



# CIMSPA

Standards  
Professionalism  
Advocacy

## Delivering Sport and Physical Activity Online FAQ's

These FAQ's have been developed in consultation with [Active Partnerships](#), [EMD UK](#), [ukactive](#) and [UK Coaching](#), who have a common engagement with practitioners that this policy relates to.



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# Insurance

## **Is there a maximum number of participants I can have in my online class?**

When delivering online you should follow the same principles you would when delivering a group session face to face, namely are you able to appropriately monitor all participants to ensure their safe participation in the activity.

The maximum number of participants you can deliver to online may be dictated by your qualification and as a result the insurance cover that you hold. You should always check with your insurance provider for your session participant limits.

## **What types of online session do I need insurance for?**

You are required to hold valid public liability and professional indemnity insurance for all sessions delivered online, regardless of if there is a fee associated with the session, if it is a demonstration/taster session, if it is live, or if it is pre-recorded. This is to protect you should a claim be made against you from someone undertaking the session. If you normally hold insurance under a club or organisation you should check with the insurance provider for your cover, that you are covered to deliver your own sessions online. For more information on accessing insurance please see <https://www.cimspa.co.uk/library-and-guidance/delivering-sport-and-physical-activity-online-policy/guidance-for-policy-compliance-insurance>.

## **For recordings to support my insurance, do they need to include video, or can they be sound recordings?**

The benefit of recording a session is that it can be referred back to in the event that someone makes an allegation against you. For example, if it is alleged that you didn't remind participants about safety at the start of the session, the recording can show that you did. It is not obligatory to record sessions and insurers will not dictate the kind of recording that is required. A video recording will potentially provide more detail of an incident than an audio recording, but if this is not possible an audio recording is arguably of more benefit than no recording at all.

## **If I deliver online sessions to specialist populations where PARQ's aren't feasible and consent to record sessions is unable to be obtained, are there any additional protection steps I can put in place to ensure insurance compliance?**

In the same way as delivering face to face training, the main principle is that the activity is delivered as safely as possible. With specialist populations, additional steps will be taken to ensure participant safety and we would recommend these are recorded (i.e. written down) ahead of the session where they will be implemented

# Recording Sessions

## Do I need to record every session I deliver online?

Recording session is a measure used to support your insurance, should a claim be made against you, therefore you should record all sessions that you deliver or publish and where possible you should keep these recordings for up to 3 years. You should aim to limit the recording to just yourself, however if this is not possible you will need to gain written consent from all participants, or a legal guardian where sessions are delivered to children/young people, who will be on the recording and store both the recording and online consent forms in line with General Data Protection Regulations (GDPR).

## If I am not able to record sessions, how can I prove for insurance purposes that I have completed my mandatory obligations, would recording just the disclaimer/initial statements be sufficient?

Recording the disclaimer and initial statements would be helpful if the whole sessions cannot be recorded. Likewise, if you are able to send the disclaimer to clients prior to sessions and get their acknowledgement this have been received and read, that offers some protection. In general, we would recommend you keep a record of the steps you are taking to ensure safe delivery of the session.

## How do I ensure I comply with General Data Protection Regulations (GDPR) when recording sessions and how is retention of class recordings affected by GDPR?

The Information Commissioners Office (ICO) provides a useful guide to data protection, explaining the key principles and providing useful resources to support your compliance with GDPR. This can be found [here](#).

# PARQ

## What do I need to include in my PARQ?

Your PARQ should be used to determine an individual's readiness to engage in your online sport and physical activity session. EMDUK have provided a free instructor resource pack for sport and physical activity professional that contains an example PARQ, a COVID-19/Long-COVID PAR-Q and a range of risk assessments to support your delivery. These can be downloaded [here](#).

## How can I ensure I comply with General Data Protection Regulations (GDPR) regulations when collecting completed PARQ forms, especially if this will be shared with multiple instructors?

The Information Commissioner's Office (ICO) provide a useful guide to data protection, explaining the key principles and providing useful resources to support your compliance with GDPR. This can be found [here](#).

# Professional Practice

## What does it mean to be qualified?

Reference to being qualified to deliver means holding a qualification in the activity you are delivering that meets the CIMSPA professional standards, national occupational standards (the standards used previously as sector recognised standards) or a national governing body of sport qualification. It also means demonstrating the correct knowledge and skills, within the scope of your role.

You should also hold a qualification that where possible, meets the sector recognised professional standard, specific to the participant population that you are delivering to.

If you wish to seek advice or guidance regarding a qualification or professional standard, please contact [info@cimspa.co.uk](mailto:info@cimspa.co.uk) and our client engagement team will be happy to help.

## Is it acceptable for clients to warm up prior to their session, as long as I confirm that they have done so at the start of the session?

Completing a warm up is a key part of ensuring safe participation in sessions, therefore is recommended that you lead a warm up at the start of the online session.

## If I want to use music in my online session do I need a music licence?

If you are using music in your online session it is important to check the following licences are available for your classes and which one you will need depending on the type of music you choose:

- If your music is copyrighted, you need a PRS for Music Limited Online Music Licence (LOML) plus a sync licence.
- If you are using license free music, no additional licenses are needed.
- PPL fees are also still applicable for online delivery for original artist tracks. For cover versions it is not needed.
- If you do not have the capacity to obtain the correct license or limit your use to license free tracks, then you must not include music in your online sessions.

If you are using copyrighted music you should keep a note of when this was used and declare it in your annual PPL declaration.

If you are using original artist music, then you must submit your playlists to PRS for Music each month online via their website.

EMD UK launched an [online fitness music licence](#) which has been specially created for the fitness industry, allowing UK-based instructors can play copyrighted and original artist music in their online classes. The licence is valid for live classes online and for on demand content and can only be used for fitness/dance classes.

PPL and PRS also provide further information, which can be found [here](#).

## I deliver sessions to individuals who may be classed as high risk, should I cover myself by recommending they have someone else in the house during the session?

If you feel that having another person in the house is necessary, or preferable, in order to ensure that the activity is undertaken safely, this forms part of your overall risk management of the session.

## Do I need to get a doctor's note for all individuals who have a declared medical condition in order for them to take part in my online session?

It would be advisable, if you believe that the medical condition could affect the individual's ability to safely take part in the activity, to have them provide confirmation from a medical practitioner in advance.

# Must and Should Statements

Where a statement below states '**must**', this denotes a mandatory requirement for policy compliance. Where a statement below states '**should**' this denotes a suggested requirement to drive best practice.

## Must Statements

During instances where the participant has engaged in a sport and physical activity session with the practitioner, but an activity pre-screening did not take place, these participants **MUST** be considered as a new participant.

Participants definition: [Policy pg.6](#)

Whilst this policy recognises different participant categories, the following content refers to "participants" as being inclusive of both existing and new participants. For the purpose of online delivery of sport and physical activity sessions the practitioner **MUST** engage with all participants as if they are "new participants".

Participants definition: [Policy pg.6](#)

Practitioners must meet, understand and demonstrate the sector-recognised professional standards required to undertake their role especially when providing sport and physical activity sessions online.

Practitioners - qualified to deliver definition: [Policy pg.7](#)

The practitioner **MUST** hold a qualification that meets the sector-recognised professional standard, in the **ACTIVITY** that the practitioner is delivering.

Qualified to deliver definition: [Policy pg.8](#)

When delivering sport and physical activity sessions online the practitioner must ensure that they hold valid Public Liability and Professional Indemnity insurance cover and must consult with their insurance provider (via their broker or directly as appropriate) to ensure they understand and retain in writing the

specific confirmation of the cover provided by their individual policy and what steps the practitioner must take to be covered by their policy when delivering sessions online.

[Insurance: Policy pg.9](#)

Prior to delivering an online sport and physical activity session the practitioner MUST obtain confirmation and evidence from the insurance provider, if there is a prescribed maximum number of participants permitted to participate in the session. (Only applicable to online live delivery.)

[Insurance: Policy pg.9](#)

Prior to delivering an online sport and physical activity session the practitioner MUST provide participants with a written or verbal disclaimer statement prior to the activity session, which has certain mandatory elements (for more information on what to include please see the policy document)

[Insurance: Policy pg.9](#)

The practitioner is in any doubt regarding the participant's ability to participate in the online sport and physical activity session, based on any disclosed medical conditions, injuries, disabilities or otherwise, the practitioner must ask the participant to refrain from participating until the participant has sought and evidenced that medical advice has been taken.

[Insurance: Policy pg.9](#)

Any personal data or sensitive personal data must be treated in accordance with General Data Protection Regulations (GDPR).

[Insurance: Policy pg.9](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST deliver content that is specific to the target audience which they are qualified to deliver.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST outline to the target audience, the type of activity, who the activity is suitable for and the duration prior to starting the session.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST outline to the target audience the requirements of a safe environment relative to the session.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST outline to the target audience the equipment required for the session and demonstrate its safe use.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST deliver instruction and coaching points relative to the activity.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST deliver sessions that highlight correct technique throughout.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST accommodate participants' abilities (for disclosed medical conditions, injuries or disabilities) within activities or sessions by providing adaptations where applicable.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST deliver advice on suitable warm-ups and cool downs.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST create a safe environment from which they will deliver the session.

[Measures to be taken for the safety of practitioners: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST operate within the professional boundaries as defined by the sector's professional standards.

[Measures to be taken for the safety of practitioners: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST demonstrate safe use of equipment which has been suitably designed for the activity.

[Measures to be taken for the safety of practitioners: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST display correct technique.

Measures to be taken for the safety of [practitioners: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner MUST deliver the content within the boundaries of their own capabilities.

[Measures to be taken for the safety of practitioners: Policy page 10](#)

## Should Statements

Practitioners operating within or on behalf of an organisation should consult that organisation's internal policies regarding delivery of sport and physical activity using an online platform, particularly with regard to areas such as insurance and where relevant, music licensing.



[Scope: Policy pg.5](#)

Wherever possible and practicable (and particularly in the case of online live delivery or pre-recorded private delivery), the practitioner SHOULD hold a qualification specific to the PARTICIPANT POPULATION (for example children, working with the inactive etc.) that the practitioner is working within the online space which, where applicable, meets the sector-recognised professional standard with the correct knowledge and skills presented, whilst operating within the scope of their role.

[Qualified to deliver definition: Policy pg.8](#)

For online live and pre-recorded private delivery sessions – practitioners should record notices of medical conditions or injuries from participants and maintain this data in accordance with the General Data Protection Regulations (GDPR).

[Insurance: Policy pg.9](#)

During/after the session the practitioner SHOULD record themselves delivering all online sport and physical activity sessions ensuring compliance with relevant music licensing and copyright laws and where possible, retain these recordings for up to 3 years from the date the session was delivered or published.

[Insurance: Policy pg.9](#)

During/after the session the practitioner SHOULD retain evidence of where the practitioner has asked a participant to refrain from participating based on disclosed medical conditions, injuries or disabilities. Practitioners require consent from the participants to make such recordings and any personal data or sensitive personal data must be treated in accordance with General Data Protection Regulation (GDPR).

[Insurance: Policy pg.9](#)

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD allow for time breaks, where applicable.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD support participants to partake within the limits of their own capabilities.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD outline to the target audience, pointers and adaptations where practical.

[Measures to be taken for the safety of participants: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD allow for time breaks during and between sessions, where applicable.

[Measures to be taken for the safety of practitioners: Policy page 10](#)

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD be physically prepared to participate in the session.

[Measures to be taken for the safety of practitioners: Policy page 10](#)

Practitioners should keep note of all sessions in which music was used in online delivery and declare this during their annual review.

[Music Licensing: Policy page 12](#)