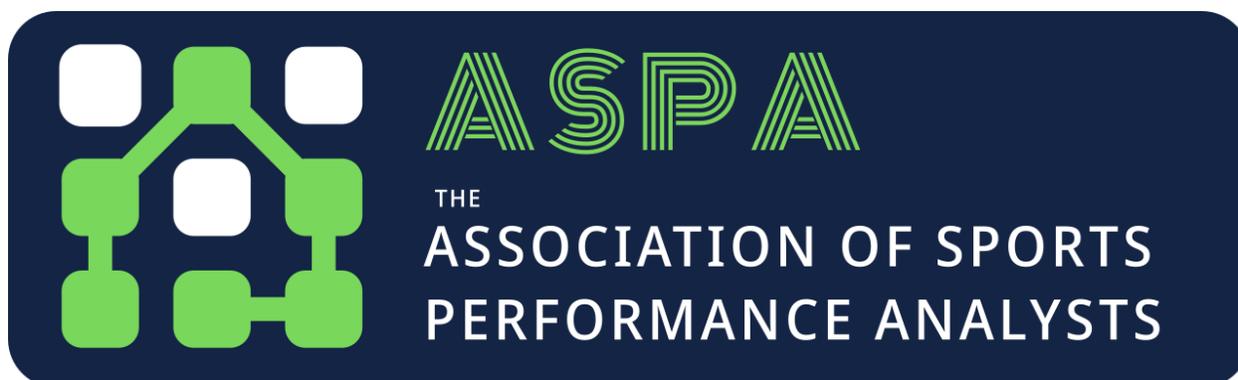


Code of Conduct and IACF Policy Framework



Status: V2. Active 1.1.2026

Applies to: All members, accredited analysts, assessors, mentors, education partners, officers, and governance bodies operating under ASPA and the International Analyst Competency Framework (IACF)

PART I – ASPA CODE OF CONDUCT

1. Purpose and Authority

1.1 This Code of Conduct establishes the ethical, professional, and behavioural standards required of all individuals who are members of ASPA or accredited under the IACF.

1.2 Compliance with this Code is a condition of: - ASPA membership - IACF accreditation - assessor appointment - mentoring participation - education programme endorsement

1.3 All individuals are **bound by this Code** upon application, accreditation, appointment, or renewal.

2. Fundamental Principles

Members and accredited analysts shall at all times:

- 2.1 Act with integrity, honesty, and good faith.
 - 2.2 Maintain professional competence and undertake appropriate CPD.
 - 2.3 Place athlete welfare, safeguarding, and wellbeing above competitive or commercial interests.
 - 2.4 Act independently and avoid conflicts of interest.
 - 2.5 Respect confidentiality and data protection obligations.
 - 2.6 Uphold the reputation of ASPA and the profession.
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3. Professional Competence and Practice

- 3.1 Individuals shall operate only within the limits of their competence, accreditation tier, and experience.
 - 3.2 Analysts must apply appropriate methodologies, quality standards, and evidence-based practices.
 - 3.3 Misrepresentation of competence, qualifications, or accreditation status is prohibited.
 - 3.4 CPD requirements set by IACF must be maintained and evidenced.
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4. Integrity and Honesty

- 4.1 Members shall not: - falsify evidence or data - misrepresent analysis outputs - plagiarise work - claim credit for the work of others
 - 4.2 All reporting and professional communication must be accurate, transparent, and defensible.
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5. Confidentiality and Data Protection

5.1 Confidential information relating to athletes, teams, organisations, or colleagues shall not be disclosed without lawful authority.

5.2 Analysts must comply with applicable data protection legislation (including GDPR where applicable).

5.3 Secure storage, transmission, and disposal of data must be implemented.

6. Safeguarding and Athlete Welfare

6.1 Members must comply with ASPA safeguarding policies.

6.2 Any reasonable concerns regarding abuse, exploitation, or harm must be reported through appropriate channels.

6.3 Analysts must not exploit professional relationships for personal, financial, or sexual advantage.

7. Equality, Diversity, and Respect

7.1 Members shall not discriminate on the basis of age, sex, gender identity, race, ethnicity, disability, religion, sexual orientation, or socioeconomic background.

7.2 Harassment, bullying, or intimidation is prohibited.

7.3 Professional relationships shall be conducted with dignity and respect.

8. Conflicts of Interest

8.1 Individuals must declare any actual or potential conflicts of interest.

8.2 Conflicts must be managed transparently and in accordance with ASPA policy.

9. Mentoring and Supervision

9.1 Mentors must provide honest, constructive, and appropriate guidance.

9.2 Exploitation of mentees is prohibited.

9.3 Supervisory responsibilities must be exercised competently and ethically.

10. Assessment and Accreditation Integrity

10.1 Assessors shall act impartially and confidentially.

10.2 Applicants shall not attempt to influence assessment outcomes improperly.

10.3 Evidence submitted must be authentic and accurate.

11. Professional Conduct

11.1 Members shall behave in a manner consistent with public trust in the profession.

11.2 Criminal conduct, serious misconduct, or behaviour bringing ASPA into disrepute may result in disciplinary action.

12. Reporting Obligations

12.1 Members must cooperate with investigations.

12.2 Failure to disclose relevant misconduct may constitute a breach.

13. Sanctions

Breaches may result in: - warnings - conditions - suspension - removal of accreditation - termination of membership

PART II – CORE IACF POLICIES (SUMMARY STRUCTURE)

Policy 1 – CPD Policy (ASPA-CPD-POL-001)

- Mandatory CPD by tier
- Annual recording and audit
- Mentoring as CPD
- Sanctions for non-compliance

Policy 2 – Accreditation & Assessment Policy (ASPA-ACC-POL-001)

- Tier standards
- Evidence requirements
- Assessment methodology
- Moderation
- Appeals
- Conflicts of interest

Policy 3 – Mentoring Policy (ASPA-CPD-MENT-001)

- Cascade mentoring model
- Mentor responsibilities
- Mentee rights
- CPD recognition
- Safeguards

Policy 4 – Disciplinary & Appeals Policy (ASPA-DIS-POL-001)

- Complaints handling

- Investigation procedures
 - Panel composition
 - Sanctions
 - Appeals process
 - Natural justice principles
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Policy 5 – Safeguarding Policy (ASPA-SAFE-POL-001)

- Reporting procedures
 - Risk management
 - Training obligations
 - Cooperation with authorities
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Policy 6 – Data Protection & Privacy Policy (ASPA-DATA-POL-001)

- Lawful processing
 - Consent
 - Storage
 - Retention
 - Breach notification
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Policy 7 – Conflicts of Interest Policy (ASPA-COI-POL-001)

- Declaration process
 - Register
 - Management plans
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Policy 8 – Education Endorsement Policy (ASPA-EDU-POL-001)

- Criteria for endorsement
- Monitoring
- Withdrawal of endorsement

Policy 9 – Pricing & Access Policy (ASPA-FIN-POL-001)

- Accreditation fees
 - Membership fees
 - Discounts
 - Revenue allocation
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Policy 10 – Governance & Oversight Policy (ASPA-GOV-POL-001)

- Role of ASPA Board
 - Role of ISOC
 - Independence principles
 - Transparency
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PART III – MEMBER ACCEPTANCE DECLARATION (TEMPLATE)

I, the undersigned, confirm that:

• I have read and understood the ASPA Code of Conduct. • I agree to be bound by the Code and all IACF policies. • I will maintain professional competence and CPD. • I will act ethically and in accordance with safeguarding and data protection obligations. • I accept the authority of ASPA and ISOC in disciplinary and accreditation matters.

Name:

Signature:

Date:

PART IV – GOVERNANCE NOTE

This Code and associated policies are adopted by the ASPA Board and overseen by the Independent Standards Oversight Council (ISOC). They form the ethical and regulatory foundation of the International Analyst Competency Framework (IACF).

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