



Sanctions Policy

CIMSPA Partners

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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 partners will be undertaken in accordance with CIMSPA's Disciplinary Policy and Procedure for CIMSPA Partners.

Once disciplinary proceedings have taken place, the disciplinary panel/executive team will conclude the outcomes and identify if the partner 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 partners and partners to succeed in the sport and physical activity sector, ensuring that partners 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 partners 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 partners as an outcome from the relevant disciplinary proceedings.

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

Sanctions may only be issued once the disciplinary procedure described in CIMSPA's Disciplinary Policy and Procedure for CIMSPA Partners 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 partnership 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 partnership.
- 1.2. If the risk assessment identifies that partnership is at high risk, then a precautionary partnership 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. Partner profiles
 - 1.3.2. Partners 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. Breach against the contract
 - 1.3.7. Charges or convictions for a criminal offence
 - 1.3.8. Actions that bring the reputation of CIMSPA into disrepute
 - 1.3.9. Level of intent (intentional/accidental)
 - 1.3.10. Severity level of impact of breach, charge or conviction
 - 1.3.11. 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 partnership suspension (the circumstances in which a precautionary partnership suspension may be imposed are detailed in CIMSPA's Disciplinary Policy and Procedure for CIMSPA Partners);

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 partnership;

2.3.5. Suspension from partnership 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 partnership suspension (the circumstances in which a precautionary partnership suspension may be imposed are detailed in CIMSPA's Disciplinary Policy and Procedure for CIMSPA Partners);

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 partnership;

2.4.5. Suspension from partnership with conditions imposed for reinstatement;

2.4.6. Termination of partnership.

3. Outcomes

3.1. Partnership 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 partner 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 partnership can be fully re-instated.

3.3. The sanctions and outcomes that may be imposed against each partnership category 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 partner 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 any partnership, contract, agreement, MOU, or any other affiliation with CIMSPA, by issuing a formal notice of termination to the partner in writing.

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

5. Appeals

5.1. A partner 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 Partners.

Review

The sanctions policy for CIMSPA partners will be reviewed by CIMSPA in May 2027 unless changes in policy, governance or other circumstances require a review prior to this date. The current copy of the Sanctions Policy for CIMSPA Partners will be made publicly available on CIMSPA's website.

Table 1

Sanction	Outcome
Precautionary partnership suspension – only applicable during disciplinary proceedings	• Cease using any designation, initials or logos, appropriate to CIMSPA partnership. • Not permitted to attend or vote at any general meetings of the members or partners. • Not permitted to represent CIMSPA for example, at any sector events or meetings.
Disciplinary is closed / no case to answer / insufficient evidence	• No Outcome
No Sanctions Imposed	• No Outcome
A written reprimand with conditions imposed for the continuation of partnership	• Re-training. • Action plan. • Mentoring. • Further education. • Notification of sanction into the public domain. • 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). • Where regulations have been broken, sharing information with the appropriate regulator e.g. OFQUAL, SQA. • Completing the required actions as outlined in the quality assurance report.
Suspension from partnership with conditions imposed for reinstatement	• Re-training. • Action plan. • Mentoring. • Further education. • Restrictions on the use of any designation or initials appropriate to CIMSPA partnership. • Restriction to the attendance of or voting at any general meetings of the members or partners. • Restriction to represent CIMSPA for example, at any sector events or meetings. • Restriction on the access to CIMSPA partnership benefits. • Restriction on the access to privileges associated with CIMSPA partnership. • Notification into the public domain.

	• 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). • Where regulations have been broken, sharing information with the appropriate regulator e.g. OFQUAL, SQA. • Completing the required actions as outlined in the quality assurance report.
Termination of partnership	• No entitlement to exercise or enjoy any rights or privileges of a CIMSPA partnership. • Notification into the public domain. • 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). • Cease using any designation or initials and logos appropriate to CIMSPA partnership. • Where regulations have been broken, sharing information with the appropriate regulator e.g. OFQUAL, SQA.



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