

Guide to ICREPs Structure & Operations



1) ICREPs overview

- a) ICREP is a membership-based organisation with members being national registration bodies of exercise professionals.
- b) Membership to ICREPs is granted based on an application process against criteria outlined in this document.
- c) ICREPs is a limited liability, non profit company. Shareholders are the full members of ICREPs. Each shareholder may also appoint one director to the board of ICREPs. ICREPs members collectively vote on a chairperson of the board.

2) Membership categories:

- a) **A Full Member** of ICREPs receives the following benefits:
 - i) Share Holding in ICREPs (one share)
 - ii) Ability to appoint one Director to the board of ICREPs (this director may be appointed/removed at the sole discretion of the shareholder)
 - iii) Ability to use the ICREPs logo in conjunction with 'Member of'
- b) **A Provisional Member** of ICREPs receives the following benefits:
 - i) Invitation to board meetings of ICREPs
 - ii) Guidance in setting up a National Register
 - iii) Listed on ICREPs website as a provisional member

3) ICREPs principles & values

a) ICREPs Principles

ICREPs members recognise the variations of industry requirements and unique business practice of other ICREPs members, and therefore agree to the following practises when interacting with other countries:

- i) Registers will ensure no action or inaction will undermine another ICREPs member national register
- ii) An ICREPs member will seek permission before working in another country with a national register that is an ICREPs member
- iii) An ICREPs member will disclose their intention to the ICREPs board to work in a country without a IC REPs recognised national register to the board
- iv) National registers will not register individuals that live and work in a country that has an ICREPs national register.
- v) We will not actively seek to register those living and working in another country. The primary focus of a National Register is to register individuals that live and work in that country.

b) ICREPs values

ICREPs members agree to:

- i) Act with Integrity
- ii) Work with transparency
- iii) Create processes that are robust to ensure that all registrants have the nationally agreed knowledge, competence and skills to operate at their level and category of registration.

4) ICREPs Membership

a) ICREPs RECOGNITION CRITERIA FOR FULL MEMBERSHIP

ICREPs may choose to admit members on an exclusive basis (i.e. will only recognise one Register per country) based on the following criteria. To be eligible for recognition/membership, the Register must:

- i) Operate a national register of exercise professionals based on nationally agreed (by the industry) standards that define the knowledge, competence and skills to operate at specific levels and/or category(ies) of registration.
- ii) Be able to demonstrate significant support of the operators, training providers and other stake holders in the fitness industry.
- iii) Be a non profit body
- iv) Be a legal entity
- v) Be Independent* of training providers and operators of exercise facilities

* the register will not provide initial training of exercise professionals, or operate exercise facilities, however individuals involved in either of these can be part of the organisation at any level.

* the Register may provide limited ongoing/CPD training to meet industry needs.

* suppliers may sponsor the register but must have no involvement in operating the Register

b) OBLIGATION OF A FULL MEMBER

- i) Continue to meet the criteria of ICREPs members
- ii) Follow the ICREPs principals and values
- iii) Pay annual fee set by board
- iv) Demonstrate independence from training providers and operators
- v) Have a breadth of support by operators and training providers (the industry)
- vi) Have publically declared nationally agreed standards
- vii) Have a quality assurance system surrounding entry to the Register
- viii) Data protection/ privacy policy
- ix) Have a robust process for the management of CPD)
- x) Have a robust system for managing complaints against members and/or the Register
- xi) Provide a code of ethics for its members
- xii) Follow the values and principles of ICREPs
- xiii) NOT to sell, transfer or otherwise dispose of any share holding in ICREPs
- xiv) Relinquish share holding, without compensation, if membership is revoked (as outlined in this document)

c) ICREPS RECOGNITION FOR PROVISIONAL MEMBERSHIP

ICREPS may choose to admit provisional members on a non exclusive basis who upon application can demonstrate that they meet the criteria below:

- i) They operate a regionally based register for exercise professionals and meet all the criteria of full membership except that the criteria will be measured on a Regional basis and not a National basis.
- or**
- ii) They are an emerging national register working towards meeting ICREPs criteria
- iii) Notes:
 - (1) Provisional members will not be accepted if they come from a country with an existing ICREPs full member
 - (2) Provisional membership will be by application and decided by full members of ICREPs
 - (3) Provisional members may be removed at any time by Full members of ICREPs
 - (4) All applications will be evaluated by the full members of ICREPs and agreed within three months of receiving a completed application. Please note that further actions requested of the applicant may extend this time.

d) OBLIGIONS OF PROVISIONAL MEMBERS

- i) To follow obligations of the full members
- ii) To work toward the development of a National Register within a reasonable timescale

e) SPECIAL CASES

- i) Where there is more than one organisation in a country that meets the ICREPs criteria applying for membership then existing full ICREPs members* will determine which is admitted to ICREPs membership based on the following criteria:
 - (1) The degree of independence from training providers and operators
 - (2) The breadth of support by operators and training providers (the industry)
 - (3) Support and engagement with Government
 - (4) Recognition by allied organisations within the country
 - (5) Overall size of the industry support
 - (6) Longevity of organisation
 - (7) The adopted standards
 - (8) The quality assurance system surrounding entry to the Register
 - (9) Data protection
 - (10) Process for the management of CPD
- ii) ICREPs recognises that in some countries a National Register may be difficult due to regional/federal government structures. As a result, where there is a geographic region within a country that has its own unique legal framework that develops its own regional register (e.g. a state of the USA, or a geographic region of Spain) that otherwise meets the criteria for ICREPs, then it is able to apply for provisional membership.

5) Removal of members / complaints process

- a) Where there is a complaint about an ICREPs member by an ICREPs member, then the following process will be followed:
 - i) The complainant would outline in writing their concerns to the other party
 - ii) The other party will respond within 21 days
 - iii) The complainant then has a right of reply if they wish within 21 days (this also triggers a further right of reply by the other party)
 - iv) Where there is no resolution all information will be distributed to the board for their determination of any outcome.
 - (a) Outcomes may include warnings, suspension or permanent removal of membership of ICREPs
- b) General complaints about an ICREPs member by anyone other than another ICREPs member, will be referred back to the national register to resolve. This includes Provisional members wishing to complain about other Provisional members.

6) Current Members fees (valid as of October 2014)

a) Initial application fee

Payable in the first year, and only re-payable if membership lapses: €500

b) Annual fee

Annual fees are set based on the size of the register.

- Provisional Members (any size): €500
- Full members:
 - with less than 5,000 registered exercise professionals: €500
 - with 5,000 to 20,000 registered exercise professionals: €1,500
 - with 20,001 to 50,000 registered exercise professionals: €2,500
 - with more than 50,000 registered exercise professionals,: €5,000

So in the first year, a provisional member would pay €1,000 (€500 initial application fee + €500 annual fee). A full member with 10,000 registered exercise professionals would pay €2,000 (€500 initial application fee + €1,500 annual fee).

All fees are calculated in euro, but may be billed in another currency equivalent.

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