

## Ready to Return: Stage 2 Limited Club Activity



### Guidance for managing session numbers

As Clubs start to return to limited activity, there may be a need to limit numbers attending sessions in order to adhere to social distancing and hygiene requirements.

There may also be a need for Clubs to ensure they know who has attended the Club and particular sessions in case of an outbreak of COVID-19 within the membership.

This guidance provides table tennis clubs with options to consider for both managing bookings in advance of sessions, and registering people on arrival.

It is important that booking and registration information is managed and stored in line with General Data Protection Regulations.

### Creating a booking process

In order to manage the number of people attending sessions, introducing a booking system is encouraged. Capturing the relevant information at this stage, will also make the registration at the session easier as you will already have most of the information you need.

The key information needed upon booking;

- Person's full name
- Contact details
- Emergency contact details
- Which session they are planning to attend
- How they will pay (this should be cashless where possible – see Stage 1 guidance for guidance on online banking)

Options for managing bookings;

#### **1. A simple word document or excel spreadsheet (see Templates 1 & 2 below)**

Example process;

- a. Club Secretary (or nominated committee member) emails all members outlining session availability and asking which sessions members would like to attend.
- b. The template below, or similar, is populated based on responses to the Club Secretary (or nominated committee member)

#### **2. Online forms eg. Google forms, Survey monkey**

Example process;

- a. Club Committee Member creates online survey and emails the link to all members
- b. Members complete survey to book onto sessions
- c. Output varies depending on tool used, but whoever generated the survey should have sight of responses received

More information about Google Forms and Survey Monkey here;

Google Forms: <https://www.google.com/intl/en-GB/forms/about/>

Survey Monkey: <https://www.surveymonkey.co.uk/>

### **3. ClubSpark Club Management Tool**

ClubSpark is an online Club management tool that is designed to reduce the day to day administration associated with running a table tennis club. As well as building a website, and managing Club membership, the ClubSpark platform also enables Clubs to take bookings for sessions and/or tables.

For an overview of ClubSpark, including a demonstration of the Booking platform, take a look at the recent Club Webinar 'An Introduction to ClubSpark Club Management Platform' that can be found here; <https://tabletennisengland.co.uk/news/archived/missed-a-club-webinar-catch-up-here/>

Access to ClubSpark is usually a benefit of PremierClub membership. However, due to COVID-19 this has been widened to include Associate Clubs until the end of September 2020. To register your Club, click here; <https://tabletennisengland.co.uk/clubs/clubs-guidance/clubspark/>

#### **Registration of Players on Arrival**

Clubs will need to know who has attended sessions and how to contact them in case of a COVID-19 outbreak within the membership.

Depending on your chosen booking method, your registration process may vary.

Many online forms enable an export of the data in the form of an excel spreadsheet that can be taken to the session.

Clubs may wish to consider having a member of the committee responsible for checking people in on arrival. This way, the information can be stored on a password protected laptop or tablet.

If using ClubSpark, Clubs will be able to export their bookings from within the platform.



## Template 2: Club Sessions Booking Sheet – Managing Tables

*One sheet required for each day*

Club Name: XX

Session date / time: XX

Session Capacity:

Session lead: XX

Supporting club personnel: XX

Time	Session Lead	Table One	Table Two	Table Three
4 - 5pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
5 - 5:15pm	Cleaning time			
5:15 – 6:15pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
6:15-6:30pm	Cleaning time			
6:30 – 7:30pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:
7:30 – 7:45pm	Cleaning time			
7:45 – 8:45pm		Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method:	Name: Contact Details: Emergency Details: Payment method: