

BASES

British Association of Sport and Exercise Sciences

Accreditation Criteria for Individual Sport and Exercise Scientists

Through the Biomechanics, Interdisciplinary, Physiology and Psychology Sections

(Research & Scientific Support)

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1. THE RATIONALE FOR ACCREDITATION

Various client groups are becoming increasingly aware of the contribution that can be made to their activities by Sport and Exercise Scientists. The British Association of Sport and Exercise Sciences (BASES) is concerned to set, maintain and enhance the professional and ethical standards of its members who are actively involved in the Sport and Exercise Sciences.

1.1 WHAT IS ACCREDITATION?

- a. Accreditation by BASES is recognition of the ability of a member to carry out quality research or provide scientific support services in sport and exercise sciences.
- b. It provides a mechanism for the quality control of services provided by Sport and Exercise Scientists in research or scientific support work.
- c. The material contained within the application for Accreditation (and Re-Accreditation) defines the area of professional practice in which BASES recognises the individual can safely and effectively work. This would be used as information to guide any code of conduct inquiry if an allegation was made that a BASES member was working outside of their professional competencies.
- d. BASES recommends that research and support services to client groups be delivered only by Accredited Sport and Exercise Scientists. BASES Accreditation is recognised by bodies such as the Sports Councils, British Olympic Association, British Psychological Society, National Sports Medicine Institute and the National Coaching Foundation.
- e. It should be noted that Accreditation carries with it an assurance of minimum professional standards, but that BASES does not accept legal responsibility for services to clients or research performed by accredited Sport and Exercise Scientists. All accredited Sport and Exercise Scientists must ensure they have their own insurance cover in place for all areas of work that they undertake. BASES provide members with the opportunity to purchase insurance through a nominated broker, details of which can be obtained through the BASES office.

1.2 HOW IS ACCREDITATION ACHIEVED?

To obtain Accreditation an applicant must satisfy the stated Accreditation criteria, including adherence to the BASES Code of Conduct. Central to the Accreditation process are the four BASES Sections (Biomechanics, Interdisciplinary, Physiology and Psychology). Each application is initially reviewed by a Section Accreditation Committee, which applies the Accreditation criteria described in this document within the context of the discipline and the competencies associated with it.

1.3 It is expected that those accredited will:

- a. only use the title of 'BASES accredited sport and exercise scientist' whilst they remain a BASES full member.
- b. continue to be actively involved in the scientific study of sport and exercise, and in the dissemination and application of information from that study.
- c. facilitate communication amongst those engaged in the scientific study of the theory and practice of sport and exercise (and in particular in the ongoing work of BASES).
- d. continue to practice professionally within the standards indicated in the BASES Code of Conduct and appropriate Section Guidelines.
- e. when appropriate provide supervision to those undergoing Supervised Experience.
- f. follow a programme of Continuous Professional Development.

Accreditation is available in two categories and is based upon proven ability to develop, disseminate and apply the body of knowledge in Sport and Exercise Science.

- **research Accreditation:** carrying out research in Sport and Exercise Science and
- **scientific support Accreditation:** providing appropriate guidance and services to client groups.

2. HOW ACCREDITATION WORKS

2.1 THE ACCREDITATION PROCESS (SEE FIG 1)

The process of Accreditation is controlled by the Executive Committee of BASES and the process is illustrated in Figure 1.

Before applying for Accreditation potential applicants must ensure that:

- they have decided which of the four sections (Biomechanics, Interdisciplinary, Physiology or Psychology) best describes their professional practice or research. Potential applicants who believe they fall outside of these categories should write to the Chair of BASES explaining their individual circumstances and asking guidance on how or if they can proceed.
- they have requested from the BASES office all relevant information and have read and understood it.
- they understand the rationale for Supervised Experience and have considered whether it meets their individual needs.
- if they have undergone a period of Supervised Experience they must normally have received a formal letter from the Association confirming satisfactory completion before they apply – this letter must be included in your application. Applicants who will be materially disadvantaged by such delay may ask for waiver of this condition, but must still recognise that Accreditation does not automatically follow completion of Supervised Experience.
- they recognise that Accreditation is not an automatic outcome of an application and that some people will be rejected and need to re-apply following advice given by BASES.

Applications for Accreditation must be sent to the BASES office. Completed applications are considered initially by the appropriate Section Accreditation Committee. The latter makes a recommendation via the Accreditation and Fellowship Committee to the BASES Executive for the final decision. In cases of dispute, appeals may be made in writing to the Chair through the BASES Office. The accreditation application fee does not necessarily guarantee accreditation and applications could still be rejected; whereby another fee would be incurred to re-apply.

The dates for submission of Accreditation applications are published annually by the Association with a minimum number of two application dates in each calendar year. The closing dates for receipt of applications are 6 January and 1 July respectively. Accreditation is awarded for up to a maximum of five years in the first instance and may be renewed at five-yearly intervals thereafter. Individuals applying for Accreditation or Re-Accreditation pay an application fee and will be Accredited or Re-Accredited if they satisfy the criteria described in this document.

Individuals accredited through the Association may use the title 'Accredited Sport and Exercise Scientist'. The section through which their application for Accreditation was processed will also be recognised on the Certificate of Accreditation to indicate the area of professional competence along with the type of Accreditation, e.g. *Sport and Exercise Scientist (Psychology – Scientific Support)*.

2.2 GENERAL PRINCIPLES OF ACCREDITATION

- a. All applications for Accreditation are judged solely on the evidence submitted by the applicant and not on personal or professional reputation or additional information known to Committee members. If deemed necessary by the Accreditation Fellowship Committee an applicant may be required to attend an interview conducted by members of the Executive. Interviews may be required where specific points of clarification are needed.
- b. All correspondence to and from applicants for Accreditation is via the BASES office.
- c. Applications not submitted in the stated format will be rejected. Submission of the information in the form of a CV is not acceptable.
- d. Applicants must clearly distinguish between articles in refereed scientific journals and those in other publications.
- e. Accreditation and Supervised Experience are two separate processes. Satisfactory completion of Supervised Experience does not automatically confer accredited status. A separate application for Accreditation is required.
- f. An application is considered as an holistic portfolio, for which the discrete requirements (detailed in the application guidelines under 3.1.1 and 3.2.1) are considered as a complete package, not separate parts.
- g. The only body able to make a final decision with regard to applications for Accreditation is the BASES Executive Committee.
- h. Applications will either be accepted, rejected or deferred. Applications will be deferred where further information/details are required or when the BASES Executive requires additional time to reflect upon an application. Deferral is a short-term procedure to enable an applicant to provide further information/details that are readily available. Deferral will not be used to enable an applicant to fulfil criteria in which they may be lacking.

3. ACCREDITATION CRITERIA

3.1.1 INDIVIDUAL ACCREDITATION

Applications for individual Accreditation will be assessed according to the category or categories for which an application is made (research or scientific support). The individual will be required to demonstrate the ability to develop the body of knowledge and/or professional practice through appropriate expertise. This will normally be achieved via a period of Supervised Experience (see section 4).

The individual will:

- 1 be a full member of BASES

and will normally be expected:

- 2 to hold a first degree at honours level in Sport and Exercise Science or a related discipline
- 3 to hold a higher degree in Sport and Exercise Science or a related discipline, or to have equivalent and appropriate postgraduate experience
- 4 to have made presentations on Sport and Exercise Science to BASES or other appropriate conferences and workshops
- 5 to have followed an appropriate programme of CPD normally including workshops approved by BASES. A list of these will be published annually.
- 6 to have undertaken further appropriate peer group review as follows:

A for **research Accreditation**:

- to have published at least 3 articles on Sport & Exercise Science in refereed scientific journals to which you can demonstrate having made a significant contribution.
- to demonstrate the ability to lead research through for example evidence relating to supervision of post-graduate research students, successful grant applications and project management

B for **scientific support Accreditation**:

Through a submission of a portfolio, including a detailed case study, provide evidence of:

- an active involvement in the scientific study of Sport and Exercise through the application and dissemination of knowledge to client groups or the lay public. This may take the form of published articles on Sport and Exercise Science in professional, sport, or health and exercise publications, presentations to various client groups, and/or media reports.
- the intellectual rigour and scientific nature of the support work as well as the applicant's ability to transpose relevant scientific knowledge into effective work with clients in the field.
- evidence based practice
- reflective practice with regular review of the quality of the services provided, collaboration with a recognised sport organisation or exercise and health client group involvement with a variety of client groups (please see section 5 for further details).

3.2 RE-ACCREDITATION CRITERIA

3.2.1 INDIVIDUAL RE-ACCREDITATION

Any application from an individual previously accredited in the same section will be classified as being for Re-Accreditation. Individuals applying for Re-Accreditation must:

- a. present evidence to meet the Accreditation Criteria 1, 4, 5 and 6 and satisfy the expectations for 1.3 a-e.
- b. demonstrate an active involvement in BASES work.
- c. have participated in BASES workshops or other appropriate CPD workshops over the previous five years.
- d. have documented any updating of data collection, analysis or consultancy procedures.
- e. have contributed to the CPD of BASES members, e.g. by Supervising Experience or running workshops.
- f. to have rectified any weaknesses identified in previous applications.

Applicants must read section 5, containing guidance notes for applicants.

4. SUPERVISED EXPERIENCE TOWARDS RESEARCH or SCIENTIFIC SUPPORT ACCREDITATION

Supervised Experience is the recommended route to guide members towards attaining the standards required for Accreditation. Members may apply for exemption from the normally expected 3 years of Supervised Experience depending on qualifications and experience. Members may apply for Accreditation without having undertaken Supervised Experience. Supervised Experience does not lead automatically to Accreditation but does allow the applicant to use the title 'Probationary Sport and Exercise Scientist'. Accreditation is a separate matter and will be assessed according to the criteria detailed in 3.1.1.

For detailed guidance on Supervised Experience, applicants must read the separate document 'BASES Guidelines for Supervised Experience'.

5. INTERPRETATION OF THE ACCREDITATION CRITERIA

By its nature BASES Accreditation has a subjective bias to an objective process, it is not simply a process of obtaining ticks in a series of boxes. This is why each application is considered by three separate committees to ensure consistency across and between sections in the assessment of an applicant's overall profile.

5.1 INDIVIDUAL ACCREDITATION

RESEARCH

When assessing a submission the Committees will consider whether, on the basis of the evidence presented, it feels the applicant is capable of conducting and leading a research project. Applicants may support their application with details of their research profile, i.e. grants awarded, contract work carried out, research work supervised. Articles 'in press'

must be accompanied by official notification of their acceptance for publication. Research Accreditation is viewed as an award made to experienced researchers who have not only demonstrated their own ability as a researcher but the ability to lead others. It is unlikely to be awarded to those who have recently achieved a post-graduate research degree.

SCIENTIFIC SUPPORT

When considering an applicant's portfolio of material, the BASES Executive is looking for evidence of:

active involvement: work that is current (over the last five years) and involves the applicant directly.

effective application and dissemination of information to clients: work that forms part of a continuing programme and includes application to specific individuals or groups, most usually demonstrating repeated contact (such as a series of tests or ongoing intervention etc), development and written reports and articles, or other evidence that the work has been disseminated by means of, for example, seminars or training camps.

intellectual rigour and scientific nature: broadly, the underpinning scientific level of the work should be equal to that expected at post graduate level and the work should be based within paradigms normally encountered within the specific discipline. The demonstration of intellectual rigour should be an integral part of the case study with references to contemporary scientific literature. References should be cited using the Journal of Sports Science format.

evidence based practice: the application of empirical evidence to professional work.

reflective practice: evaluation of this work in terms of published literature and theoretical frameworks available at the time of delivery.

The case study should demonstrate:

- a. the underpinning scientific knowledge
- b. the needs analysis undertaken to determine the client's requirements
- c. the development and content of a support/intervention package based on the client's needs
- d. the ability to 'translate' the science into user friendly terms appropriate to the client and the application of good communication skills
- e. the use of on-going monitoring to ensure the support provided continues to meet the client's needs
- f. an evaluation of the efficacy of the service provided

In addition the case study may include an individual report for a client; an example of a prepared training programme or intervention activity, reports/pamphlets such as fitness advice sheets etc.

Whilst the content may vary from individual to individual and from discipline to discipline, it must demonstrate fulfilment of the criteria detailed in section 3 and expanded upon above. It is the applicant's responsibility to organise and prepare the portfolio. It is not acceptable to submit photocopies of a collection of assorted articles, reports, test results etc and expect BASES Committee members to filter out the relevant material. A typical portfolio might have the following content:

a A content page

b Introduction/overview

This section should provide the background information for the overall portfolio. This might include brief professional details concerning the applicant and the work

setting in which they operate; a review of the type of work undertaken; a brief summary of typical client groups and their needs and a paragraph on the applicant's general philosophy towards support work; the approach which they employ and ways in which they apply their knowledge with clients.

c One case study

Only one case study need be given in detail (5-10 pages, including references). This will normally include a brief overview, needs analysis, development of an intervention strategy, its implementation, evaluation and on-going refinement.

d Reference providing written evidence of collaboration.

A reference from a client or a client body (e.g. an NGB or Hospital) is required confirming

that the applicant has worked with the client or client group. The applicant should request that the referee provide the following information in the reference:-

- details of the extent of the collaboration (e.g. number of years and points of contact)
- evaluatory comments on both the experience of working with the applicant and outcomes

The reference should be sent directly to the BASES Office by the referee by either the 6 January or the 1 July in an envelope clearly marked Accreditation Reference.

The Association recognises that in exceptional circumstances some applicants will not be able to provide a referee. In these cases the applicant should write to the Chair of the Association explaining the circumstances and requesting guidance on how to proceed in their specific situation.

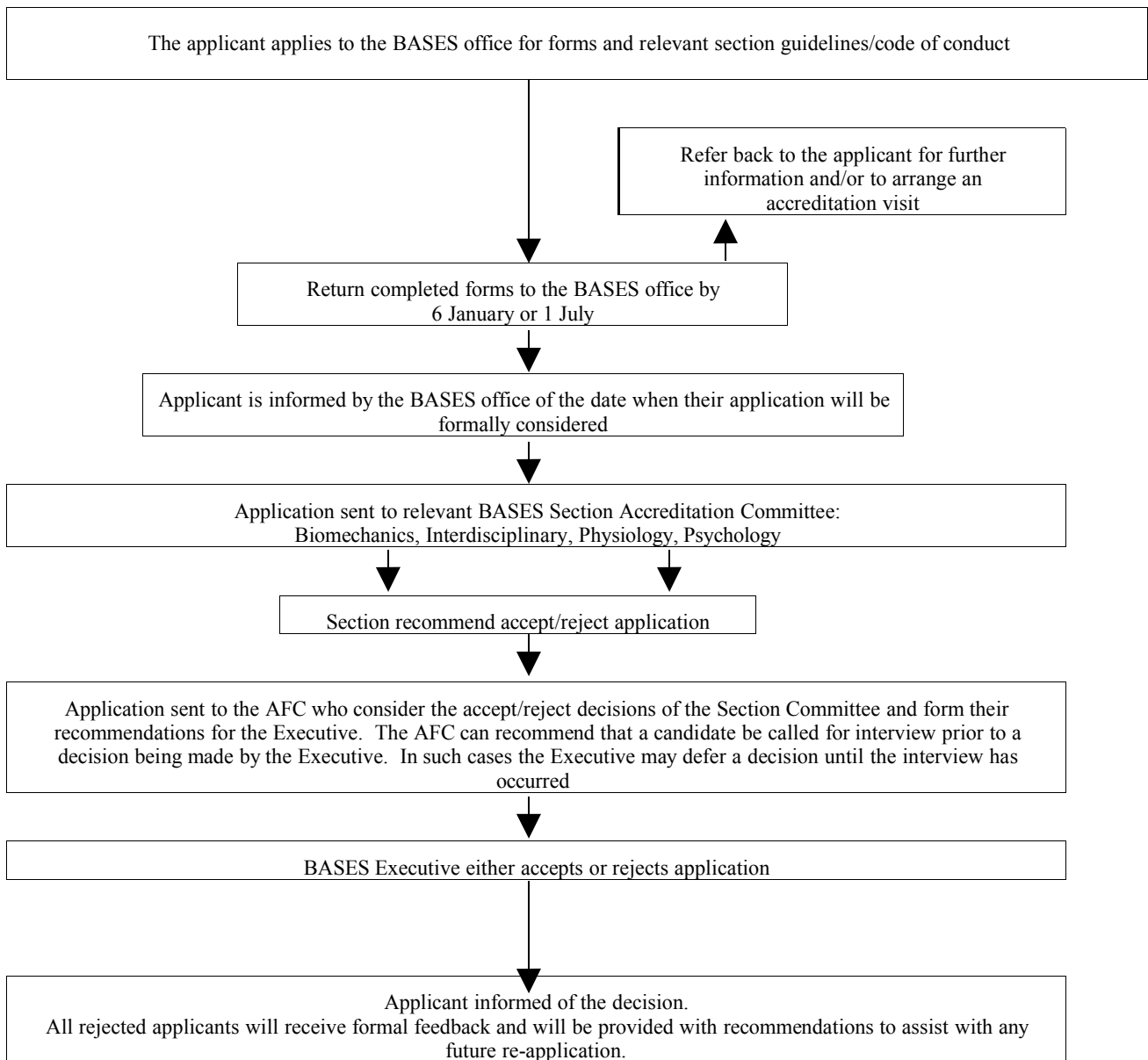
A typical portfolio should normally comprise **no more than 20-30 sheets excluding appropriate and selective appendices**. Submitting a huge quantity of material is neither necessary nor a replacement for lack of depth. Overly long applications will be returned.

FIVE copies of your application and all documents are required.

5.2 CONFIDENTIALITY

Applicants should be assured that members of the committees act professionally in all matters concerning Accreditation. This applies both to the applicant's details and to the content of any material submitted. In line with the Code of Conduct, applicants should delete from, for example, feedback reports the names of the individual or groups concerned unless permission has been given to include them.

Fig 1



Appeals

If an applicant wishes to appeal against a decision they do so to the BASES Executive Committee. The Committee will consider the appeal and in the light of all available information will either accept or reject the application. Letters of appeal should be addressed to:
The Chairperson, BASES, Chelsea Close, Off Amberley Road, Armley, Leeds LS12 4HP.