

**BASES Guidelines for Special Interest Groups (SIGs) and Application Form**

**Introduction**

BASES Special Interest Groups (SIGs) provide an active forum for networking, discussion, activities, knowledge sharing and debate among BASES members who share an interest in an identified area.

**Requirements for Approval**

All Interest Groups must apply for approval by the Board and must meet the minimum requirements outlined below. An Interest Group can be formed providing it:

* Has a Chair, who is a Professional member of BASES (minimum 5 years)
* Has a Steering Group of between 3 and 10 individuals (list of proposed Steering Group members must be included with the application)
* Has a Name and Mission Statement that is consistent with the aims and objectives of BASES
* Can justify its relevancy to sport and/or exercise sciences
* Can justify its uniqueness from existing BASES Interest Groups
* Has a membership that includes no less than 20 BASES members (a register of at least 20 BASES members must be included with the application).

Applications for approval must be made via the BASES Interest Group Application Form below.

**Minimum Activities (required to remain an active BASES SIG)**

To remain an active BASES SIG, each group must, as a minimum:

* Conduct a meeting of the Steering Group at least once a year (face to face or online)
* Provide an annual summary report to the BASES office in September each year, outlining activities and progress against aims, to be uploaded to the Members’ Area of the BASES website. If preferred, minutes from a Steering Group meeting can be provided in lieu of a report, as long as they provide a brief update on the activities undertaken by the SIG.
* Provide an update about the activities/aims of the SIG for the BASES Newsletter twice per year.
* Ensure content on the SIG webpage in the Members’ Area of the BASES website remains up-to-date and relevant.

**Activities that can be undertaken by BASES SIGs**

* Contribute to the continuing professional development of BASES members via:
	+ BASES Webinars
	+ BASES Workshops
	+ Presentations at Division Days or Division Events
* Submit an article to *The Sport and Exercise Scientist* facilitating continuing professional development of members and the sharing of professional practice (subject to Editorial approval)
* Develop and share knowledge via BASES Expert Statements or BASES Position Stands
* Present sessions at the Student or Annual Conference (subject to approval by the Scientific Programme Committee)
* Send e-mails to BASES members who have opted in to receive communications from the SIG
* Develop networks of experts and share ideas and knowledge via social media channels:
	+ **Facebook:** The BASES office can set-up a closed Facebook group linked to the BASES page. The SIG Chair will act as administrator for the group allowing them to post content and invite members.
	+ **Twitter:** The SIG Chair can set up a twitter page to facilitate discussion and knowledge sharing.

*Please refer to the social media guidelines below for more information.*

**Social Media Guidelines**

If you would like a BASES SIG to have a presence on social media sites, the following channels can be used as long as the guidelines below are adhered to:

* + The SIG Chair should be the only one who posts
	+ Use the BASES SIG logo for the icon image
	+ The social media main page must display the disclaimer: *“All content, information and opinions expressed are those of the authors of posts and messages and not of BASES”*
	+ Only post content that is relevant, professional and not discriminatory in any way
	+ Ensure content reflects BASES vision and objectives
	+ Do not respond to negative or inflammatory comments
	+ Proper copyright and reference laws must be abided at all times
	+ BASES hold the rights to request for a status/comment to be removed; and reserves the right to close down a Twitter page if these guidelines have been abused.

**BASES Special Interest Group (SIG) Application Form**

To be completed by the proposed SIG Chair to apply for approval by BASES.

The Special Interest Group will be referred to as: The BASES {*insert name*} Special Interest Group.

This form has been designed to ensure that the Board has all the information it needs to make a decision on your application.

Prior to completing the form you are advised to read the BASES Guidelines for Special Interest Groups.

|  |  |
| --- | --- |
| **Surname** |  |
| **Title** |  |
| **First Name** |  |
| **BASES Membership Number** |  |
| **Email** |  |
| **Telephone** |  |
| **Name of Special Interest Group** |  |
| **Which Division would you like to be aligned to** | Biomechanics and Motor Behaviour [ ]Physical Activity for Health [ ]Psychology [ ]Physiology and Nutrition [ ]Sport and Performance [ ] |
| **Mission Statement of Interest Group** *(max. 250 words)* |  |
| **Objectives of the Interest Group** *(max. 250 words)* |  |
| **Relevancy of the Interest Group to Sport and/or Exercise Sciences** |  |
| **Please provide details of how the Interest Group will benefit BASES members** |  |
| **Register of BASES Members** (min. 20)*{Full name & Email address}* |  |
| **Register of Steering Group members** (between 3 and 10)*{Full name & Email address}* |  |

**Chair’s Signature**

I confirm that to the best of my knowledge the information I have given is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email the completed application form to: enquiries@bases.org.uk

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