

How to use the club step by step guide

This club step by step guide has been developed, in conjunction with our [Return to Play Roadmap](#), to help your club review the things you may need to consider as you start to plan your return to play. This includes the venues you will use, sessions you will run and managing the financial impact you may experience.

Rather than scroll through each page individually the guide has been designed to be interactive and respond to the answers you select. If you are using a mobile device, we recommend holding this in landscape to be able to use the guide effectively.

The guide takes you through things you may need to consider as you plan your return to play and highlights additional support available through Badminton England such as guidance, resources and templates.

As part of this, the guide signposts you to tools and resources that are available on the [Badminton England Resources Hub](#) – free to all affiliated clubs. If you haven't already done so we would recommend [signing up](#) to this before starting this guide.

CLICK HERE TO START

Club Step By Step Guide

General

Venues

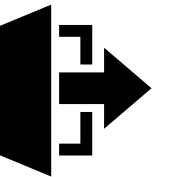
Sessions

Finances

Things to consider



BACK



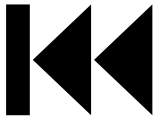
FINISH

General restart

Have you spoken to with your members to see who would like to start back playing straight away & who would rather wait or are currently unable to play?

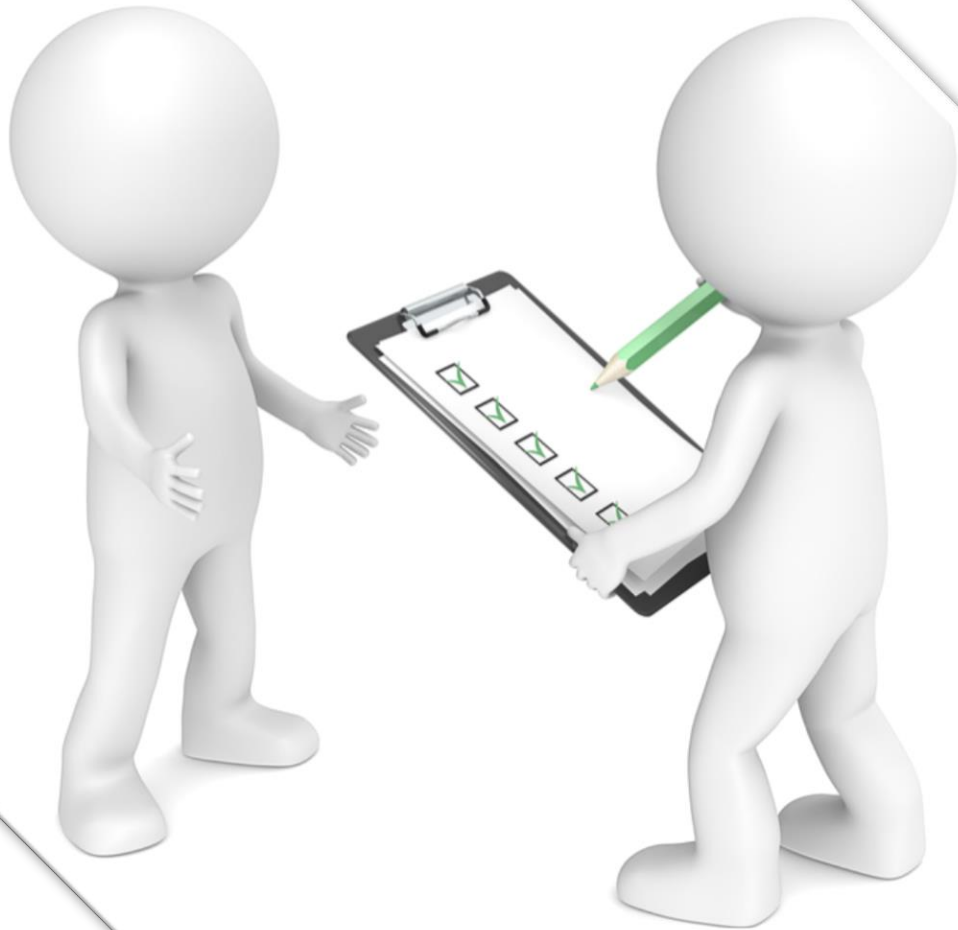
Yes

No



BACK

General restart



We would suggest you contact all your members so you can gather this information along with any other information that will enable you to make decisions about running the club.

Take a look at our [Communication Checklist](#) to help with get you started.



BACK



START



NEXT

General restart

Based on club feedback when does your club plan to start running?

ASAP

September



BACK

General restart



It is great to hear you are looking to start back as soon as possible and your members are keen to get back on court as soon as they can.

To help prepare your club for an imminent return we recommend you work through the other sections in this guide (venues, sessions & finances) to ensure you club is ready to go.

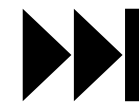
Remember not all members may want or be able to return straight away due to confidence, health reasons or because they are shielding. It is important to stay connected with these members and ensure they feel part your club. Check out our **Virtual Badminton Club guide** on the [Badminton England Resource Hub](#) for examples on how other clubs have managed this.



BACK



START



NEXT

General restart



Having spoken to your members and planned for a September start this gives your club time to play for its return to play and the excitement of welcoming back your members.

To help get your club ready for a September start we recommend you work through the sections in this guide (venues, sessions, finances) to ensure you are ready to go.

Remember not all members may want or be able to return straight away due to confidence, health reasons or because they are shielding. It is important to stay connected with these members and ensure they feel part your club. Check out our **Virtual Badminton Club guide** on the [Badminton England Resource Hub](#) for examples on how other clubs have managed this.



BACK



START



NEXT

Venues

Is your venue open?

Yes

No



BACK

Venues



Plan in a phone call once your venue is open to check on your booking - make sure to check:

- Will your block booking still stand?
- Do you need to make any changes to your booking?
- Has the booking policy changed?
- Do you need to make any advance payments to hold your own booking?
- Are you able to comply with the booking policy (e.g. changing courts, number of weeks booked & paid for, etc)



BACK



START



NEXT

Venues

Have you called to check / renew your booking?

Yes

No



BACK

Venues

Are you still able to have the same booking?

Yes

No



BACK

Venues



Plan in a phone call once your venue is open to check on your booking - make sure to check:

- Will your block booking still stand?
- Do you need to make any changes to your booking?
- Has the booking policy changes?
- Do you need to make any payments to hold your own booking?
- Are you able to comply with the booking policy (e.g. changing courts, number of weeks booked & paid for, etc)



BACK



START



NEXT

Venues

Is there an alternative suitable booking at the venue?

Yes

No



BACK

Venues



Plan in a phone call once your venue is open to check on your booking or to arrange an alternative booking - make sure to check:

- Will your block booking still stand?
- Do you need to make any changes to your booking?
- Has the booking policy changes?
- Do you need to make any payments to hold your own booking?
- Are you able to comply with the booking policy (e.g. changing courts, number of weeks booked & paid for, etc)



BACK



START



NEXT

Venues

Do you know of alternative venues that are open?

Yes

No



BACK

Venues

Are you still able to have the same booking?

Yes

No



BACK

Venues



Plan in a phone call once your venue is open to check on your booking - make sure to check:

- Will your block booking still stand?
- Do you need to make any changes to your booking?
- Has the booking policy changes?
- Do you need to make any payments to hold your own booking?
- Are you able to comply with the booking policy (e.g. changing courts, number of weeks booked & paid for, etc)



BACK



START



NEXT

Venues

Do you know when it will reopen?

Yes

No



BACK

Venues

Plan in a phone call once your venue is open to check on your booking - make sure to check:

- Will your block booking still stand?
- Do you need to make any changes to your booking?
- Has the booking policy changes?
- Do you need to make any payments to hold your own booking?
- Are you able to comply with the booking policy (e.g. changing courts, number of weeks booked & paid for, etc)



BACK



START



NEXT

Venues

Do you need to find a new booking in the short / medium term?

Yes

No



BACK

Venues

Do you know of alternative venues that are open?

Yes

No



BACK

Venues



Contact your alternative venues to check for availability – please make sure to query:

- Can they accommodate your usual day & time?
- Can they accommodate identified alternative times & days?
- What's the booking policy (e.g. long term commitments?)



BACK



START



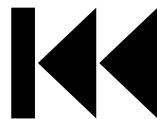
NEXT

Venues



Visit our [Activity Finder](#) to help search for alternative venues

If you are still struggling to find a venue [contact us for further support](#)



BACK



START



NEXT

Venues

Have you checked with your venue as to their new operating policies?

Yes

No



BACK

Venues



We would recommend that you contact our venue to understand the about the following:

- Entry & exit policy
- Hygiene
- Equipment – nets / posts etc
- Changing facilities
- Updated risk assessments
- Food & drink (water fountain)
- Spectators / parents
- Covid19 – government guidelines / managing symptoms



BACK



START



NEXT

Venues

You have completed the venues section of this checklist and have successfully:



Confirmed when our venue is open & implications of this



Contacted venue (current or alternative) to confirm bookings & any new policies you need to be aware of



Explored options around short / medium term alternative venues



Understood where to go to search for alternative venues & bookings

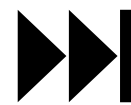


Contacted your venue (current or alternative) to understand any new operating policies you need to be aware of



BACK

Should you have any issues relating to venues please [contact us](#)



CONTINUE

Sessions

Do you know how many players you can fit in your session based on the number of courts booked?

Yes

No



BACK

Sessions

The need to conform with current Government guidance, in particular social distancing and allowable group sizes, will mean impact for clubs in terms of the number of players that are allowed within a sports hall at any one time.

Our latest [Return to Play Roadmap](#) provides guidance to help clubs conform to these Covid19 expectations and manage their session accordingly.

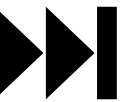
To help with this session management clubs will need to ensure members book onto sessions in advance. To support clubs we have made our **Discover Badminton Platform** free to all affiliated clubs. To access the Discover Badminton Platform please [complete our contact form](#) selecting Discover Badminton from the options. We have also developed [a guide](#) to help you set up your sessions on the platform.



BACK



START



NEXT



Sessions

Are you running enough sessions to accommodate all those who want to play?

Yes

No



BACK

Sessions

Have you thought about other sessions you can run currently whilst indoor play is limited?

Yes

No



BACK

Sessions



Have you thought about delivering any of the following to keep your members engaged whilst indoor play is restricted and to deliver a wider offer to your members:

- [Outdoor badminton sessions](#)
- Virtual sessions
- Online coaching

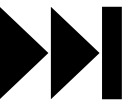
Check out our **Virtual Badminton Club guide** on the [Badminton England Resource Hub](#) to see examples of what other clubs have done to keep their members engaged.



BACK



START



NEXT

Sessions

Do you have the appropriate means to restrict and manage numbers per session?

Yes

No



BACK

Sessions



To support you to deliver your sessions safely and adhere to the guidance we are providing free access to affiliated clubs and registered coaches to the Discover Badminton Platform to help you manage your sessions and the numbers attending.

Through the platform you will be able to:

- Set up bookable sessions
- Take online payments
- Manage session numbers in advance

To access the Discover Badminton Platform please [complete our contact form](#) selecting Discover Badminton from the options. We have also developed [a guide](#) to help you set up your sessions on the platform.



BACK



START



NEXT

Sessions

Do you have up to date member records including emergency contact details?

Yes

No



BACK

Sessions



We would recommend that in line with spectator guidelines that you ensure that all members records are up to date including emergency contact details and medical information.

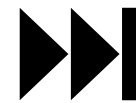
We developed a number of free resources and tools to help clubs with management and administration such as this and they are available on our [Badminton England Resource Hub](#).



BACK



START



NEXT

Sessions

Does your club need any resources to support running your session under the new playing guidelines?

Yes

No



BACK

Sessions



We have developed a number of resources to support the management of your sessions as well as helping to explore different formats to keep members engaged whilst indoor play is restricted. These are all available on the [Badminton England Resource Hub](#) & [Badminton England website](#) including:

- Singles play & different formats
- Adapting to keep sessions fun, engaging whilst safe
- Warm Up & Cool Downs - Socially Distanced
- [Considerations for disabled players](#)



BACK



START



NEXT

Sessions

Have you considered as a club how to engage those who are shielding or from a vulnerable group?

Yes

No



BACK

Sessions



To help your club support and provide for your members who may be shielding or from vulnerable groups we have developed guidance to help outline things you may wish to consider.

Take a look at our **Support for Clubs with Members with Additional Risks guide** on the [Badminton England Resource Hub](#) to help consider what your club could do to support these groups of members.

Remember not all members may want or be able to return straight away due to confidence, health reasons or because they are shielding. It is important to stay connected with these members and ensure they feel part your club. Check out our **Virtual Badminton Club guide** on the [Badminton England Resource Hub](#) for examples on how other clubs have managed this.



BACK



START



NEXT

Sessions

Has your club prepared, updated and shared the club's guidelines to meeting Covid –19 regulations?

Yes

No



BACK

Sessions



As outlined in our [Return to Play Roadmap](#) it is recommended that your club reviews the information it has available to share with members and partners specific to Covid19 to ensure you conform with Government & Public Health England guidance. We have developed the following resources, available on the Badminton England Resource Hub & website, to help your club:

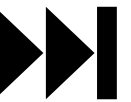
- [Club Covid19 Officer – roles & responsibilities](#)
- [Club Covid19 policy](#)
- [Player guidelines](#)
- [Risk assessments](#)
- [First Aid advice & statement](#)



BACK



START



NEXT

Sessions

You have completed the sessions section of this checklist and have successfully:



Considered how many sessions you need to book as a club & how many players will be allowed in each



Explored alternative sessions to keep your members engaged whilst restrictions on indoor play are in place



Considered how you can manage your sessions including advance bookings & restricting numbers



Explored resources, guidance & tools available from Badminton England to help your club's return to play

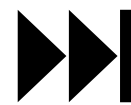


Updated your club guidelines to meet Covid19 regulations



BACK

Should you have any issues relating to venues please [contact us](#)



CONTINUE

Finances

Do you understand your club's current cash flow?

Yes

No



BACK

Finances



We would recommend that you do this as soon as possible to understand the financial situation ahead of a restart to play.

Why not take a look at our **Assessing your club's finances guide** on the [Badminton England Resource Hub](#) to help get you started.

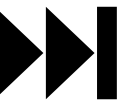
We have also developed a **Financial Tool**, also available on the [Resource Hub](#), to help assess these when planning your return to play.



BACK



START



NEXT

Finances

Are you aware of any changes in booking protocols at your venue that could affect cash flow?

Yes

No



BACK

Finances



We would recommend that you contact your venue to discuss your booking & understand any changes they may be introducing to their booking protocol that could impact on your club's costs & cash flow.

It is also important to understand any changes being introduced in regards the following:

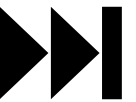
- Entry & exit policy
- Hygiene
- Equipment – nets / posts etc
- Changing facilities
- Updated risk assessments
- Food & drink (water fountain)
- Spectators / parents



BACK



START



NEXT

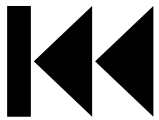
Finances

If there are changes, will these impact your club's costs and/or cash flow?

Yes

No

No
changes



BACK

Finances

Can your club cover the costs of courts required – considering potential restricted numbers?

Yes

No

Unsure



BACK

Finances



Join



Shop



Raise

Collect FREE funds for us

any time you shop with



Sign up now



BACK

Changes implemented due to Covid19 and restrictions in place could impact your club's ability to cover costs of expenditures such as court costs and equipment.

As a result you may wish to explore different membership options that could improve cash flow and reduce the initial burden.

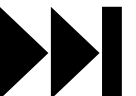
Although not a long-term solution to covering costs, fundraising could also help – why not take a look at:

- [Easyfundraising](#)
- [Crowdfunding](#)
- Local grants – contact your local [Active Partnership](#) to explore what might be available

Take a look at our **Club fundraising guide** on the [Badminton England Resource Hub](#) to explore fundraising ideas your club could introduce.



START



NEXT

Finances



Changes implemented due to Covid19 and restrictions in place could impact your club's ability to cover costs of expenditures such as court costs and equipment.

If you are unsure the overall impact this could have on your club we have developed a **Financial Tool**, available on the [Badminton England Resource Hub](#), to help review costs.

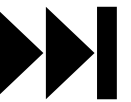
The tool allows you to input income and expenditure to determine how your club can manage finances to overcome the impact that may be seen.



BACK



START



NEXT

Finances

Is your club intending to have the same membership structure in place for the coming season with potential restrictions in place?

Yes

No

Unsure



BACK

Finances



When considering your membership structure it is important to determine that the income you generate from fees (membership and session) will cover your outgoing costs to make your club financially secure. Our free **Financial Tool**, available on the [Badminton England Resource Hub](#), can help you to review this and inform your discussions around potential changes.

If you do decide a change is needed there are many different options to choose from. It is important to take account of affordability and accessibility for your members as well as aiming to make the process of signing up to your club as easy as possible.

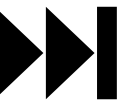
Click next for more information on potential options.



BACK



START



NEXT

Finances

Do you know the new membership structure you plan to introduce?

Yes

No



BACK

Finances



When it comes to club management, there are numerous membership options that badminton clubs can explore, each with their own advantages and disadvantages. With return to play potentially causing challenges around cash flow and covering costs for your club and your members, you may want to explore other options for membership fees. This could be a temporary measure while your club gets back up and running or a more longer-term change.

Some options to potentially explore include:

- Pay & play
- Direct debit/standing order memberships
- Membership instalments

Our **Memberships Options guide**, available on the [Badminton England Resource Hub](#), will help you explore each of these options in more details.



Finances

If you are introducing a new membership structure have you decided if this is a permanent or temporary change?

Yes

No



BACK

Finances



Now you have decided to introduce a new membership structure at your club, whether a temporary or permanent change, it is important that this is communicated to your members as soon as possible.

It is important to emphasise the reasons for the change. If a temporary change this could be to help the club to survive and continue to offer opportunities to your members. If more a permanent change it is good to highlight the benefits this change will bring to your members such as affordability, time and accessibility.

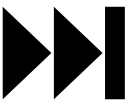
Check out the [Communications Checklist](#) to help with your club communications.



BACK



START



NEXT

Finances



If you are undecided or unsure whether the changes you are looking to introduce to your membership structure are temporary or permanent why not use our free **Financial Tool**, available on the [Badminton England Resource Hub](#), to help review costs and inform this decision.

Once you have decided whether it is a temporary or permanent change it is important that this is communicated to your members as soon as possible emphasising the reasons for the change and benefits it will bring to them.

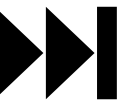
Check out the [Communications Checklist](#) to help with your club communications.



BACK



START



NEXT

Finances



You have made the decision to maintain your membership structure for the coming season minimising the changes for members. It may be worth taking the time to use our free **Financial Tool**, available on the [Badminton England Resource Hub](#), to ensure the income generated from membership and session fees cover your outgoing costs to give your club peace of mind.

Once finalised it is important to communicate this to your members as soon as possible as well as any other pieces of information you may feel are important.

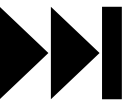
Check out the [Communications Checklist](#) to help with your club communications.



BACK



START



NEXT

Finances

You have completed the finances section of this checklist and have successfully:



Reviewed your club's current cash flow position in readiness for a return to play



Explored any changes in your venue's booking protocol & how these may affect your club's cash flow position



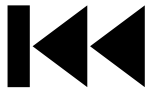
Reviewed your club's costs & put plans in place to manage these



Explored other options for raising income such as fundraising & grants



Reviewed your club's membership structure & explored other options if relevant



BACK

Should you have any issues relating to finances please [contact us](#)



CONTINUE

Things to consider...

This guide has been developed to help highlight some of the things you may need to consider when planning your return to play. This includes questions you may need to ask & answer to help with planning & communication.

As a summary these include:

General restart

- Have we communicated with our members to understand who wants to start playing again?
- How many members are planning to return & when?
- Have we considered when we want to restart sessions?
- How can we support members not yet confident or able to return?

Sessions

- Are we able to run enough sessions for members who want to return?
- Are we set up to arrange advance bookings & restrict numbers?
- How do we support those from vulnerable groups?
- Do we need to update our club guidelines?

Venues

- When will our venue be open?
- Can we get the same booking?
- Do we need to find an alternative venue?
- Have booking policies & procedures changed?
- Have we checked our venues new operating procedures?

Finances

- Do we understand our current cash flow position?
- Have we reviewed the cost of sessions to ensure we can cover these?
- Are we aware of any booking policy changes that could affect cash flow?
- Do we have the right membership structure in place?



BACK

This guide & the [Badminton England Resource Hub](#) have been developed to help your club answer these questions. However, if you require any additional support please do not hesitate to [contact us](#).



CONTINUE

We hope you have found our club step by step guide useful in planning your return to play.

We know these are challenging times, but we thank you for all you and your club continue to do for our sport.

If you have any issues or questions you would like to discuss further please do not hesitate to **contact us**

