

# 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  
*At the discretion of the landowner, from Wednesday May 13, outdoor public table tennis tables will be available again for people to use, with members of their household or one other person only. No more than two people at any one time should be playing on the same table. [Find an outdoor table here](#)*
- Cardio and exercise that can be done whilst meeting social distancing guidelines is encouraged
- Online learning via video calls
- No table tennis activity in clubs/leagues and no one to one/private coaching sessions to run

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: 11<sup>th</sup> 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](mailto: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.