provides empathy, interaction and a non-judgemental culture.





# 2.0 Be an advocate



# Be an advocate

## What does Be an Advocate mean?

**Be an advocate means being wholly inclusive and representing our sector in the most professional and positive manner. You do this by operating with honesty, integrity and strong moral values which all Stakeholders can expect when engaging with the sector.**

## Ambassador

To be an ambassador you will inform and inspire Stakeholders you engage with of the benefits of sport and physical activity.

You can promote this by raising aspirations, supporting the improvement of standards and providing a positive environment for sport and physical activity to take place.

## Duty to report

Your duty to report means that you are required to report any incorrect, inappropriate or concerning conduct to CIMSPA ([HERE](#)), and where appropriate other relevant bodies e.g. the local authority safeguarding unit or police.

To support members exercising sound judgement in matters that you are concerned about or find inappropriate, please reference the resources available to you in support of this judgement to determine if a breach has occurred, for example the: CIMSPA member Code of Conduct, CIMSPA Partner Code of Conduct, professional standards, relevant policy, or guidelines.

If you are unsure or require assistance with this judgement please speak to the team at CIMSPA on **03438 360200**.

## Meaningful engagement

Meaningful engagement is when your needs, and the needs of the Stakeholders you are engaging with, are met in a sustainable way which is mutually beneficial and provides value for all involved.

You can promote meaningful engagement by establishing a connection with Stakeholders that is genuine, consistent, and authentic, allowing you to be present in your practice.

## Ethical Implications

Ethical implications consider the impact or consequences that your influence has on Stakeholders.

Understanding ethical implications supports the values required for you to connect with Stakeholders with mutual respect and fairness through your practice.

## Strong moral values

Operating with strong moral values is being able to judge what is right and wrong and act accordingly.

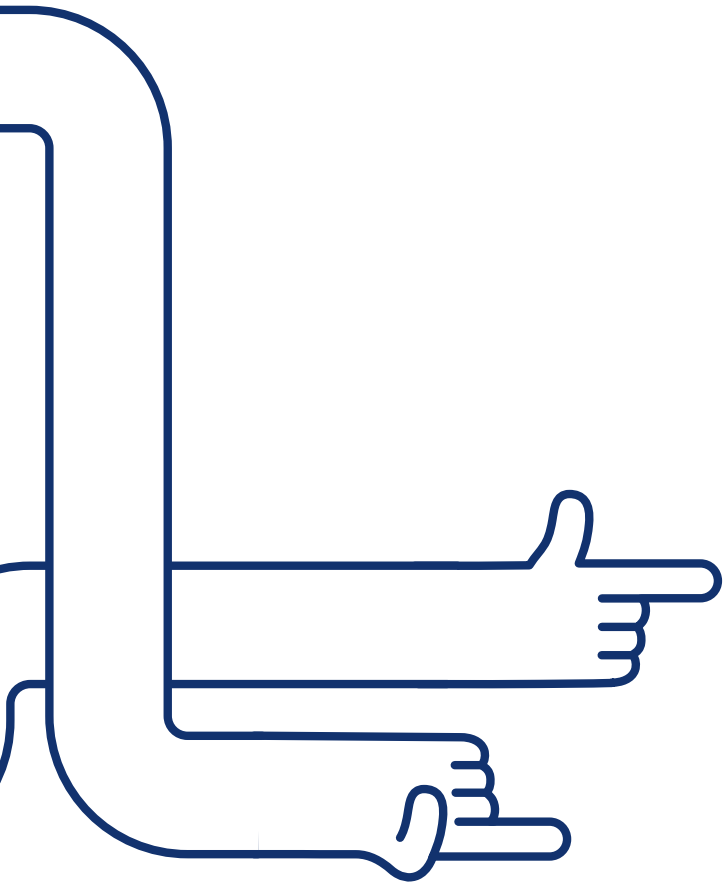
You can do this by conforming to standards, established codes, and accepted notions of what is right and good.



## Equality of opportunity

Equality of opportunity is about treating Stakeholders fairly and without bias. It is also about trying to rectify past imbalances and ensuring that you engage with Stakeholders in a constructive way that supports inclusion and does not give rise to discrimination.

You can do this by creating conditions through your practice that encourage and value diversity and promote dignity.



**'You can promote meaningful engagement by establishing a connection with Stakeholders that is genuine, consistent, and authentic, allowing you to be present in your practice.'**



# 3.0 Be recognised



# Be recognised

## What does Be Recognised mean?

**Be recognised means acknowledging that you have a key role to play as a professional within sport and physical activity. You do this by operating in the role which you are eligible to perform, keeping up to date with your own professional development and supporting the professionalisation of the sector.**

## Appropriate insurance cover

Depending on your role you will need to explore whether you will need Public Liability insurance, Professional Indemnity insurance, or determine if the insurance requirement sits with your organisation. Members operating within or on behalf of an organisation should consult that organisation's internal policies particularly with regard to areas such as insurance.

If you are a member operating on your own, you must ensure that you have valid insurance cover. You should consult with your insurance provider, this can be done via your broker or directly as appropriate, to ensure you understand your cover under your specific policy, and what steps you must take to be covered by your policy when practicing. You should ensure you have a copy of your policy and cover in writing.

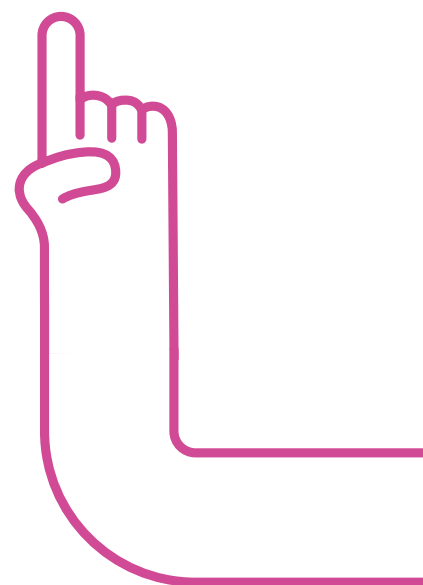
## Accessing insurance

There are many insurance providers that will be able to provide you with quotes and insurance. Whilst CIMSPA does not prescribe who you must acquire cover from, exercise and fitness professionals can access specialist insurance cover through UK Coaching which is accessible via <https://www.ukcoaching.org/fitness-insurance>.

## Operating in line with scope

CIMSPA membership is aligned to professional standards which outline the scope of the role for which you are recognised to practice.

For further information on the professional standards, our full library can be found [HERE](#).



# 4.0 Be responsible



# Be responsible

## What does Be Responsible mean?

**Be responsible means being reliable and trustworthy in all undertakings of your role. You do this by being honest, transparent and appropriate in your dealings with Stakeholders.**

### Responsibility and Accountability

Responsibility is about completing actions and tasks required for your practice with diligence. Accountability means that you accept responsibility for the consequences that may occur as a result of your practice.

### Improperly beholden

Not being improperly beholden to Stakeholders means not accepting any gifts, hospitality or gratuity that may compromise your integrity.

You can do this by considering the motivation and drivers of the Stakeholder offering the gift, hospitality or gratuity, and the risk that becoming improperly beholden would cause when deciding whether to accept offers. If accepting a gift, gratuity, or hospitality would compromise your integrity then you should not accept the offer.

### Ensure clarity, honesty and accuracy

Ensuring clarity, honesty and accuracy in your practice is about demonstrating communication, actions, or behaviours that would not deceive, misinform, or confuse Stakeholders.

You can ensure clarity, honesty and accuracy by considering how simple, structured, truthful, straightforward and close to the truth your communication, actions or behaviours are.

### Transparency

Transparency is a fundamental principle of creating trust between yourself and Stakeholders you engage with through your practice.

You can be transparent in your practice by being open and honest when communicating with Stakeholders about matters relating to your practice.

### Appropriate working relationships

Appropriate working relationships are where the distribution of power and control between you and Stakeholders are balanced.

You can do this by refraining from using your position or practice as a mechanism for gaining power or control in relationships with Stakeholders.



# How to get the most out of the Code of Conduct

The following supplementary guidance aims to help aid your understanding of the terminology used within the member Code of Conduct principles of Be Safe, Be an Advocate, Be Recognised and Be Responsible.

1

You are encouraged to read, familiarise yourself with, and understand the requirements outlined in the CIMSPA member Code of Conduct. The member Code of Conduct will act as the rules of engagement for undertaking your role that is recognised by your CIMSPA membership.

2

CIMSPA believes that best practice is derived from the sector and extends its thanks to all individuals who engaged with CIMSPA to help shape and develop

the member Code of Conduct. The notion of developing best practice is an ongoing communication, one which CIMSPA would encourage all members to continue to engage with via its communication channels and CIMSPA Facebook page.

3

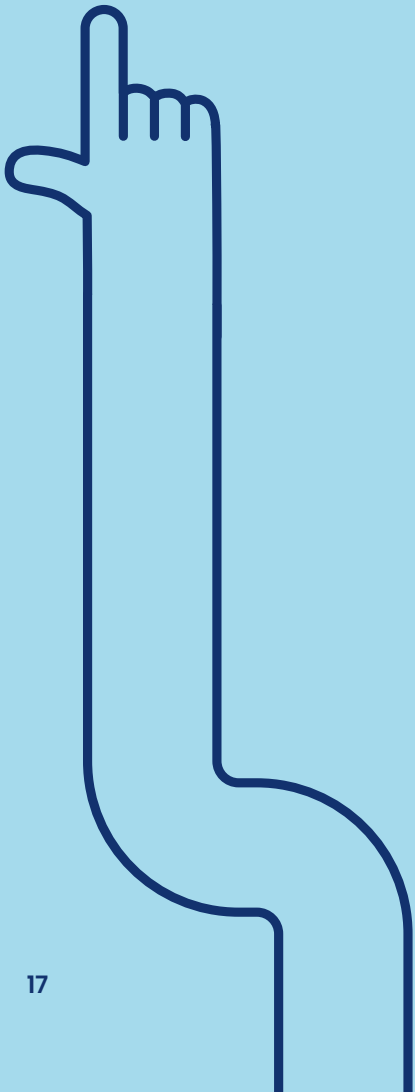
Best practice is facilitated through sharing and networking with peers. You can access the Stronger Together Facebook Group [HERE](#) and utilise this platform to connect and collaborate.





# Useful links

- **Member code of conduct:**  
<https://www.cimspa.co.uk/membercode2022>
- **CIMSPA Administration Policies:**  
<https://www.cimspa.co.uk/about/governance/member-and-partner-codes-and-policies/cimspa-administration-policies>
- **Complaints:**  
<https://www.cimspa.co.uk/about/governance/customer-complaint-form>
- **Professional Standards library:**  
<https://www.cimspa.co.uk/standards-home>
- **Delivering S&PA online:**  
<https://www.cimspa.co.uk/library-and-guidance/delivering-sport-and-physical-activity-online-policy>
- **Health and Safety at work act:**  
<https://www.hse.gov.uk/legislation/hswa.htm>
- **Data protection act:**  
<https://www.gov.uk/data-protection>
- **Privacy policy:**  
<https://www.cimspa.co.uk/footer-nav/privacy-notice>
- **Share your good practice:**  
<https://www.surveymonkey.co.uk/r/3V3RNVB>





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