



Delivering Sport and Physical Activity Online

A policy for sport and physical activity sector practitioners

In partnership with



Delivering Sport and Physical Activity Online Policy

Introduction	04
Scope	05
Definitions	06
Safeguarding	12
Music licensing	12
Policy compliance	12
Review	13
Version	13

Published by:

The Chartered Institute for the Management of Sport and Physical Activity.
Incorporated by Royal Charter.
Charity Registration Number: 1144545.
www.cimspa.co.uk





Introduction

This Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) policy outlines the key considerations and best practice required to ensure the safe delivery of sport and physical activity services for participants in the online environment by members of CIMSPA in a practitioner role (referred to as sport and physical activity “practitioners”).

CIMSPA understands that there are benefits for practitioners and participants to being able to deliver and take part in sport and physical activity in the online environment. Sport and physical activity reduces risks of major illness by 50% and has proven benefits on mental wellbeing, reducing depression and anxiety whilst improving self-esteem and sleep quality (NHS, 2018). Sport and physical activity also contributes £39 billion to the UK’s economy and has the power to build stronger communities

(Sport England, 2020). Whilst there are many benefits to participating, there are also safety considerations which should be made when delivering sport and physical activity online. This policy outlines the requirements of practitioners operating in the online environment in order to help the implementation of correct safety measures.

There is supporting guidance to assist in the understanding of this policy along with useful resources which can be found [here](#).



An agreed, sector-wide policy

This policy has been developed by CIMSPA within our remit as the chartered professional body and lead workforce agency for the UK sport and physical activity sector. CIMSPA is incorporated under its Royal Charter, with the permission of the Privy Council on behalf of Her Majesty The Queen to promote and advance sport and physical activity for the public benefit.

The policy has 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.

Scope

- This policy applies to all sport and physical activity practitioners participating in a role which requires a technical qualification and who are currently delivering or planning to deliver content through an online platform.
- This policy applies to individual practitioners.
- 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.
- The scope of this policy is limited to the United Kingdom.
- This policy does not refer to the use of any particular or specific online delivery platforms.

Definitions

→ Delivery methods

This policy covers three types of delivery of sport and physical activity in an online environment:

- **Online live delivery:** are sessions conducted in a live interactive environment in which the practitioner is seen by the participant(s) and provides real time instruction and interaction through visual, audio and/or chat interfaces. These can be completed in a one-to-one or group environment.
- **Pre-recorded private delivery:** are sessions where participants have been given access by the practitioner to on demand sessions that have been pre-recorded by the practitioner. The participant can engage with these sessions at a time of their choosing but will have no real time interaction, supervision or instruction from the practitioner.
- **Pre-recorded available – open social delivery:** are sessions which are on-demand, pre-recorded by the practitioner and publicly available to participants to take part at any time but will have no real time interaction with the practitioner.

→ Online

In this policy reference to online is to all virtual, internet-based and electronically delivered sport and physical activity sessions where the practitioner is in a different location to the participant (which is defined further to the right).

→ Participants

There are two types of participant for each of the above delivery methods:

- **Existing participants:** Those who have previously engaged in a sport and physical activity session with the practitioner through online, face-to-face or other delivery methods. Activity pre-screening has already taken place and the practitioner has the knowledge required to make adjustments for the participants. Existing participants for which the practitioner has not previously obtained pre-screening will not be classified as “existing participants” and would fall under the category of “new participant”.
- **New participants:** Those participants who have not previously engaged in a sport and physical activity session with the practitioner, through online, face-to-face or other delivery methods. Activity pre-screening will not have previously taken place and the practitioner will not have an understanding of the participant’s activity needs and capabilities. 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.

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”.

→ *Practitioners

This policy refers to CIMSPA members who are sport and physical activity practitioners, delivering session in an online environment. Practitioners is inclusive of but exclusive to sole traders, self-employed individuals, or volunteers.

→ Practitioners – qualified to deliver

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.





Our policy for delivering sport and physical activity online



Qualified to deliver

When delivering an online sport and physical activity session:

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

It is the responsibility of the practitioner to ensure their qualifications are recognised as meeting the sector professional standards relating to the activity which they are leading. If the practitioner is unsure if their qualifications meet this requirement, they should visit CIMSPA website.



Insurance

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.

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.)
- Provide participants with a written or verbal disclaimer statement prior to the activity session, which **MUST** make participants aware that:
 - » They undertake and engage in the session without supervision at their own risk.
 - » The practitioner is not liable for any injury or harm the participant sustains as a result of the sport and physical activity session.
 - » That participants are encouraged to exercise common sense and always seek the guidance of a medical professional before undertaking any form of online sport and physical activity.
 - » Participants with pre-existing medical conditions, injuries or disabilities that may affect their ability to participate in online sport and physical activity sessions, should seek medical advice and obtain confirmation for their suitability to take part before participating. This information **MUST** be recorded in accordance with

General Data Protection Regulations (GDPR), 2018 which contain strict provisions regarding the use of sensitive personal data.

- » Participants must make the practitioner aware of any conditions, injuries or disabilities prior to participating in the online sport and physical activity session. (Only applicable to online live delivery and pre-recorded private delivery.)
- If 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.
- 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 GDPR.
- Provide participants with a verbal reminder of the above disclaimer statement prior to the beginning of each session.

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.
- 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 GDPR.



Measures to be taken for the safety of participants

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.
- Outline to the target audience, the type of activity, who the activity is suitable for and the duration prior to starting the session.
- Outline to the target audience the requirements of a safe environment relative to the session.
- Outline to the target audience the equipment required for the session and demonstrate its safe use.
- Deliver instruction and coaching points relative to the activity.
- Deliver sessions that highlight correct technique throughout.
- Accommodate participants' abilities (for disclosed medical conditions, injuries or disabilities) within activities or sessions by providing adaptations where applicable¹.
- Deliver advice on suitable warm-ups and cool downs.

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD:

- Allow for time breaks, where applicable.
- Support participants to partake within the limits of their own capabilities.
- Outline to the target audience, pointers and adaptations where practical.



Measures to be taken for the safety of practitioners

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.
- Operate within the professional boundaries as defined by the sector's professional standards.
- Demonstrate safe use of equipment which has been suitably designed for the activity.
- Display correct technique.
- Deliver the content within the boundaries of their own capabilities.

In order to deliver sport and physical activity sessions online safely the practitioner SHOULD:

- Allow for time breaks during and between sessions, where applicable.
- Be physically prepared to participate in the session.

¹ Only applicable to delivery of online live and online pre-recorded private delivery.



There are benefits for practitioners and participants to being able to deliver and take part in sport and physical activity in the online environment.



Safeguarding

The practitioner is responsible for ensuring appropriate safeguarding measures are in place, by ensuring that all policies and procedures reflect advice from sector experts and are applicable to all participants, including adults at risk and young people who participate in the online sport and physical activity sessions.



Music Licensing

Practitioners delivering sport and physical activity online, are required to obtain TheMusicLicense covering the relevant tariffs for playing music during classes in licensed premises to be able include PPL controlled music in online streamed classes. Practitioners should keep note of all sessions in which music was used in online delivery and declare this during their annual review. Further information regarding music licensing when delivery sport and physical activity online can be found through PPLPRS Temporary Fitness and Dance Home Streaming Policy.



Policy compliance

This policy applies to all practitioners who are providing sport and physical activity sessions online as individual practitioners. Non-adherence to this policy could affect any claim the practitioner makes, or which is made against them, and could result in the practitioner's insurance being invalid.



→ **Review**

This policy will be reviewed by CIMSPA, in consultation with sector representative bodies, in April 2021 unless changes in policy, governance or other circumstances require a review prior to this date.

→ **Version**

As this policy is subject to review and amends in line with changes in policy, governance or other circumstances, the latest published version will replace all previous iterations of the policy. Previous iterations will become invalid on the date of the latest published version which can be found [here](#).

**For more
information**



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