

ISSP Special Interest Group (SIG) – Terms of Reference December 2025

Purpose

The purpose of the Special Interest Group (SIG) is to bring together ISSP members with shared interests within the field of sport psychiatry to promote collaboration, education, research, advocacy, and the advancement of best practices. The SIG will support the ISSP's mission to enhance mental health and well-being in sport globally.

Scope & Objectives

Each SIG may define specific goals based on its area of focus, but common objectives include:

- Facilitating communication and collaboration among members with similar professional interests.
- Developing and disseminating educational materials, position statements, and clinical or research resources.
- Promoting research, knowledge exchange, and evidence-based practice.
- Organizing webinars, workshops, or conference sessions for ISSP members.
- Supporting advocacy efforts related to the SIG's topic.

Membership

- Membership is open to all active ISSP members (including psychiatrists, residents, medical students, allied health professionals, and other relevant stakeholders).
- A minimum of five names of ISSP members in good standing are required to support the initiation of the SIG with intent to join with the application.
- No cost of membership to join a SIG other than holding an active ISSP membership.

Leadership Structure

- Each SIG will appoint:
 - **Chair (1):** Responsible for leadership, coordination of activities, meetings, and communication with the ISSP Executive.
- Leaders will serve **two-year renewable terms**, subject to approval by the ISSP Board of Directors.

Meetings

- SIGs should hold **at least two meetings per year**, virtually or in person.
- Meeting agendas and minutes should be recorded and retained by the SIG Chair, can provide a yearly brief report to the Board of Directors, due December 31 at noon of each calendar year.

Reporting Requirements

- The SIG Chair will submit:

- **An annual report** to the ISSP Board of Directors summarizing activities, membership, accomplishments, challenges, and goals for the upcoming year as above.
- **Any policy recommendations**, educational materials, or position statements for review and approval before publication or dissemination under the ISSP name.

Deliverables

SIGs are encouraged (but not required) to produce one or more of the following annually:

- Educational webinars or workshops
- Clinical guidelines or practice recommendations
- Research collaborations or publications
- Conference programming proposals
- Advocacy statements or resources
- Member engagement activities

Decision-Making and Governance

- Decisions should be made by consensus whenever possible.
- If a vote is required, each ISSP member in the SIG has one vote, and a simple majority determines outcomes.
- All SIG activities must align with ISSP bylaws, policies, and ethical standards.

Communication

- Public communication, including external collaborations or statements, must receive prior approval from the ISSP Board of Directors.

Financial Management

- SIGs generally operate without independent budgets.
- Requests for funding or resources must be submitted to the ISSP Board of Directors and will be evaluated based on strategic priorities and available resources.

Review & Renewal

- These Terms of Reference will be reviewed every **two years** by the ISSP Outreach Committee Chair(s) to ensure relevance and alignment with ISSP's mission.
- SIGs that become inactive for more than **12 months** may be dissolved or restructured at the discretion of the ISSP Board of Directors.

Terms of Reference to be reviewed within 3 years of initiation.