



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

P035 - Development and Review of Position Statements Policy

1. Purpose

The purpose of this policy is to outline guidelines for the development and review of position statements developed by the Australasian College of Sport and Exercise Physicians (ACSEP, “the College”) to ensure that they are relevant and contemporaneous.

2. Background

The vision of the ACSEP is to provide world best practice regarding training, standards, and research in the speciality of Sport and Exercise Medicine. Consequently, the ACSEP will develop position statements on topics that are relevant to Sport and Exercise Medicine practice and are based on scientific evidence, expert consensus, and consultation. They are intended to summarise topics and facilitate alignment with key organisations and foster discussion, while also articulating a formal ACSEP position. To ensure they reflect the current evidence, position statements are open to regular review.

3. Scope

The scope of this policy is the development and review of ACSEP position statements. This policy is not intended to apply to the endorsement of externally produced guidelines or educational material and applications.

4. Policy Statement

4.1 Document guidelines

- a. Publishing a position statement makes its content an official ACSEP position.
- b. The Research Sub-Committee oversees the process by which position statements are developed and reviewed.
- c. Recommendations for a new ACSEP position statement may arise in writing to the Chair of the Research Sub-Committee, from the President, the Board, ACSEP Committee members, or from the ACSEP membership.



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- d. The process of determining the development or otherwise of Position Statements may include a process of consultation with relevant ACSEP Committees or Sub-Committees, as well as stakeholders including regional/national committees, experts, and organisations. To avoid unnecessary duplication, prior to developing a new position statement, the Research Sub-Committee will assess whether any relevant authorities/organisations have established relevant contemporaneous statements/documents. When appropriate, the Research Subcommittee may recommend the ACSEP endorse a relevant external statement/document.
- e. When considering the development of a new position statement, the Research Sub-Committee will make the following considerations:
 - i. The alignment and relative importance of the topic with regard to the mission, vision and strategic priorities of the ACSEP; and
 - ii. The potential of the document to positively impact clinical practice, patient or community outcomes, and/or patient safety.
- f. Any position statement that the Research Sub-Committee deems controversial or that may present a risk to the ACSEP or ACSEP membership, will, at the request of the Research Sub-Committee, be reviewed by the ACSEP Board and/or President of the Board.
- g. When developing a Position Statement, the Research Sub-Committee will convene an appropriately qualified Position Statement Working Group (see section 4.2).

4.2 Position Statement Working Group

- a. Through the National Office, the Research Sub-Committee will call for nominations from the membership to join a Position Statement Working Group. The nomination period will be open for a minimum of 28 days.
- b. All nominated individuals will be required to declare any conflicts of interest, as per the International Committee of Medical Journal Editors guidelines (<http://www.icmje.org/conflicts-of-interest>).
- c. The Working Group may consist of up to seven (7) members for new position statements, including at least three ACSEP Fellows. Based on the needs of the specific statement, more members can be included as deemed appropriate by the Research Sub-Committee.



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- d. Members who nominate should have expertise relevant to the Position Statement under development.
- e. The Research Sub-Committee will select the members of the Working Group and nominate a Working Group Chair. Every effort will be made to select a Group that reflects the diversity of the College community. The Working Group members will then be notified, and the names of members will be published in the College newsletter.
- f. In cases where there are insufficient nominations for the Working Group, the Chair of the Research Sub-Committee may approach specific Fellows they deem to be suitable.
- g. Where necessary, the Working Group may consult the Research Sub-Committee and Research Technical Support Officer to support the assessment of the literature and relevant methodology.
- h. The Working Group will develop a position statement proposal (using the template in Appendix A) which should include:
 - i. A clear title to the proposal indicating the topic of the position statement
 - ii. The purpose of the statement and relevance to the ACSEP
 - iii. The scope of the document
 - iv. The target audience
 - v. The methodology to be utilised, including the approach to literature collection and review
 - vi. The determination as to whether the statement is a stand-alone document or recommended to be co-badged with other organisations.
 - vii. Whether a plain language and/or infographic version of the statement is appropriate and will be developed alongside the document.
- i. The Position Statement proposal requires approval by the Research Sub-Committee prior to proceeding.
- j. The Working Group, in collaboration with the Research Sub-Committee, must ensure appropriate consultation at each stage of the position statement development. This may at times include relevant external stakeholders such as other societies or colleges, community representative groups, manufacturers, and jurisdictional authorities.
- k. The Working Group is responsible for ensuring none of the proposed content of a final statement conflicts with regulations, ACSEP policies, or other ACSEP documents.



4.3 Development & approval process

- a. Following approval of the position statement proposal, the recommended maximum timeframe for development of statements is approximately 12 months.
- b. Documents should be edited to ensure alignment with the ACSEP's mission statement, clarity of intent, and for consistency within and between documents.
- c. Position statements should be developed using the template in Appendix B as a guide.
- d. Position statements should be concise.
- e. Where deemed necessary, a comprehensive background document which provides further context and information may be prepared by the Working Group (Position Statement Rationale and Background; Appendix C).
- f. Where appropriate, an infographic, plain language version and/or audience-specific version of a position statement should be produced concurrently to enable wider advocacy, education, media exposure, and promotion of the ACSEP and its work.
- g. Once prepared, the position statement and any additional/background material will be submitted in draft form to the Research Sub-Committee for review and consideration.
- h. Research Sub-Committee members with an identified and relevant conflict of interest (see Section 4.2(b)) may be excluded from the review process.
- i. The Sub-Committee may:
 - i. Approve the draft for progression to the next stage;
 - ii. Indicate areas that require further development/clarification (prior to resubmission to the Research Subcommittee);
 - iii. Withdraw the draft and end the process.
- j. The process of the Research Sub-Committee in coming to its decision on the draft will be consultative in nature and reflect ACSEP values and process.
- k. After the draft has been approved, the Research Sub-Committee will circulate the draft document (and associated material as deemed appropriate and/or available) for consultation, comment and feedback to:
 - i) Relevant Committees or Sub-Committees;
 - ii) Relevant special interest groups;



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- iii) National Office (to ensure compliance with ACSEP marketing and communications policies and procedures and to ensure that the document is applicable, wherever possible, to all jurisdictions in Australia and New Zealand);
- iv) Other individuals, groups or bodies as deemed appropriate.
- l. Any feedback from the consultation will be provided to the Working Group for review and/or updating of the statement.
- m. Consultation and final drafting should be completed within 6 weeks.
- n. The final Position Statement and any associated material will be approved by the Research Sub-Committee.
- o. The position statement and any associated material will then be disseminated as a completed document to the ACSEP Board for final approval prior to publication.
- p. The Working Group will be formally disbanded with written acknowledgement/thanks to each Group member for their contribution.

4.4 Dissemination of position statements

- a. The ACSEP Board will review and approve (or otherwise) the position statement.
- b. Once Board approval is given to a new position statement, a copy will be posted on the ACSEP website.
- c. Where appropriate, and with the approval of the Research Sub-Committee and the ACSEP Board, position statements may also be submitted for publication in one or more academic journals.
- d. The ACSEP National Office will coordinate dissemination of position statements or similar documents, predominantly via the ACSEP website but also where appropriate through other media.
- e. Feedback on any position statement is welcome at any time and should be initially directed to the National Office.
- f. Feedback received regarding any Position Statement will be considered by the Research Sub-Committee in liaison with the ACSEP Board prior to considering a response (if required).



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4.5 Review of position statements

- a. At the discretion of the Research Sub-Committee, position statements will be reviewed by the Research Sub-Committee approximately every five years.
- b. The Research Sub-Committee will determine and recommend whether the statements remain relevant, require updating or should be withdrawn.
- c. The Research Sub-Committee may recommend to the ACSEP Board that a statement is withdrawn when a position statement is no longer relevant.
- d. On deeming a review of a position statement is necessary, the Research Sub-Committee will establish a Position Statement Review Working Group.
- e. The process of establishing a Review Working Group will be as for a Working Group (section 4.2).
- f. Where possible, the Position Statement Review Working Group should include at least one member of the Working Group involved in the development of the current statement.
- g. Using the existing position statement as a guide, the Review Working Group will review and update the existing literature and subsequently the position statement. The timeline for this review is at the discretion of the Review Working Group in collaboration with the Research Subcommittee and dependent upon the subject matter being reviewed.
- h. The approval process for Position Statement Reviews is as for position statements.

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
Advisor or Advisory Committee to Approval Authority	ACSEP Research Sub-Committee ACSEP Education Committee
Document manager/Policy Administrator	Policy Officer



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Next Review Date	August 2027
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Approval and Amendment History		
Original Approval Authority	ACSEP President and Chair, Research Sub-Committee	
Effective Date	3 October 2019	
Amendment Authority and Date	ACSEP Board, 26 August 2025	
Notes:	V2 – July 2025 – Significant formatting, content and structural changes to improve procedures and processes.	



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APPENDIX A

Position Statement Initial Proposal Template

Initial Proposal for Position Statement

Date:

Prepared by: *[Working Group members]*

Title	<i>Clear and concise title that indicates the topic of the position statement.</i>
Purpose	<i>Provide a brief description of why this position statement is being proposed. This section should define the core objective of the document.</i>
Scope of the Document	<i>Define the extent and boundaries of the position statement. This section should clarify what the document will cover and any limitations.</i>
Target Audience	<i>Identify the specific groups or individuals that the position statement is meant to address or engage.</i>
Methodology	<i>Include the approach to literature collection and review</i>
Stand-Alone or Co-Badged Document	<i>Specify if this document will be developed in partnership with other organizations and whether it will carry multiple logos or endorsement statements.</i>
Accompanying Documents	<i>Address whether versions of the document that are simplified for broader accessibility will be developed alongside the formal position statement, e.g.:</i> <ul style="list-style-type: none"><i>• Plain language version for general public</i><i>• Infographics/visual representations</i>
Proposed Timeline	<i>Outline proposed timelines or deadlines for drafting, reviewing, and finalizing the position statement.</i>
Conclusion	<i>Summarize the need for the position statement, its intended impact, and any next steps that need to be taken.</i>
Appendices (if applicable)	<i>May include supporting research and citations.</i>



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APPENDIX B

Position Statement Template

Position Statement Title

Introduction

Provide a brief overview of the issue at hand, why the position statement is needed, and what it aims to achieve, including relevant context and the objective of the document.

Position Statement

Articulate the official stance on the issue in a direct and unambiguous manner.

Provide rationale for this particular stance with supporting evidence including data, ethical considerations, or College values.

Outline the expected outcomes from adopting this position, for both the College and its members.

List of Working Group members

Approval & Review Dates

Key References



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APPENDIX C

Template for Position Statement Rationale and Background

Position Statement Rationale and Background

Date:

Prepared by: *[Working Group members]*

Title

Repeat from initial proposal.

**Position Statement
justification**

1. *Purpose: Describe the core reason for developing the position statement. What issue is being addressed, and why is a formal pronouncement needed?*
2. *Benefit: Discuss the anticipated benefits of issuing the position statement, such as guiding decision-making, influencing College policy, clarifying an organizational stance, or providing clarity on complex issues.*

**Review of Issues
Considered**

Provide a concise yet thorough review of the issues that were considered in the development of the position statement. This section should also highlight any topics or information considered but ultimately excluded from the final position statement.

- *Explain the key issues or topics explored while preparing the position statement. Include relevant context, historical background, and any contributing factors.*
- *Discuss any aspects or concerns that were not included in the position statement, either due to scope limitations or lack of sufficient evidence.*

Literature Search Strategy *Outline the methodology used to gather evidence and develop consensus, including any literature searches, consultations, and expert opinions that were integral to creating the position statement.*



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- *Describe how literature was reviewed to inform the position statement. Include the databases searched, keywords used, and criteria for selecting relevant studies or articles.]*
- *Explain whether expert consensus methods were used to gather insights and reach conclusions.*
- *Provide a list or summary of key publications, studies, reports, and other evidence reviewed during the process. This helps to establish the credibility of the position.*

Consultation Process *Outside of the Working Group, identify any individuals or groups that were consulted during the development of the position statement, e.g. “This document was developed with input from the following individuals and groups: [Name], [Position/Title], [Department/Organization]”.*

Additional Information *Provide any additional relevant information or context that may be important for understanding the position statement or the background paper. This could include:*

- *Noting any conflicts of interest from contributors or stakeholders*
- *Feedback from consultations that shaped the document*
- *Outlining any areas where further research or data collection is needed.*

Conclusion *Summarize the background paper and emphasize the importance of the position statement in addressing the identified issue.*

Appendices (if applicable) *Should include a comprehensive citation list.*