

Ethics Guidelines for Submission to AASP Conference

Members of the Association for Applied Sport Psychology (AASP) are expected to adhere to the organization's Ethics Code. Therefore, as a part of members' involvement in the annual conferences, the association anticipates that participants will abide by the following guidelines and policies which are intended to support the ethical practice in the preparation, submission, and delivery of conference presentations:

Prior to the submission of presentation abstracts, it is expected that:

1. All authors accept the order of authorship for the submission, and that the author submitting the abstract is a member of AASP.
2. If research is presented within the presentation, the presenter(s) indicate that the data was gathered after receiving IRB approval from their respective institution if applicable.
3. All individuals proposed to present at the conference who agreed to attend and deliver the presentation be certain that they will be attending should the submission be an oral presentation including a workshop, colloquium, symposium, and/or lecture.
4. Should sensitive information or material be proposed as part of the presentation that contains content that could cause discomfort to those attending, presenters should indicate as such in the abstract.
5. Presenter(s) use proper citations for any information or intellectual knowledge presented that is not their own.
6. The data and methodology used to obtain said data presenter(s) intend to submit are original and properly obtained and not fabricated. Submitting authors may be asked to present their data used for their abstract submission should a request be made by the Conference Planning Committee and/or Ethics Committee.
7. The 1st author acknowledges during the submission of the abstract that he or she is not serving as the 1st author on any other conference abstract submission.
8. Presenter(s) disclose any necessary or pertinent conflicts of interest when submitting their abstract.
9. Should author(s) include a reference to their credentials in their abstract, that they represent themselves accurately.

After being notified about the acceptance of a conference presentation, it is expected that:

1. Author(s) will reaffirm their commitment to present and therefore, attend the conference.
2. If there is a potential cancellation of a presenter(s) in a workshop, colloquium, or symposium, that a named co-presenter commit to presenting the information and inform the Organizing Committee of this change and adjust the order of authorship accordingly.

While delivering a conference presentation, it is expected that:

1. All language and content in the presentation be appropriate and not offensive or insensitive.
2. Any data or details pertaining to research participants or clients remain anonymous through the removal of names, locations, dates, professional positions, or other identifying information. This is unless said participants and clients have provided written permission to the presenting author(s) to utilize their information for the conference presentation. Should this be the case, a statement noting that permission was obtained should be included in the presentation affirming that informed consent for disclosure was obtained. Furthermore, this statement should be made available to the Scientific Head and Conference Planning Committee at any time, upon request.
3. Presenter(s) commit to the safety of themselves and those in the audience by ensuring that any sensitive material is presented with sufficient care for all concerned. Should sensitive information or material be included as part of the presentation that contains content that could cause more than expected discomfort to those attending, it is to be done so after a disclaimer is provided to participants prior to the delivery of the presentation.
4. If a presentation has a conflict of interest, presenter(s) should include in their presentation, wording to this extent:
 - a. Dr. A is a consultant for X Company who funded this research
 - b. Company X, which manufactures product A, provided the funding to conduct this study
5. Presenter(s) accurately represent their credentials ensuring consistency with state and association regulations in which the presenter practices and is associated with.
6. Presenter(s)' work is original and gives credit to any original authors whose work contributed to the presentation.
7. Presenter(s) obtain written permission when copyrighted information is used. This statement of written permission should be made available to the Scientific Head and Conference Planning Committee at any time, upon request.
8. The data and methodology used to obtain said data presenter(s) intend to submit are original and properly obtained and not fabricated.

IF CONFERENCE PARTICIPANTS ARE FOUND TO BE IN VIOLATION OF THE ABOVE GUIDELINES, THE FOLLOWING POLICIES WILL BE ENFORCED:

Policies for Failure to Adhere to Abstract Pre-Submission Guidelines

Guideline 4: Should sensitive information or material be proposed as part of the presentation that contains content that could cause discomfort to those attending, presenters should indicate as such in the abstract.

1. First Offense: Offending author(s) will be required to meet the Chair of the Ethics Committee and Division Head for Professional Standards who will provide education and remediation regarding author's use of sensitive language to ensure that future language is appropriate and not offensive.
2. Second Offense: Offending author(s) must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences.

Guidelines 5 and 6: (5) Presenter(s) use proper citations for any information or intellectual knowledge presented that is not their own. (6) The data and methodology used to obtain said data presenter(s) intend to submit are original and properly obtained and not fabricated. Submitting authors may be asked to present their data used for their abstract submission should a request be made by the Conference Planning Committee and/or Ethics Committee.

1. First offense: Offending author(s) must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences.
2. Second offense: Offending author(s) will not be allowed to present at the next two successive AASP conferences. If the offending author is a CC-AASP, their CC status will be suspended for a minimum of one year and may be required to complete ethics training or other Ethics Committee and Executive Board-approved remediation in order to remain an active member in the organization and be recognized as a Certified Consultant.

Guideline 7: The 1st author acknowledges during the submission of the abstract that he or she is not serving as the 1st author on any other conference abstract submission.

1. If the Conference Planning committee determines that an author has been listed as first author on more than 1 abstract, he/she will be removed as first author on all but one of the abstracts submitted for that particular conference.

Guideline 9: Should author(s) include a reference to their credentials in their abstract, that they represent themselves accurately.

1. If a presenter inaccurately represents his/her credentials he/she should be required to meet with the Ethics Committee to receive education and guidance regarding how to accurately represent their credentials.

Policies for Failure to Adhere to Guidelines Regarding Acceptance of a Conference Presentation

Guidelines 1 and 2: (1) Author(s) will reaffirm their commitment to present and therefore, attend the conference. (2) If there is a potential cancellation of a presenter(s) in a workshop, colloquium, or symposium, that a named co-presenter commit to presenting the information and inform the Organizing Committee of this change and adjust the order of authorship accordingly.

1. Failure to notify the Conference planning committee of a change in authorship of a group oral presentation including a workshop, colloquium, or symposium, or if a single author is no longer planning on delivering the oral/and or poster presentation will result in the offending author/presenter being forbidden from submitting and presenting at the following AASP conference.

Policies for Failure to Adhere to the Guidelines Regarding Delivering a Conference Presentation

Guideline 1: All language and content in the presentation be appropriate and not offensive or insensitive.

1. First Offense: Offending author(s) will be required to meet with members of the Ethics Committee who will provide education and remediation regarding author's use of sensitive language to ensure that future language is appropriate and not offensive.
2. Second Offense: Offending author(s) must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences.

Guideline 2: Any data or details pertaining to research participants or clients remain anonymous through the removal of names, locations, dates, professional positions, or other identifying information. This is unless said participants and clients have provided written permission to the presenting author(s) to utilize their information for the conference presentation. Should this be the case, a statement noting that permission was obtained should be included in the presentation affirming that informed consent for disclosure was obtained. Furthermore, this statement should be made available to the Scientific Head and Conference Planning Committee at any time, upon request.

1. First Offense: Should this guideline be violated without presenters having obtaining proper consent from participants/clients, the offending author(s) must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences. Furthermore, an express statement that this oversight will not be repeated should be provided and will be retained in the records of the Ethics Committee and Executive Board.
2. Second Offense: Should this guideline be violated a second time without presenters having obtaining proper consent from participants/clients and if the offending individual is a member of another governing or licensing body (i.e. American Psychological Association) where there may be legal implications for violating this guideline, the Ethics Committee and Conference Planning Committee may recommend that a complaint be filed with that author's governing body and licensing agency to inform them of the violation.

Guideline 3: Presenter(s) commit to the safety of themselves and those in the audience by ensuring that any sensitive material is presented with sufficient care for all concerned. Should sensitive information or material be included as part of the presentation that contains content that could cause more than expected discomfort to those attending, it is to be done so after a disclaimer is provided to participants prior to the delivery of the presentation.

1. First Offense: Offending author(s) will be required to meet with members of the Ethics Committee who will provide education and remediation regarding author's use of sensitive language to ensure that future language is appropriate and not offensive.
2. Second Offense: Offending author(s) must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences.

Guideline 4: If a presentation has a conflict of interest, presenter(s) should include in their presentation, wording to this extent:

- a. Dr. A is a consultant for X Company who funded this research
 - b. Company X, which manufactures product A, provided the funding to conduct this study
1. First offense: Offending author must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences.
 2. Second offense: Offending author(s) will not be allowed to present at the next two successive AASP conferences. If the first author is a CC-AASP, their CC status will be suspended for a minimum of one year and may be required to complete ethics training or other Ethics Committee and Executive Board-approved remediation in order to remain an active member in the organization and be recognized as a Certified Consultant.

Guideline 5: Presenter(s) accurately represent their credentials ensuring consistency with state and association regulations in which the presenter practices and is associated with.

1. First offense: If a presenter inaccurately represents his/her credentials he/she should be required to meet with the Ethics Committee to receive education and guidance regarding how to accurately represent their credentials.
2. Second offense: Offending author(s) will not be allowed to present at the next two successive AASP conferences. If the author is a CC-AASP, their CC status will be suspended for a minimum of one year and may be required to complete ethics training or other Ethics Committee and Executive Board-approved remediation in order to remain an active member in the organization and be recognized as a Certified Consultant.

Guidelines 6 – 8: (6) Presenter(s)' work is original and gives credit to any original authors whose work contributed to the presentation. (7) Presenter(s) obtain written permission when copyrighted information is used. This statement of written permission should be made available to the Scientific Head and Conference Planning Committee at any time, upon request. (8) The data and methodology used to obtain said data presenter(s) intend to submit are original and properly obtained and not fabricated.

1. First offense: Offending author(s) must pass an AASP-approved ethics course and provide proper documentation to the Organizing Committee once ethics course is completed before he/she will be allowed to present at any future AASP conferences.
2. Second offense: Offending author(s) will not be allowed to present at the next two successive AASP conferences. If the offending author is a CC-AASP, their CC status will be suspended for a minimum of one year and may be required to complete ethics training or other Ethics Committee and Executive Board-approved remediation in order to remain an active member in the organization and be recognized as a Certified Consultant.