



P033 - Membership Policy

1. Purpose

The Australasian College of Sport and Exercise Physicians (ACSEP, “the College”) is the pre-eminent professional body representing Sport and Exercise Physicians and Sport and Exercise Medicine in Australia and New Zealand. Various categories of ACSEP membership exist, and individuals may be interested in, or eligible for, different categories of membership throughout their Sport and Exercise Medicine careers. This policy outlines the categories of ACSEP membership, along with their entitlements, associated fees, and requirements. Additionally, this policy describes membership inactivation, resignation of membership and the grounds for membership cessation.

2. Scope

This policy applies to all individuals who hold a category of membership with ACSEP.

3. Policy

3.1 Membership categories

The following classes of membership of ACSEP exist, with the rights and privileges and on the following terms and conditions. All ACSEP members are required to comply with ACSEP policies as they apply to their membership category. ACSEP membership categories are as follows:

3.1.1 Fellows

- A Fellow is a registered medical practitioner who has applied for and been admitted to Fellowship by the ACSEP Board.
- Fellows are entitled to the title Fellow of ACSEP and the post-nominal of FACSEP.
- Fellows must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain Fellowship.
- It is the responsibility of all Fellows to be aware of their CPD requirements and any other requirements necessary to maintain medical registration in their jurisdiction.



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- As part of their membership, Fellows are entitled to:
 - i. Attend, speak and vote at any meeting of members of ACSEP;
 - ii. Access Sport and Exercise Medicine journals via the ACSEP website;
 - iii. Access the SEM Academy platform and CPD web-portal;
 - iv. Enrolment in the ACSEP CPD Program;
 - v. Receive ACSEP newsletters and communications;
 - vi. Attend Fellow events organised by ACSEP; and
 - vii. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.
- Fellows seeking to take an extended break from medical practice should refer to Section 3.3 of this policy.
- Fellows seeking to retire from medical practice should refer to Section 3.1.5 of this policy.
- Fellows seeking to resign from their membership due to reasons other than retirement from medical practice must notify ACSEP of their effective date of resignation in writing via nationaloffice@acsep.org.au. From this date, their membership with ACSEP will cease and the Fellow will no longer be entitled to use the title of Fellow of ACSEP or the FACSEP post-nominals.
- If ACSEP is the Fellow's nominated CPD Home, ACSEP will notify the relevant medical regulatory authority of the Fellow's resignation from ACSEP.
- No refunds for annual membership or other ACSEP fees will be given to Fellows who resign their membership. Membership resignation does not affect the obligations of the Fellow to pay any ACSEP fees payable on or before the effective date of resignation, existing at this date or which arise or become known after this date out of or by reason of facts or circumstances occurring or in existence at or before this date.

3.1.2 Registrars

- A Registrar is a registered medical practitioner who is currently enrolled on the ACSEP Specialist Training Program (Training Program) and is working towards completing the requirements for Fellowship.



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- Registrars must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain their membership.
- It is the responsibility of all Registrars to be aware of their Training Program requirements to maintain their status as a Registrar on the Training Program. For further details on these requirements, Registrars should consult the most recent version of the ACSEP Specialist Training Program Training Manual.
- As part of their membership, Registrars are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;
 - ii. Access educational resources from ACSEP to meet the requirements of the Training Program;
 - iii. Access Sport and Exercise Medicine journals via the ACSEP website;
 - iv. Access the SEM Academy platform;
 - v. Receive College newsletters and communications;
 - vi. Attend Registrar events organised by ACSEP; and
 - vii. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.
- Registrars are referred to as Sport and Exercise Physician Registrars. They are not entitled to use the title of Fellow of the ACSEP or the FACSEP post-nominals.
- Registrars seeking to resign their membership or withdraw from the ACSEP Training Program should refer to *P020 – Flexible Training, Withdrawal & Termination Policy*.

3.1.3 Associate Members

- An Associate Member is a medical practitioner who holds a Bachelor of Medicine/Bachelor of Surgery (or equivalent) and has applied for and been approved as an Associate Member of ACSEP.
- Associate Members must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain their membership.
- As part of their membership, Associate Members are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;



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- ii. Access Sport and Exercise Medicine journals via the ACSEP website;
 - iii. Access the SEM Academy platform;
 - iv. Receive College newsletters and communications; and
 - v. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.
- Associate Members are not entitled to use the title of Fellow of the ACSEP or the FACSEP post-nominals.

3.1.4 Student Members

- A Student Member is a person who is undertaking a Bachelor of Medicine/Bachelor of Surgery (or equivalent), has a valid student card and has applied for and been approved as a Student Member of ACSEP.
- Student Members must pay a membership fee (as per the current ACSEP Fee Schedule) annually and provide evidence of their ongoing status as a student to maintain their membership.
- As part of their membership, Student Members are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;
 - ii. Access the SEM Academy platform;
 - iii. Receive College newsletters and communications; and
 - iv. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.
- Student Members are not entitled to use the title of Registrar or Fellow of the ACSEP or the FACSEP post-nominals.

3.1.5 Retired Fellows

- A Fellow may become a Retired Fellow upon ceasing to practise all forms of medicine, medico-legal work and clinical support activities. The Fellow must also be recognised as non-practising by the relevant regulatory authority.



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- Retired Fellows must inform ACSEP of their change in status by confirming their effective retirement date in writing to nationaloffice@acsep.org.au or via the ACSEP website.
- Retired Fellows are no longer required to pay an annual membership fee, however, any outstanding debts to ACSEP will remain payable.
- Retired Fellows are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;
 - ii. Access Sport and Exercise Medicine Journals via the ACSEP website;
 - iii. Receive College newsletters and communications;
 - iv. Attend Fellow events organised by ACSEP; and
 - v. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.
- Retired Fellows can continue to use the post-nominals FACSEP but must refer to themselves as a retired FACSEP.

3.1.6 CPD Homes Members

- A CPD Homes Member is a PGY3+ medical practitioner registered in Australia or New Zealand who has applied for and been approved as a CPD Homes Member by the ACSEP CPD Committee.
- CPD Homes Members must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain their membership.
- CPD Homes Members are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;
 - ii. Access Sport and Exercise Medicine Journals via the ACSEP website;
 - iii. Access the SEM Academy platform and CPD web-portal;
 - iv. Enrolment in the ACSEP CPD Program;
 - v. Receive College newsletters and communications; and
 - vi. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.



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- CPD Homes Members are not entitled to use the title of Fellow of the ACSEP or the post-nominals FACSEP.
- CPD Homes Members who are retiring from practice or seeking to resign from the ACSEP CPD Program are required to notify the Chair of the CPD Committee in writing via cpd@acsep.org.au advising of the date they plan to resign from the CPD Program, which will subsequently terminate their membership with ACSEP.

3.1.7 Specialist International Medical Graduates (SIMGs)

- A SIMG is a registered medical practitioner who has attained similar specialist qualifications internationally in Sport and Exercise Medicine, has been assessed by ACSEP, and is working towards the completion of requirements for recognition as a Specialist Sport and Exercise Physician in Australia or New Zealand.
- SIMGs who are working towards the completion of requirements for recognition as a Specialist Sport and Exercise Physician must comply with the requirements set by the relevant regulatory authority in their jurisdiction to maintain registration, which may include CPD requirements.
- SIMGs must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain their membership.
- SIMGs are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;
 - ii. Access Educational resources from ACSEP to meet their requirements for specialist recognition;
 - iii. Access Sport and Exercise Medicine journals via the ACSEP website;
 - iv. Access the SEM Academy platform and CPD web-portal;
 - v. Enrolment in the ACSEP CPD Program;
 - vi. Receive College newsletters and communications;
 - vii. Attend relevant events organised by ACSEP; and
 - viii. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.



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- SIMGs are not entitled to use the title of Fellow of ACSEP or the post-nominals FACSEP.
- SIMGs who wish to resign as an ACSEP member are required to notify the College in writing via nationaloffice@acsep.org.au advising of their intended resignation date. Their membership will terminate after that date. SIMGs are advised to consider any implications resignation from ACSEP may have on their medical registration prior to this decision.

3.2 Transitioning between membership categories

- ACSEP Members who are approved to transition to another category of membership with ACSEP are required to pay the relevant membership fee for that category and any associated administration fees.

3.3 Extended leave from practice

- Fellows and CPD Homes Members taking a period of leave from medical practice for 6-12 months due to approved circumstances may receive a pro-rata exemption for CPD requirements, subject to approval by the ACSEP CPD Committee.
- Fellows and CPD Homes Members may apply for a further extension of leave beyond 12 months, however they will be required to comply with any return to practice requirements set by the Medical Board of Australia or Medical Council of New Zealand (as applicable) and *P032 - Return to Practice Policy* prior to returning to from leave.
- If ACSEP is the member's nominated CPD Home, ACSEP may be required to notify the relevant medical regulatory authority of a member's extended leave from practice.
- Registrars can request leave from the Training Program as per *P020 – Flexible Training, Withdrawal & Termination Policy*, however, this does not change the status of their membership with ACSEP, and no pro-rata reduction in membership fees will be applied for any periods of leave.

3.4 Membership Inactivation

- Fellows may apply to inactivate their membership for a period of up to 24 months if they are continuing to practice as a medical practitioner but no longer derive income from



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the practice of Sport and Exercise Medicine in Australia or New Zealand. Requests for extensions beyond this period are subject to approval by the ACSEP Board.

- Inactive Fellows are not entitled to participate in the ACSEP CPD Program and are responsible for meeting any CPD requirements set by the relevant jurisdictions if they are seeking to maintain medical registration in Australia or New Zealand while inactive.
- If ACSEP is the Fellow's nominated CPD provider, ACSEP will notify the relevant medical regulatory authority of a Fellow's deactivation as an ACSEP member.
- Inactive Fellows must pay a membership fee (as per the current ACSEP Fee Schedule) annually to maintain membership.
- Inactive Fellows are entitled to:
 - i. Attend and speak at any meeting of members of ACSEP but not vote;
 - ii. Access Sport and Exercise Medicine Journals via the ACSEP website;
 - iii. Access the SEM Academy platform;
 - iv. Receive College newsletters and communications; and
 - v. Receive discounted registration rates to the ACSEP Annual Scientific Conference and other educational courses outlined in the ACSEP Fee Schedule.
- An Inactive Fellow who wishes to reactivate their Fellowship will need to comply with any return to practice requirements set by the Medical Board of Australia or Medical Council of New Zealand (as applicable) and *P032 - Return to Practice Policy* prior to reactivating their membership.
- An Inactive Fellow can continue to use the post-nominals FACSEP but must refer to themselves as an Inactive FACSEP.

3.5 Membership Fees

- Membership fees are determined by the Board each year and are published on the ACSEP website in the Fee Schedule.
- Membership subscriptions are non-transferrable.
- If a membership fee is unpaid for a period of three calendar months after it becomes due, the member shall cease to be a member of ACSEP and shall lose



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all rights and privileges of membership. The Board may, if it thinks fit, reinstate the member upon payment of all arrears (on such conditions as the Board determines, including payment of interest of arrears of unpaid subscriptions).

- Members who encounter a change to their financial circumstances as a result of exceptional circumstances can apply for special consideration in the payment of their membership fees, as per *P007 – Special Consideration (Member in Financial Difficulty)*.
- No refunds for annual membership or other College fees will be given to Fellows who resign, retire from their membership or have their membership ceased by the ACSEP Board.
- Membership resignation or retirement does not affect the obligations of the Fellow to pay any College fees payable on or before the effective date of resignation/retirement, existing at this date or which arise or become known after this date out of or by reason of facts or circumstances occurring or in existence at or before this date.

3.6 Membership Cessation

- Unless exceptional circumstances apply, membership of the ACSEP is automatically ceased in the circumstances described in Section 4.1.1 of ACSEP Constitution.
- Unless exceptional circumstances apply, any member of ACSEP (as defined previously) may have their membership with ACSEP ceased by resolution of the Board for any circumstance described in Section 4.2 of ACSEP Constitution.
- Registrars and SIMGs should also refer to the relevant policies for these program areas which may their impact membership status.
- An ACSEP member subject to membership cessation by resolution of the ACSEP Board will be provided with relevant papers relating to the resolution at least 14 days prior to the Board meeting and will be given the opportunity to respond in writing and orally at the meeting.



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- If required, ACSEP will notify the relevant regulatory authority of a membership cessation and the reason for cessation.
- A dismissed member must not represent that they are a member or Fellow of ACSEP or use the FACSEP post-nominals.
- A dismissed member forfeits their access to ACSEP membership benefits.
- Membership cessation does not affect the obligations of the member to pay any College fees payable on or before dismissal, existing at the date of dismissal or which arise or become known after that date out of or by reason of facts or circumstances occurring or in existence at or before that date.
- A member may apply for reconsideration, review or appeal of an original decision to cease their membership in accordance with the policies and procedures in *P019 – Reconsideration, Review and Appeals Policy*.

3.7 Readmission to membership

- Former members may be readmitted by resolution of the Board subject to any conditions imposed by the Board.
- Retired members seeking to return to practice are required to comply with any requirements set by the Medical Board of Australia or Medical Council of New Zealand (as applicable) and *P032 - Return to Practice Policy* prior to reactivating their Fellowship.

4. Key Related Documents

- ACSEP Fee Schedule
- ACSEP Constitution
- ACSEP CPD Handbook
- ACSEP Specialist Training Program Training Manual
- *P001 – Bullying, Harassment and Discrimination Policy*
- *P007 – Special Consideration (Member in Financial Difficulty)*
- *P019 – Reconsideration, Review and Appeals Policy*
- *P020 – Flexible Training, Withdrawal & Termination Policy*



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- P032 – Return to Practice Policy

5. Feedback

College staff, membership or any other interested person may provide feedback about this document by emailing nationaloffice@acsep.org.au

Approval and Review Details

Approval and Review	Details
Approval Authority	ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	ACSEP CPD Committee
Policy Administrator	ACSEP Policy Officer
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Approval and Amendment History	
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Notes	V3 – Updated to align with CPD Homes requirements and College Constitution; renaming of policy from previous version (“Membership Categories – Retired, Inactive, Suspended”).