



Helping you stay connected – Hints and tips

This guide will support you and those within your club stay connected with each other, as well as with external partners, through the COVID-19 period.

There is no reason why the club cannot continue to stay connected in the current situation. With the use of technology, clubs should be able to continue to communicate with members, hold meetings fundamental to the running of the club e.g. committee meetings, AGMs etc, and even allow coaches and training staff to motivate members to practice/exercise whilst at home.

How can I connect with individuals within my club?

There are plenty of options that can be used for virtual meetings and communications – email, text/messaging, phone calls, video calls and virtual meetings. These can be used either one to one or for groups. You might wish to share a regular email or e-newsletter to keep members updated, or set up a group chat on social channels for specific groups of people, such as the whole club, or individual teams groups.

How do I make sure people stay involved and their skills are being utilised?

As above, regularly keeping in virtual contact with your committee in particular is vital to help you navigate through this COVID-19 period. It may be worth sending round a 'skills matrix' to your committee and members to evaluate what skills people have and where they could help. For example, you may have a committee member who struggles with IT and needs someone who can talk them through the basics.

What channels can I use to stay connected?

Microsoft Teams	<ul style="list-style-type: none"> Maximum of 50 users on a call Available on numerous devices Screen sharing/presenting possible Recorded meetings possible Group/private messaging possible File storage with live editing
Google Hangouts	<ul style="list-style-type: none"> Maximum of 150 users on a call (10 on video) Available on numerous devices Screenshare available Call recording available Need a Google account to organise a meeting
WhatsApp	<ul style="list-style-type: none"> 4 users per call Available on numerous devices Private/group messaging available Maximum of 256 people in a group chat
GoTo Meeting	<ul style="list-style-type: none"> Paid for service Maximum of 26 people - anymore than this and GoTo Webinar is an alternative Available on numerous devices Screen sharing/presenting available Recorded meetings possible
Zoom	<ul style="list-style-type: none"> Maximum of 100 people per call Meetings of more than 2 people automatically end after 40 minutes Option to upgrade to paid version for further features Available on numerous devices Screen sharing available Recorded meetings possible

Can our important meetings such as our AGM & Committee meetings still go ahead?

Unless stated otherwise in your constitution, running your AGM & Committee meetings virtually is an option. The meeting still needs to be run in accordance with the constitution or articles, particularly with regards to issuing the notice of the meeting and circulating the appropriate papers.

What do I need to consider before hosting a meeting?

There are a number of considerations to make before hosting a meeting, such as:

- > What platform to use
 - > Give yourself and other people time to get used to the platform – have a trial run through with a few people!
 - > Consider how to manage communication in the meeting e.g. everyone on 'mute' except the person talking
- > Have clear objectives for the meeting and circulate along with an agenda in advance if necessary
 - > Let attendees know the date and time as early as possible, ask to RSVP as you can then send out the access details for the meeting
 - > Ensure you have contact details for people in case you need to call outside of the meeting for any issues

How can I help members stay active?

Each club might have different needs and a different solution for this. You might consider directing members to free training apps, personal trainer content, or getting inspired through campaigns such as Sport England's #StayInWorkOut Join the Movement campaign, and encouraging them to use club social channels to share what they are doing to encourage others to be active. Alternatively, you may have coaches or volunteers who want to deliver pre-recorded training content, or host live activity sessions from their living room or garden, to help members join in real time and feel connected.



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