



Coronavirus Advice & Club Assistance Pack

Version 14
24th September 2020

INTRODUCTION

In these very difficult times as we all face up to the enormous challenges posed by the Coronavirus pandemic and keep our families safe, British Taekwondo are constantly looking at creative ways to help our clubs get through this crisis. We are researching and releasing information constantly as it announced and working hard with partners to provide as much assistance as possible to our instructor network. This document aims to bring a lot of this together as a handy guide.

Taekwondo clubs are at the heart of many of our communities and social lives.

Our members value, deeply, the health benefits, confidence building and life skills they teach, and it would devastate a lot of people if their local club disappeared.

Members shouldn't just assume that their clubs will still be there, if this situation goes on for an extended period.

Clubs rely on their members to survive

When physical classes are suspended, many will still have rents and fees to pay, not to mention living costs to cover for most of the full-time instructors who give their working lives and passion to Taekwondo.

We urge members to think really hard about how they can support their clubs through this crisis if they are able.

Simply maintaining the payment of monthly subscriptions to a club could be the biggest and most important thing a member can do, to make sure the club is still there when things get back to normal.

So, we are asking members to pull together, stay strong and positive, as our Martial Arts ethos teaches us, and support your club where you can, if you can under the circumstances.

The only way to achieve this is for Instructors and club managers to continue to communicate with members and try their best to provide a service. Whilst the lockdown presents clubs with a challenge, this should be turned into an opportunity, to develop new and exciting ways to engage with members and ensure clubs comes out of this leaner and stronger.

British Taekwondo is also not immune, and a significant reduction in membership applications and renewals could threaten our plans for the future and ability to support teams, referees, education programs and planned events. We ask our club partners to encourage members to renew their memberships on time during this unprecedented period if they can. Importantly, clubs that have already received membership renewal payments from their members should not and cannot hold onto membership money already paid by members. The member will assume their membership and insurance cover is renewed when this may not be the case.

This document is designed to bring as much of the up to date guidance into one place and will be updated regularly as initiatives come on stream and new advice is issued by the government.

We recommend that instructors check the BT website regularly for the most recent edition

This is Edition 14 – dated 24th September 2020

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1) ONLINE SAFETY

It's great to see many of our clubs being proactive and looking at different ways to communicate online and engage with their members.

Before instructor's dive into preparing online sessions and content, the first thing to think about is how to operate and communicate online safely, especially considering that many of your members are children.

The key issues for instructors wanting to share content online are:

- ✓ **Think about who might be watching?**
 - Unlike your class, you don't know who might be watching your broadcast.
 - Always speak in polite terms, never use language that could be mis-interpreted or taken offence with
 - Never use inappropriate references, always assume that young children may be watching (even if they are not participating)

- ✓ **Always ensure that you are only communicating with parents of anyone under 18**
 - Make sure parents' control and are monitoring a child's email accounts
 - **Instructors should never direct or send private messages to child members**
 - Keep messages and notices on social media restricted to your club groups only
 - Ensure any two-way communication is via a parent (e.g.: feedback or individualised training discussions)

- ✓ **Advise participants to wear appropriate clothing during web sessions**
 - Children especially, dress and behave differently in the home and sometimes wear inappropriate clothing – remind all online participants about this.
 - If webcams are switched on and interactive sessions are taking place (on zoom as an example), instructors should remind participants that 2-way cameras may be switched on and to turn the home camera off if anyone has privacy concerns

There is a whole raft of other useful and common-sense advice for parents on how to keep their children safe online. The Child Protection in Sport (CPSU) website is a great place to find out more <https://thecpsu.org.uk/help-advice/topics/online-safety/>

Instructors should recommend these sites to parents where possible and play our part in educating our younger members about online safety.

More tips for using Zoom for Meetings/Sessions

- Take time to understand your Zoom settings prior to launching your meeting
- Nominate a Co-Host to moderate the meeting while you do your class/presentation
- Use the scheduled meeting option to create a unique URL for each meeting
- Make sure every meeting is password protected
- Insist your callers register for the call, in advance
- Switch on end to end encryption
- Lock the meeting once everyone has arrived
- Change your screen sharing to 'Host Only'
- Create a 'Waiting Room' so people can't join the meeting before the Host. This will allow you to admit people to the meeting one at a time
- Disable 'File Transfer' so people can't introduce anything untoward into your meeting
- Use the 'Allowed Removed Participants to Re-join' setting – this will mean anyone that has been removed from the meeting cannot re-join
- In chat, disable the facility for people to message people individually
- Make sure the setting 'Stream to FB' set to OFF – you also need to check that you haven't enabled 'Stream to YouTube' because your video will not be secure
- Never share your meeting URL or your personal meeting room URL in a public space or on social media

2) INSURANCE

British Taekwondo are delighted to announce that we have partnered with a new insurance broker from 1st April 2020. **Bluefin** are a market leading insurance brand who work with some of the biggest sporting organisations in the world. A separate announcement will be made with full details in due course and new website pages listing all cover and benefits will be posted so everyone can see the cover and benefits of being a BT member.

They will provide **enhanced** cover across a number of areas compared to our previous policies, for our clubs, instructors, members and events during 2020.

Importantly – this now includes cover for online activity.

Insurers are trying to assist policy holders through this challenging period, ensuring continuity of cover and service where possible.

Saying that, insurance provided with a BT membership does not, and has obviously never included any kind of cover for costs or loss of earnings as a result of contracting the Coronavirus (or any other virus, disease or illness).

Insurance cover for instructors and members is valid for online activity.

There are a number of sensible conditions and responsibilities placed on this validity and any instructor delivering this kind of content should ensure the following:

- ✓ The online sessions/ videos are provided via a **closed group** (a secure medium which requires the user to be invited to join and accepted, and maybe with some kind of login or password if required).
- ✓ The sessions shouldn't be open sessions available for anyone to join, and the content should only be made available to BT members registered within your club.
- ✓ It should be a live broadcast of a live session or a broadcast of pre-recorded material.
- ✓ The person delivering the 'session' or advice, must be appropriately qualified to do so. In other words, a registered BT instructor with valid membership, Disclosure clearance with BT and valid indemnity insurance. (i.e.: just as it would be in the physical club)
- ✓ Instructors have confirmed that the person receiving the content has been previously assessed in the club and suitable to train in Taekwondo activity.
- ✓ All content is of the type and range normally undertaken within the club (no new or unusual training methods)
- ✓ Instructors should retain a recording of all sessions for a period of up to thirty-six (36) months – this may assist in the event any claim is made.

INSURANCE SAFETY NOTICE

The Instructor must also provide guidance regarding safe instruction in a home or similar environment, and do this directly before the beginning of every online session.

Specifically: The instructor should mention / say at the start of all online sessions

- ✓ that by participating, members are doing so at their own risk
- ✓ that the sessions are for British Taekwondo registered members only from your club, and nobody else should attempt to take part.
- ✓ a suitable, non-slip floor space is required measuring at least 2m x 2m that is not too hard should someone fall
- ✓ all potential obstructions in the vicinity are removed before members participate (including protecting yourself against hard surface edges or fixed / loose obstacles that could cause harm should they be knocked or fallen against
- ✓ to avoid activities if they have, or suspect they may have any current health concerns, injuries, aches and pains
- ✓ no use of blades, weapons or sharp instruments of any description is permitted at any time.
- ✓ to avoid physical contact with other participants and where appropriate, adhere to social distancing guidelines

Insurance cover for instructors delivering activities outdoors.

The British Taekwondo insurers are happy with covering outdoor training as detailed below, provided all governmental advice is followed as outlined.

This means that coaches can now teach clients outdoors (see 'Return To coaching Guidance' below), as long as they adhere to the latest Government rules on social distancing for their home nation.

3) RETURN TO COACHING GUIDANCE – OUTDOOR ONLY

Please note: due to the continued rise in localised COVID-19 infections, some areas have implemented localised lockdown measures. To find out more about which areas have localised lockdown measures in place, please check your local Government website for local lockdown information.

INDOOR ACTIVITY

As well as the resumption of outdoor sports, all home nation governments (England, Scotland, Wales and Northern Ireland) have announced a return to indoor sport, provided facilities and facility operators adhere to strict safety and hygiene measures (these will be specific to each home nation). For more advice and guidance on resuming indoor sport safely in any of the home nations (Scotland also has the sportscotland Phase 3 Return to Sport & Physical Activity Guidance document), please refer to the British Taekwondo Return To Training document via the link below:

<https://www.britishtaekwondo.org.uk/2020/07/return-to-training-guidance-for-british-taekwondo-clubs/>

FOR OUTDOOR SPORTS TRAINING, PLEASE SEE THE GUIDANCE BELOW FOR EACH OF THE HOME NATIONS.

ENGLAND (OUTDOOR SPORT GUIDANCE ONLY)

In England up to 30 people from any number of households are permitted to meet outdoors for organised sports activities (these must be organised and delivered by a registered Coach), provided every person from different households maintain a 2 metres distance. This meeting up can take place anywhere outdoors.

Please note: The 1 metre plus rule does not apply when 2 metres can be maintained, which it easily can when exercising outdoors. So, the 1 metre plus rule does not apply to coaching Taekwondo.

This will allow a Coach to take a session for up to 29 clients, provided everyone from different households maintain a 2 metres distance.

Holding pads for clients or people from a different household is not permitted. As this would be impossible to maintain a 2 metres distance.

Please check the latest UK Government guidance for rules on face coverings and general social distancing via the following link: <https://www.gov.uk/coronavirus>

This is in England only!

SCOTLAND (OUTDOOR SPORT GUIDANCE ONLY) – This is a selection of relevant points and guidance taken from the sportscotland Phase 3 – Sport & Physical Activity document on 24th September 2020 – Please read the document in full for further guidance and advice.

<https://sportscotland.org.uk/media/6114/phase-3-return-to-sport-and-physical-activity-guidance-180920-final.pdf>

SPORTS FACILITY & PARTICIPATION GUIDANCE

1. It is the responsibility of each club committee, sports facility operator and/or deliverer (herein referred to as the sport facility operator) to appoint a responsible person/s, referred to as the COVID officer, to act as the point of contact on all things related to COVID-19. An e-learning module for COVID officers is available to support those undertaking the role.

2. The COVID officer must ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place. Specific consideration should be given to the needs of those who are at greater risk including some older adults or those with disabilities.

Permitted Sport and Leisure Activities

13. Where there is likely to be proximity (within 2m) or contact between participants aged 12 years or over involved in a sporting activity, mitigating actions must be put in place to minimise risk and keep participants safe. For instance:

13.1 SGB guidance should focus on providing sporting activity involving as few participants as possible, for the minimum amount of time, whilst still allowing the activity to run effectively. This may also require a change to game formats, numbers and/or rules to minimise risk to participants.

13.2 As soon as a participant has completed training, a competition or event, they should leave the field of play/venue.

Outdoor Sport & Leisure Activity

17. Facility operators may open all outdoor sports areas, courts and pitches if documented risk assessments are undertaken and all appropriate measures are put in place to ensure the safety of participants, staff and volunteers. Please refer to additional guidance produced by sportscotland at: Getting Your Facilities Fit for Sport.

18. Adults and children can take part in organised outdoor non-contact and contact sports training, competition or events if guidance within this document is followed.

Outdoor sporting bubbles for training, competition or small-scale events

19. An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. In exceptional circumstances, numbers may be increased, but only if approved directly by Scottish Government or where specific Scottish Governing Bodies of sport (SGBs) guidance and mitigating actions have been agreed by sportscotland.

Equipment Provision and Use

40. Sports facility operators should, where possible, remove equipment including benches, scoreboards, tables and any other objects that are not essential for participation purposes.

41. Where the above is not possible appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination.

42. All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.

43. Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

Please check the latest Scottish Government guidance for rules on face coverings and general social distancing via the following link: <https://www.gov.scot/coronavirus-covid-19/>

This is in Scotland only!

NORTHERN IRELAND (OUTDOOR SPORT GUIDANCE ONLY)

In Northern Ireland up to 30 people from any number of households are permitted to meet outdoors for organised sports activities (these must be organised and delivered by a registered Coach), provided every person from different households maintain a 2 metres distance. This meeting up can take place anywhere outdoors.

This will allow a Coach to take a session for up to 29 clients, provided everyone from different households maintain a 2 metres distance.

Please check the latest Northern Irish Government guidance for rules on face coverings and general social distancing via the following link: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

This is in Northern Ireland only!

WALES (OUTDOOR SPORT GUIDANCE ONLY)

In Wales up to 30 people from any number of households are permitted to meet outdoors for organised sports activities (these must be organised and delivered by a registered Coach), provided every person from different households maintain a 2 metres distance (except for children aged 10 and under). This meeting up can take place anywhere outdoors.

This means that a Coach can take up to 29 clients, provided everyone aged 11 or older from different households maintains a 2 metres distance at all times. As the Coach(es) counts as 1 person from the 30 people in the group. Children aged 10 and under are not required to socially distance in Wales.

Please check the latest Welsh Government guidance for rules on face coverings and general social distancing via the following link: <https://gov.wales/coronavirus>





This is in Wales only!

RULES FOR ALL HOME NATIONS

- Coaches must conduct a full risk assessment of the space they are using outdoors to ensure it is fit for purpose, and has no trip or fall hazards for all participants
- People from the same household are able to hold pads for each other, provided they have been taught to do so by the coach and can do so safely and within the guidelines
- This guidance is for outdoors only and does not permit people from different households meeting or coaching indoors – for guidance on indoor coaching in England, Wales and Northern Ireland, please refer to the BT Return to Training document and templates on the BT website at:




<https://www.britishtaekwondo.org.uk/covid-19-guidance-and-resources/>

GOVERNMENT GUIDANCE FOR OUTDOOR ORGANISED SPORTS ACTIVITIES ONLY

	ENGLAND	SCOTLAND	WALES	N. IRELAND
 How many people?	Up to 29 clients From any number of households	Up to 29 clients From any number of households	Up to 29 From any number of households (no spectators)	Up to 29 From any number of households (no spectators)
 At what distance?	2 Metres	Limited contact training is permitted for all age groups	2 Metres for ages 11 and older Children aged 10 and under do not have to socially distance	2 Metres
 Where?	Anywhere outdoors	Anywhere outdoors	Anywhere outdoors	Anywhere outdoors
 From when?	Now	Now	Now	Now

Please note: **These measures are from the latest information available on Thursday 24th September 2020 and are subject to changes as and when announced by each home-nation Government.**

GENERAL GOVERNMENT GUIDANCE FOR MEETING UP, WHICH DOES NOT APPLY TO ORGANISED SPORTS ACTIVITIES:

	ENGLAND	SCOTLAND	WALES	NORTHERN IRELAND
 How many people outdoors?	Up to 6 from multiple households	Up to 6 aged 12+ from up to 2 households No household limit for groups of 6 aged 12 to 18 years	Up to 30 outdoors	6 from 2 households in a private garden Up to 15 people in public spaces
 At what distance?	1 Metre plus (mitigations)	2 Metres (less in some premises)	2 Metres – age 11+ only (less in some premises)	2 Metres
 Indoors	6 from multiple households	No social visits to private homes Up to 6 aged 12+ from 2 households at other venues	4 households can form one 'extended household' – maximum of 6 aged 11+ together at one time	No social visits to private homes Up to 15 people at other venues

4) HOW TO GET SET UP ONLINE

For those of you that want to engage and keep communicating with your members online, but are not “Tech Savvy”, we follow with a few hopefully simple ideas to get you started. A great video platform called **Zoom** is possibly one of the easiest ways to bring you and your members together but there are other platforms out there so please research the best App for your needs.

Zoom Basic - is a free video meeting portal App, which allows up to 100 participants at a time to log on and take part in a webinar for up to 40 minutes

Whilst having some limitations (such as the 40-minute session limit rule) it is a simple cost-free way of reaching your members and controlling your session content)

If you wanted more versatility, then you can upgrade to **Zoom Pro**

This costs **£ 11.99 a month** but has a lot more features and a 24-hour session limit (i.e.: no time limit)

To find out more and sign up – simply follow this link

<https://zoom.us/signup>

And to help you get started, understand what is possible and upgrade if you want – the following are helpful support pages.

<https://support.zoom.us/hc/en-us>

Getting Started: <https://support.zoom.us/hc/en-us/categories/200101697>

Meeting and Webinars: <https://support.zoom.us/hc/en-us/categories/201146643>

Zoom Phone: <https://support.zoom.us/hc/en-us/categories/201146643>

Audio, Video and Sharing: <https://support.zoom.us/hc/en-us/categories/201137166>

Like other similar platforms, Zoom also has a great resource link on the top right-hand corner of their website which really covers everything that you need to know. It's simple and easy to understand with clear screenshots.

Hopefully these links are what you need to view to get started. Obviously you will need to play around with it and learn the features via the video tutorials.

For those of you with existing Microsoft accounts – you may already have TEAMS, which is a similar online working tool that you can use in much the same way to hold groups meetings / sessions. Or, for those of you who are more technically experienced, there are other platforms like closed YouTube and Facebook channels that can help you bring your members together.

5) PREPARE & PLAN WELL FOR YOUR VIRTUAL TRAINING

Whatever you decide to do, it's essential that you give your members the best experience you can through virtual learning, and ensure you follow the insurance rules:

- ✓ Give clear login instructions to all your members through a private communication
- ✓ Provide your members with clear information on how you will use this platform
- ✓ Provide some ground rules to your members whilst using Zoom.
(Similar to how they would operate and behave at the club - i.e. arrive on time, behaviour, appropriate clothing, drink breaks, question times etc)
- ✓ Provide the safety instructions in Section 2 to your members to avoid accidents and injuries
- ✓ Test all the systems, ensure they are working correctly and carryout a test run with a group of people before going live
- ✓ You can be as simple or as sophisticated as you want. (A really good tip is that a good quality camera on the device you are using would certainly help with the online learning experience).
- ✓ Record any injuries or incidents as they happen (as you would do in the club) and report them to BT
(Note: Claims may not be valid if the Health & Safety operating criteria set out here is not followed correctly)

6) OTHER ONLINE IDEAS

We have seen some great examples and innovative ways of engaging members online. Here's a few – but whatever you do, remember they must follow the insurance advice to keep everyone safe.

Instructors could:

- ✓ Provide individualised weekly training plans for solo or family training that members can do as they self-isolate (remember though - never direct message children!)
- ✓ Hold regular telephone surgery slots with each of your members for talking things through, goal setting, training programme planning etc (again, be mindful of safeguarding and always ensure parents / guardians are on a call with a child member)
- ✓ Ask members send in their taekwondo training videos for instructors to analyse and give feedback on.
- ✓ Offer personal 1-1 or small group online training session for individual needs and development

Think “out of the box” at different ways you can provide a service to your members.

Remember – life shouldn't stop - we just need to find different ways to carry on with daily life!

People will be looking for things to help stay active, physically fit and mentally strong.

Things like depression and loneliness may also become issues for some people, so social interaction is important to maintain, even if it is online and via calls!

Taekwondo and physical exercise can help in many different ways without attending a class in person – so get thinking!

7) FAMILY & FRIENDS MEMBERSHIP

In these challenging times, British Taekwondo wants to encourage physical fitness and mental wellbeing for everyone, not just our existing members. This message is hugely endorsed by Sport England, other sporting agencies and our government.

There are many examples of online general fitness sessions and tips out there, and the feedback we are getting is that siblings, parents, friends and families of Taekwondo members are wanting to take part in the online sessions that clubs are hosting, for all the right reasons. Whilst its unsafe for inexperienced people to jump straight into online Taekwondo sessions and they should not do so, clubs do have an opportunity to serve this demand in some way.

British Taekwondo have therefore worked with insurers to create a “Family & Friends” membership type, specifically for this group who want to take part in some kind of online gentle exercise content.

Family & Friends Membership is £ 10 per person for 6 months cover (April/May 2020 – September/ October 2020) initially, and members can be signed up (or sign up themselves) through the Hub membership system as usual.

This provides:

- **Liability, Indemnity & Personal Accident insurance cover for Instructors conducting this type of general exercise training**
- **Personal Accident insurance for participants at the same PA levels as full club members for the period of membership.**

This membership type does not include any member liability insurance

The membership will cease automatically after 6 months and cannot be renewed*

(*Whilst this membership type is relevant to the ongoing Coronavirus crisis, BT is considering an extension of this membership tier to cover general fitness sessions in the class or online activity, in the longer term, should it prove popular and sustainable as part of our wider review into tiered membership.)

This is a great opportunity for instructors to create / conduct online Taekwondo themed general fitness sessions for everyone.

All insurers ask is that the following common-sense criteria is followed at all times to ensure we keep everyone safe, happy and healthy!!

INSURANCE CONDITIONS

British Taekwondo are delighted to announce that we have partnered with a new insurance broker. **Bluefin** are a market leading insurance brand who work with some of the biggest sporting organisations in the world. A separate announcement will be made with full details in due course and new website pages listing all cover and benefits will be posted so everyone can see the cover and benefits of being a BT member.

They will provide **enhanced** cover across a number of areas compared to our previous policies, for our clubs, instructors, members and events during 2020.

Importantly – this now includes cover for online activity.

Insurance cover for instructors and Friends & Family members is valid for general fitness online activity only – if the following is applied:

CLOSED GROUPS

- The online sessions/ videos are provided via a closed group (a secure medium which requires the user to be invited to join and accepted, and maybe with some kind of login or password if required).
- The sessions shouldn't be open sessions available for anyone to join, and the content should only be made available to BT members registered within your club.
- It should be a live broadcast of a live session or a broadcast of pre-recorded material.
- The person delivering the 'session' or advice, must be appropriately qualified to do so. In other words, a registered BT instructor with valid membership, Disclosure clearance with BT and valid indemnity insurance. (i.e.: just as it would be in the physical club)
- Instructors should retain a recording of all sessions for a period of up to thirty-six (36) months – this may assist in the event any claim is made.

A SAFETY NOTICE IS GIVEN AT THE START OF EVERY SESSION

The Instructor must provide guidance regarding safe instruction in a home or similar environment, and **do this directly before the beginning of every online session.**

Specifically: The instructor MUST mention / say at the start of all online sessions:

- that by participating, members are doing so at their own risk
- that the sessions are for British Taekwondo Family & Friends registered membership holders only from your club (Full members can join in too!)
- a suitable, non-slip floor space is required measuring 2m x 2m that is not too hard should someone fall
- all potential obstructions in the vicinity are removed before members participate (including protecting yourself against hard surface edges or fixed / loose obstacles that could cause harm should they be knocked or fallen against)
- no use of blades, weapons or sharp instruments of any description is permitted at any time.
- Instructors should additionally mention that everyone should be aware of their ability and listen to their body to ensure practice is happening in a safe manner.

(Coaches should make it a point to address the safety element at each session for the new friends and family members as they haven't experience a club environment)

- to avoid physical contact with other participants
- to avoid activities if they have, or suspect they may have any current health concerns, injuries, aches and pains
- Instructors conducting these sessions must create and deliver general and light physical exercise training only to this membership group, with the following outline principles:

Do's

- All exercises and training to be done individually
- General, light warm-up exercises on the spot
- Static stretching and limited dynamic stretching on the spot
- Simple and fun generic exercise routines
- Slow or simple hand movements (e.g.: blocking and striking movements)
- Kicking exercises below hip level

Don't's

- No contact activity between 2 or more people whatsoever
- No kicking exercises over hip level
- No more than 2 combinations of technique (think about the space available)
- Spinning movements
- Heavy or endurance exercises
- Anything with weight equipment
- Resistance training

Content creators should always consider the widest range of age and physical condition / ability of the participants when devising sessions and online content and avoid extremes

KEEP IT FUN & KEEP IT SIMPLE!

This is a great opportunity for clubs to engage with their members, families and friends during this difficult time and gives instructors the chance to play their part in keeping the country physically and mentally fit during the lockdown period. Its also an opportunity to reach new audiences and potential club members who may want to transition to full membership and a life in Taekwondo once this is all over.

If clubs think they have people interested in this – then sign them up on the hub in the usual way.

Any questions, please contact our membership services department on membership.services@Britishtaekwondo.org

8) ADVICE FOR TAEKWONDO BUSINESSES, PROFESSIONAL INSTRUCTORS & VOLUNTEER LED/NOT FOR PROFIT CLUBS

Taekwondo Businesses and Professional Instructors

During these unprecedented times, British Taekwondo aims to provide appropriate support where we can, for you to continue running your club, adapt to the new environment and help you offer the best possible service to your members. To get through this, you must communicate regularly with your loyal members, possibly by providing online services and training resources that engage people and stress to them the vital importance of continuing to pay their training subscriptions and membership fees so that the club is still there when life returns to normal and physical classes resume.

The Government has announced financial support measures for those that are self-employed, which should be the first line of support that professional instructors and gym owners should tap into. BT will also do our best to collate, dissect and share any information on this that is specific to our partners.

Financial planning

There's a lot of information currently circulating in relation to funding and financial support for businesses. For those of you that run gym premises or Taekwondo related businesses, we have collated some relevant information we hope you will find useful from the UK Government website into the tables below.

Please note: If you use an Accountant to do your annual tax returns, they will be best placed to advise you on the best course(s) of action to take for support.

Volunteer Led/Not for Profit Clubs

A lot of the guidance given to full time instructors and gym owners applies equally to volunteer led clubs and instructors and club committees should be doing their utmost to mitigate the effects of an extended closure, even if they are not financially stressed.

Everyone wants their members to still be there when this is all over so keeping in contact and providing a service is vital during the shutdown.

There are also a number of things clubs should be doing to mitigate the financial risk

If you rent halls, sport centres or similar facilities on a day by day basis:

- ✓ Keep in close communication with centre managers and caretakers to understand their buildings policies, plans for closure and cancellation of your sessions and what financial impacts there are on your bookings (They should never charge you for bookings when they have closed the building!)
- ✓ Discuss a hire free return period – (these places won't want to see clubs fold and will want you to start up again once this is all over - so don't underestimate that you have a strong negotiating position to ask for hire free periods during closure and return)
- ✓ Ask your members who can afford it, to continue paying subscriptions or reduced subscriptions – stressing that the clubs survival depends on the regular income to provide equipment and other club resources

GOVERNMENT SUPPORT FOR VOLUNTARY CLUBS

Sport England and the other Home Nation funding bodies have unveiled a massive support package for voluntary clubs and physical activity organisations which we are sure will lift a huge burden for many British Taekwondo clubs wondering how they can get through the coming weeks and months of closure and disruption caused by the Coronavirus pandemic.

Any available funding to support for community or not for profit clubs in England should now available through your County Sports Partnership (CSP) through the Active Partnerships website:

<https://www.activepartnerships.org/active-partnerships>

Please contact your local County Sports Partnership to enquire about funding and other support they may be able to offer you/your club during the COVID crisis.

Please see the tables below for the main areas of support that could apply to British Taekwondo clubs/businesses. As all home countries (England, Scotland, Wales and Northern Ireland) are implementing these support measures slightly differently, which is why they all have their own table.

Please note: If you use an Accountant to do your annual tax returns, they will be best placed to advise you on the best course(s) of action to take for support.

ENGLAND

INSTRUCTOR/CLUB/BUSINESS SET-UP	MAY BE ELIGIBLE TO APPLY FOR/CLAIM	RELEVANT LINKS
Taekwondo business with paid staff on PAYE system	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Coronavirus Job Retention Scheme 	- https://bit.ly/2y45qEJ
	<ul style="list-style-type: none"> Coronavirus Business Interruption Loan Scheme 	- https://bit.ly/2xjDuNI
Paid Instructor with own premises, paying Business Rates – registered as a Limited Company, a Sole-Trader or a Limited Liability Partnership (LLP)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Self-employment Income Support Scheme 	- https://bit.ly/2XlhNXX
	<ul style="list-style-type: none"> Cash Grant for Retail, Hospitality and Leisure 	- https://bit.ly/3eatTJ4
	<ul style="list-style-type: none"> Business Rates Holiday for Retail, Hospitality and Leisure 	- https://bit.ly/2wuijy4
	<ul style="list-style-type: none"> Coronavirus Business Interruption Loan Scheme 	- https://bit.ly/2xjDuNI
Paid Instructor renting premises &/or providing services for a club(s) and/or a school(s)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Self-employment Income Support Scheme 	- https://bit.ly/2XlhNXX
Not for profit club (with Management Committee and Constitution stating not for profit)	<ul style="list-style-type: none"> The National Lottery Community Fund (Charities & Social Enterprises) 	- https://bit.ly/2AHgCc4
	<ul style="list-style-type: none"> Active Partnerships Website for County Sports Partnership Contact Details 	- https://bit.ly/3aCAGtK
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
Community Interest Company (CIC – must be registered with HMRC)	<ul style="list-style-type: none"> The National Lottery Community Fund (Charities & Social Enterprises) 	- https://bit.ly/2AHgCc4
	<ul style="list-style-type: none"> Active Partnerships Website for County Sports Partnership Contact Details 	- https://bit.ly/3aCAGtK
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
Registered Charity or Charitable Incorporated Organisation – CIO (must be registered with HMRC)	<ul style="list-style-type: none"> Active Partnerships Website for County Sports Partnership Contact Details 	- https://bit.ly/3aCAGtK
	<ul style="list-style-type: none"> The National Lottery Community Fund (Charities & Social Enterprises) 	- https://bit.ly/2AHgCc4
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC

Please note: Any club paying business rates may be eligible to apply for the 'Cash Grant for Retail, Hospitality and Leisure'. Link for information; <https://bit.ly/3eatTJ4>

SCOTLAND

INSTRUCTOR/CLUB/BUSINESS SET-UP	MAY BE ELIGIBLE TO APPLY FOR/CLAIM	RELEVANT LINKS
Taekwondo business with paid staff on PAYE system	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Funding sources to support businesses in Scotland facing coronavirus 	- https://bit.ly/34naxw1
	<ul style="list-style-type: none"> UK Government Support - Coronavirus Job Retention Scheme 	- https://bit.ly/2y45qEJ
Paid Instructor with own premises, paying Business Rates – registered as a Limited Company, a Sole-Trader or a Limited Liability Partnership (LLP)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Self-employment Income Support Scheme 	- https://bit.ly/2XIhNXK
	<ul style="list-style-type: none"> Help for non-domestic rate payers in Scotland during coronavirus (COVID-19) 	- https://bit.ly/2LLvuZ3
Paid Instructor renting premises &/or providing services for a club(s) and/or a school(s)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Self-employment Income Support Scheme 	- https://bit.ly/2XIhNXK
Not for profit club (with Management Committee and Constitution stating not for profit)	<ul style="list-style-type: none"> Awards For all Funding 	- https://bit.ly/30XEByI
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
Community Interest Company (CIC – must be registered with HMRC)	<ul style="list-style-type: none"> Awards For all Funding 	- https://bit.ly/30XEByI
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
Registered Charity or Charitable Incorporated Organisation – CIO (must be registered with HMRC)	<ul style="list-style-type: none"> Awards For all Funding 	- https://bit.ly/30XEByI
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC

Please note: Any club paying business rates may be eligible to apply for the 'Cash Grant for Retail, Hospitality and Leisure'. Link for information; <https://bit.ly/3eatTJ4>

WALES

INSTRUCTOR/CLUB/BUSINESS SET-UP	MAY BE ELIGIBLE TO APPLY FOR/CLAIM	RELEVANT LINKS
Taekwondo business with paid staff on PAYE system	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Business Wales Coronavirus Advice, including Financial Support and Grants 	- https://bit.ly/2JRySAH
	<ul style="list-style-type: none"> UK Government Support - Coronavirus Job Retention Scheme 	- https://bit.ly/2y45qEJ
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr
Paid Instructor with own premises, paying Business Rates – registered as a Limited Company, a Sole-Trader or a Limited Liability Partnership (LLP)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr
Paid Instructor renting premises &/or providing services for a club(s) and/or a school(s)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Self-employment Income Support Scheme 	- https://bit.ly/2XIhNXX
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr
Not for profit club (with Management Committee and Constitution stating not for profit)	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr
Community Interest Company (CIC – must be registered with HMRC)	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr
Registered Charity or Charitable Incorporated Organisation – CIO (must be registered with HMRC)	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
	<ul style="list-style-type: none"> Sport Wales Emergency Relief Fund 	- https://bit.ly/34ojOnr

Please note: Any club paying business rates may be eligible to apply for the 'Cash Grant for Retail, Hospitality and Leisure'. Link for information; <https://bit.ly/3eatTJ4>

NORTHERN IRELAND

INSTRUCTOR/CLUB/BUSINESS SET-UP	MAY BE ELIGIBLE TO APPLY FOR/CLAIM	RELEVANT LINKS
Taekwondo business with paid staff on PAYE system	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Business support, advice and guidance 	- https://bit.ly/2JQCHpL
	<ul style="list-style-type: none"> Small Business Grant Scheme 	- https://bit.ly/2y6Xu5F
	<ul style="list-style-type: none"> Sport NI Funding and Support 	- http://www.sportni.net/funding-and-support/
	<ul style="list-style-type: none"> UK Government Support - Coronavirus Job Retention Scheme 	- https://bit.ly/2y45qEJ
Paid Instructor with own premises, paying Business Rates – registered as a Limited Company, a Sole-Trader or a Limited Liability Partnership (LLP)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Business support, advice and guidance 	- https://bit.ly/2JQCHpL
	<ul style="list-style-type: none"> Small Business Grant Scheme 	- https://bit.ly/2y6Xu5F
	<ul style="list-style-type: none"> Sport NI Funding and Support 	- http://www.sportni.net/funding-and-support/
Paid Instructor renting premises &/or providing services for a club(s) and/or a school(s)	2nd Phase - Self-employed with less or no work <ul style="list-style-type: none"> Claim a grant if you've lost income Apply online for Universal Credit Apply for New Style Employment and Support Allowance If you cannot make a self-assessment payment on account 	- https://bit.ly/3c1mjPh
	<ul style="list-style-type: none"> NEW Bounce-Back Loan Scheme 	- https://bit.ly/2L24Nz0
	<ul style="list-style-type: none"> Self-employment Income Support Scheme 	- https://bit.ly/2XlhNXX
	<ul style="list-style-type: none"> Business support, advice and guidance 	- https://bit.ly/2JQCHpL
	<ul style="list-style-type: none"> Small Business Grant Scheme 	- https://bit.ly/2y6Xu5F
	<ul style="list-style-type: none"> Sport NI Funding and Support 	- http://www.sportni.net/funding-and-support/
Not for profit club (with Management Committee and Constitution stating not for profit)	<ul style="list-style-type: none"> Sport NI Funding and Support 	- http://www.sportni.net/funding-and-support/
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
Community Interest Company (CIC – must be registered with HMRC)	<ul style="list-style-type: none"> Sport NI Funding and Support 	- http://www.sportni.net/funding-and-support/
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC
Registered Charity or Charitable Incorporated Organisation – CIO (must be registered with HMRC)	<ul style="list-style-type: none"> Sport NI Funding and Support 	- http://www.sportni.net/funding-and-support/
	<ul style="list-style-type: none"> UK-wide Grants Online website 	- https://bit.ly/3e1pVCC

Please note: Any club paying business rates may be eligible to apply for the 'Cash Grant for Retail, Hospitality and Leisure'. Link for information; <https://bit.ly/3eatTJ4>

Business support helplines

HMRC has set up a helpline for businesses and self-employed people who are concerned about paying their tax due to COVID-19.

Call **0800 0159 559** for help and advice.

Here are some other additional basic tips to help;

- ✓ Assess and understand your financial position - do an income versus expenditure log. Download this template spreadsheet, kindly provided by one our clubs:
<https://www.britishtaekwondo.org.uk/wp-content/uploads/2020/03/Copy-of-BT-Club-Financial-Tracker.xlsx>
- ✓ List which bills and payments can be either cancelled, reduced or delayed (in agreement with your lender/service provider), and act right away!
- ✓ Speak to your Landlord to request a rent holiday. To view the Government legislation 'Protection from eviction for commercial tenants' – go to:
<https://www.gov.uk/government/news/extra-protection-for-businesses-with-ban-on-evictions-for-commercial-tenants-who-miss-rent-payments>
- ✓ Contact all your members, explain the situation and ask for their support with renewing their memberships going forward. If they cannot afford full membership, ask what they can afford and see if you can offer them any type of discount to keep them on board. Recruiting new members from scratch will be difficult in the current climate so a strong focus should be placed on retaining your current members, possibly at reduced training rates.

For both business and personal financial information, the following site is also very helpful in providing information, offers and comparison details; (Money Saving Expert);

<https://www.moneysavingexpert.com/>

9) PLANNING FOR THE FUTURE

In the world of Taekwondo, clubs always seem to be very busy with training sessions, gradings, seminars, and events. We hope that this period gives everyone an opportunity to rest, but also reflect, plan and prepare for the future.

Below are a few things that you may want to think about going forward:

- ✓ Your club setup and structure
- ✓ Your coaching and support team
- ✓ Your products - these are your various training programmes
- ✓ Your brand and club identity
- ✓ Your marketing strategy
- ✓ Your members developmental pathway and support in place
- ✓ Ways to improve customer experience and customer service
- ✓ Ways to improve member retention rate
- ✓ Additional services - what additional services / value do you want to provide?
- ✓ Your fees structure and billing system - is it simple and efficient?
- ✓ Your financial setup - following good practice, government rules and regulations
- ✓ Additional revenue streams - directly or indirectly related to your business

- ✓ Policies, processes and procedures
- ✓ Better safeguarding and welfare for your members
- ✓ Membership – what are your club's financial goals

Hopefully by the end of this exercise you will have a rough business plan to help you shape your club / organisation in the future.

(BT is thinking about all of the above at the moment and looking to develop assistance for clubs in the future in all of these areas!)

10) BRITISH TAEKWONDO & THE BT OFFICE

BT, like all other organisations relies heavily on membership applications and renewals for its survival and a large drop in membership would result in a reduction in support programs for Kyorugi, Poomsae & referee programs as well as impacting on planned events and all of the new initiatives set out at our last AGM.

We kindly ask our instructor partners to encourage members to renew their BT membership at the time of renewal.

BT OFFICE

As the full impact of the measures taken by government to control the spread of the Covid19 virus start to take effect, we wanted to reassure instructors and members that it's business as usual at BT and we are here to advise and support clubs where we can.

Our membership services department is open as normal to receive and process new / renewal memberships, DBS applications and instructor indemnity forms.

And our development, safeguarding and finance staff are all fielding email & telephone enquiries as usual. Our aim is to maintain this throughout this unprecedented period.

11) SHARING

BT would love to hear from instructors and members about some of the creative ways you are all keeping active during this lockdown period and we are keen to share best practise and ideas that everyone can adopt to bring everyone together more.

We know that many of you are already extremely proactive in these areas, so if you locate any additional useful information that you think would be great to share with Taekwondo colleagues, we would be very grateful if you can share this with us and we can include in further updates for all clubs.

Please drop us a line at Media@Britshtaekwondo.org with anything you think others would like to hear about or might find helpful.

Together, we will get through this and be stronger!