



# In times like these, what do you need to do to **keep your club running well?**

## Communication

- Communicate regularly and honestly with your members
- Make sure members can contact you easily
- People understand that things change quickly in uncertain times – so don't be afraid to let members know that you don't know the answer – but that you will find out and let them know
- Share answers – what one member asks may be in the mind of many others
- Stay in touch with your peak bodies and follow their advice
- Continue to collaborate as a management committee – hold meetings using technology if necessary (skype, zoom, etc.)

## Actions

- Follow the actions identified in your club's risk management plan – it might need updating
- Consult your peak bodies for advice regarding competition rescheduling
- Make sure you keep track of any club assets if people are working from home
- Make sure you stay on top of your statutory reporting requirements and annual returns. If your AGM is coming up make an early decision about rescheduling it
- If normal club activities are suspended think how to best use any downtime to get on top of some of those tasks that you have been putting off. It may be time to update your website or social media pages, review your strategic plan, get club documents on to cloud storage, or update your constitution

## Financials

- Review your budget. If revenue will be affected then make sure you control expenditure – talk to creditors to arrange payment plans and remove unnecessary expenses
- Stay tuned in to new government "stimulus" funding as additional grant opportunities may be announced

## And finally...

Remember not everyone will be rational – and some people are scared – encourage kindness within your membership.

Please call or email if you have any questions. We are here to help!

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