

18) CO-ORDINATOR GUIDANCE

You can find the full policy and guidance using the following link:

<https://www.cimspa.co.uk/library-and-guidance/delivering-sport-and-physical-activity-online-policy>

Below is a summary of some of the important points to note, however for full guidance you will need to follow the link above.

- All instructors must be suitably qualified to deliver the session.
- Either the provider or instructor must hold adequate public liability insurance for online delivery including special populations, seek written approval from your insurer.
- Provide participants with a written and verbal disclaimer before session
- Where possible medical screening should take place, document where a participant has been instructed not to participate or adapt their activity due to a medical condition.
- Disclaimer should detail how a participant can get in touch to discuss medical issues if participating in 1 way on line delivery for example.
- Provide a verbal disclaimer at the start of the class with refers back to your written disclaimer and where it can be found.
- You may wish to record sessions to show compliance with CIMSPA policy and store recordings for up to 3 years in line with GDPR. Any participants that appear on the recording must give permission and understand reason for recording the session and who it might be shared with.
- Ensure your safeguarding procedures are followed during sessions and that participants and their identities are adequately protected.
- Ensure compliance with music licences (PPL and PRS) or PPL/PRS free music is used.

Example disclaimer

By choosing to participate in the <session name> online sport and physical activity session by <Practitioner name> the participant accepts that they undertake and engage in the session without supervision, at their own risk. 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 the online sport and physical activity session, should seek medical advice and obtain written confirmation for their suitability to take part, before participating. Where sessions are live or only accessible by participants at the discretion of <Practitioner name> it is the responsibility of the participant to make <Practitioner name> aware of any conditions, injuries or disabilities prior to participating in the online sport and physical activity session.