

Stage 1 – Play and exercise at home

Topic: Member Engagement & Planning for the Future

Introduction

In stage one, the following guidance applies;

- Practice and table tennis activity can take place at home with members of your household *Following a Government update on 10th May, you may also play on outdoor tables with members of your household and in accordance with social distancing measures.*
[Find an outdoor table here](#)
- Cardio and exercise that can be done whilst meeting social distancing guidelines is encouraged
- Online learning via video calls
- Groups of six can now meet for exercise, if social distancing guidelines are maintained.
https://www.sportengland.org/how-we-can-help/coronavirus/coronavirus-what-happens-next#your_questions_answered
- No table tennis activity in clubs/leagues and no one to one/private coaching sessions to run indoors
- One to one coaching can now be facilitated on an outdoor table, following the following recommendations
 - From the 1st June, coaching an under 18 or vulnerable adult is now permitted if a parent/guardian/carer is present and social distancing is maintained (keeping 2 metres apart at all times), with no more than two people are on the table at any one time
 - Coach and player must remain at least two meters apart at all times
 - Coach and player should bring their own equipment
 - A risk assessment prior to coaching each player should be undertaken to evaluate the safety for both coach and player.

Members are central to a club's existence, and building on the principles above, this guide outlines how committees can continue to keep clubs moving in lockdown, and some steps to keep existing members engaged with our sport post pandemic.

This guidance will be updated regularly following Government advice.

Last updated: 11th May 2020

a) Keeping in touch with members

Whether it's online quizzes over Zoom, Club newsletters via email or challenges in the Club WhatsApp Group, there are plenty of ways Clubs can keep in touch with members whilst meeting at the Club isn't possible.

- **Zoom:** The video conferencing platform has become a popular way for Clubs to keep in touch with members in lockdown.
 - More information can be found here; <https://zoom.us/>



- Due to the popularity of this platform, Table Tennis England have also produced [some guidance for using Zoom safely](#)
- **Safeguarding:** The safety of members remains paramount, although operating online may present different challenges.
 - [Access all the information your Club needs about online safety here](#)
- **ClubSpark:** ClubSpark is an online Club management tool that, amongst other features, enables Clubs to send emails to members or segments of the membership.
 - The platform is currently available to PremierClubs, [more information here](#)
- **Telephone:** Remember that some members may not be online. In this instance, a telephone call may be very much appreciated. Consider creating a list of members who may not be online, and sharing amongst the committee to reach out to them.
- **Club Matters** have also produced some guidance on [‘Communicating and Engaging as a Virtual Club’](#)
- We will be updating this document with examples of best practise from other clubs. If you have a story to share about how you are keeping in touch with your members during the pandemic, please do let us know by emailing clubs@tabletennisengland.co.uk

b) Planning for the Future

Whilst we would all prefer to be meeting at the local club and playing table tennis, now could be an ideal time for thinking about the future and what is important to your club or league. The methods outlined above could be used for the club or league committee to consider the following options and opportunities ahead of returning to activity.

- **Online Committee Meetings & AGMs:** We are approaching the time where many clubs and leagues would ordinarily be hosting AGMs.

Club Matters have produced [a handy guide](#) for running virtual meetings, including AGMs. As well as top tips for a virtual AGM, the guide also includes suggested meeting platforms and methods for virtual voting.

A practice run at a virtual meeting is encouraged ahead of an AGM!

- **Apply for Be TT Funding:** Support for clubs and leagues to re-engage existing members and potential new members. Be TT funding to fund activity helping clubs and leagues to be in a good position to re-start when restrictions have been lifted. [Clubs guidance document here](#)
- **Attend Club & Coach webinars**

Table Tennis England have developed a series of webinars for clubs, leagues and coaches. Table Tennis England are looking to help ensure that clubs and leagues have access to all of the latest relevant information, are able to stay connected during lockdown, and plan for the future.

Topics so far have included; TT Kidz, Engaging Talented Athletes and Be TT.



[Catch up on webinars here](#)

Or book onto upcoming webinars here;

[Webinars for clubs and leagues](#)

[Webinars for coaches](#)

- **Attend virtual workshops:** Table Tennis England is working with Club Matters to provide a series of virtual workshops for table tennis clubs.

Topics include; Introduction to Legal Structures, Planning for your Future and, Leadership Teams.

[Find out more, and book your place](#)

- **Resources and Guidance:** Club Matters have produced a [series of tips, tools and ideas](#) to help Clubs through the Coronavirus pandemic. From Business Continuity to Emergency Financial Planning, a variety of resources are provided and continue to be developed.

c) Club Finances and consider Online Banking

Please find below some advice and guidance created by our partners connected to your clubs finance and online banking, which could help your club deal with cashless payments on a return to table tennis.

- Sport England Club Matters has a section dedicated to supporting Clubs to manage finances. <http://www.sportenglandclubmatters.com/club-finances/managing-money/>
- Online banking provides clubs with access to accounts from a computer or tablet, at any time and from anywhere in the world. Access to online banking may reduce the need for Clubs to handle cash payments.

There is a dedicated factsheet to support clubs with getting started with online banking on Club Matters;

https://learn.sportenglandclubmatters.com/mod/resource/view.php?id=641&_ga=2.93966045.1989584523.1590656097-57407285.1531316787.

- The Money Advice Service have also produced an introduction to online banking; <https://www.moneyadviceservice.org.uk/en/articles/beginners-guide-to-online-banking>
- If you are concerned about your Club Finances, the following Emergency Financial Planning resource may be useful; https://learn.sportenglandclubmatters.com/pluginfile.php/30829/mod_resource/content/1/Emergency%20Financial%20Planning.pdf

For Table Tennis Clubs or Leagues who are concerned about finances and require assistance please contact help@tabletennisengland.co.uk