

MEMORANDUM

DATE: 20 March 2020	STATUS: High
TO: Affiliated Clubs	FROM: Gymnastics NZ
CC:	ATT:
RE: Covid-19 Club advice	NOTE:

Dear Clubs,

We acknowledge that the Covid-19 virus is an ever changing landscape and is causing much worry for everyone. Please be assured that GNZ are having regular discussions and are planning in regards to how we can support clubs in the short, medium and long terms throughout this difficult time. Below are a few things to get you thinking immediately, if you haven't already. Further information and support will be released to you as it becomes available.

Sport NZ have put together some templates that you may find useful. The use of the business continuity template to centralise your clubs' essential information would be a really good idea as a starting point - [Sport NZ templates](#)

For clubs that employ staff, there have been some government announcements regarding the support you might be able to access and we strongly recommend that you are familiar with this - [Government Financial Support](#)

Below are some other initial things for Boards/Committees and Management teams to discuss;

Financial planning;

- Lease costs - think about contacting your lease provider to discuss your options and how they might be able/willing to support you.
- Operational costs – are there any payment options you can identify with different providers. As many businesses of all sizes are in similar positions to you, there may be room to negotiate in different areas.
- Budget - What are your budget priorities and are there any areas that you could 'trim' (we appreciate that most of you operate on tight budgets so this may involve re-evaluating what is deemed essential). If there are, how quickly could you act on this and what process would you follow?
- Membership;



- There could be a potential drop in membership, [how](#) might [this](#) impact on your cash flow and budgeted operational costs?
- Are there any payment plan options to retain a flow of membership fees?
- Are there any different ways you could adapt the structure your classes to fully embrace the recommendations of the government whilst still operating?
- Grants – Have you received grant funding to run an event or any other activity that may alter due to the Covid-19 restrictions? Consider discussing this with the grant funder as soon as possible.

Safety and well-being;

- As already acknowledged, these are difficult times and we need to be mindful of the impact of the situation on yourself, other staff and volunteers. Here is a link that you may find useful - Government - [mental health](#)
- Whilst Endorsed Events have been suspended until May 1, we have recently put together some advice regarding events ([here](#)) that may be useful for clubs who are intending to host other activities that fit within the mass gatherings guidelines.
- Classes – Some ideas;
 - Could you finish classes slightly earlier and start the next class slightly later to minimise crossover?
 - Ask spectators to refrain from entering the building to keep numbers within the facility down to a minimum.

Should we be open or closed for classes?

Since our suspension of endorsed events announcement, we have received a number of communications as to why GNZ is not asking clubs to close their doors.

Some considerations to this question below:

- GNZ believes that under the current circumstances and advisories it should not take direct control over the relationship between the club and the member / participant regarding daily class management. We should advise and inform but we will not instruct whether or not this relationship should currently be maintained. Locally it is up to clubs (with GNZ's assistance) to take the necessary steps to stay informed on Covid-19 and make the class management decisions that they feel best suit their circumstances.



- The primary advisory guiding this is regarding indoor mass gathering restrictions of 100 people or less. The Government has not currently instructed businesses to close, however should the mass gatherings restrictions apply to 10 people or less, as it has in the USA, then this would force most of our clubs to cease operating.
- The bottom line is that clubs do not need to wait for GNZ direction. If clubs have concerns around operating the club in the current environment, then they have to make a decision on being open or closed that they feel is best for them, their members, volunteers and the general public.

We are aware that a number of clubs are suspending classes, primarily due to changes in host venue arrangements. Clubs should continue to be in constant contact with their venue providers for any updates that may influence their decision to continue operating.

GNZ have a webpage containing any updates and we encourage you review this regularly along with the Government websites - [GNZ Covid-19 updates](#)

Other priority areas we are working on;

- Financial impact on clubs and some financial modelling.
- Risk mitigation and planning for National Championships.
- Continue to review the suspension of the endorsed event calendar against government requirements.
- Reaching out to and looking out for each other – providing support.

We will continue to strongly advise clubs to make decisions based on the Government guidance and the health and well-being of their members, staff and community in general.

Best wishes to you all,

Gymnastics New Zealand

