



Hockey Association and Club Response Plan COVID-19

Your decision-making during this period of instability will be crucial to ensuring your Club/Association is well positioned to survive.

Hockey will be in a much stronger position when we work and plan together and share information and ideas – so please keep in regular contact with Hockey Queensland, other Associations and Clubs. While times are difficult, we also have a great opportunity to build relationships and plan for a strong new future together with our members.

Below is a checklist for the essential actions we recommend you undertake:

1 | KEEP UP TO DATE WITH OFFICIAL INFORMATION ON COVID-19

- a. FEDERAL - Further information can be found [HERE](#)
- b. STATE - Further information can be found [HERE](#)
- c. Hockey QLD - www.hockeyqld.com.au
- d. Federal, State and Local Government support is available to you as a not-for-profit or small business. As soon as financial support is available, act on this immediately.

2 | UPDATE YOUR FINANCIAL RECORDS

- a. To make good decisions during challenging times, you need access to the most up-to-date information including your Club/Association finances.
- b. Use the current pause in the hockey season to update all your financial records.

3 | REVIEW THE FINANCIAL HEALTH OF YOUR ASSOCIATION/CLUB

- a. After updating your finances, you will need to review the financial health of your Club/Association including your cash reserves.
- b. One of the most important financial areas to understand is cashflow. Cash flow is the money that is moving (flowing) in and out of your Club/Association. There is a chance when you start to look at your cashflow over the coming months there may be more money going out than coming in. You must therefore act now to improve cash flows.



4 | PREPARE A CASH FLOW FORECAST

- a. Use your last 12 months to work out your average monthly cash flow (money in compared to money out).
 - b. Factor in a drop in revenue such as reduced registrations.
 - c. Ensure your variable expenses are adjusted with your revenue such as reduced electricity if your facility is closed
 - d. Understand the health of your Association/Club - can you still meet your future expenses with the drop in revenue?
 - e. Keep updating your cash flow (weekly/monthly)
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5 | REVIEW ALL YOUR EXPENSES AND DECIDE WHICH NEED TO BE DECREASED, PAUSED OR STOPPED.

- a. Go through every expense and remove any non-essential expenses.
 - b. Find ways to negotiate and reduce other expenses.
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6 | MANAGE THE PEOPLE AND BUSINESSES THAT OWE YOU MONEY

- a. Contact those that owe you money and seek payment.
 - b. If the people and businesses that owe you money are also experiencing cash flow difficulties, negotiate periodic payments.
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7 | MANAGE THE PEOPLE AND BUSINESSES YOU OWE MONEY TO

- a. Negotiate reductions or pausing of lease payments, rent or booking fees.
- b. Review all current debts and negotiate with banks to refinance or stop repayments where applicable.
- c. Check your supply contracts to determine under what circumstances you can cancel orders if necessary, or at least delay delivery such as uniforms.
- d. Review travel bookings and determine if refunds are possible or negotiating future credits.
- e. Negotiate instalment plans with the tax authorities. The ATO Emergency Support Infoline is 1800 806 218 or alternatively speak with a trusted tax advisor.

* Remember, this is only a delay of payments, so avoid any unnecessary spending and use the additional funds to navigate the current situation.



8 | MAKE CONTACT WITH YOUR LOCAL COUNCIL

- a. Make sure you keep up to date with Council updates which will help you understand any support or initiatives being undertaken locally in response to COVID-19.
- b. Council may also be able to help reduce, pause or refund lease, rental or booking fees associated with Council owned or run hockey facilities.



9 | MANAGE THE HEALTH OF YOURSELF AND YOUR PEOPLE

- a. Hockey Queensland have partnered with a HR Advisor, HR Plus www.hrplus.com.au, that Associations can call and email for FREE advice.
 - Contact Linda Norman on 03 9681 9119 or linda@hrplus.com.au
- b. Look into the JobKeeper Payment program from the Australian Government. Information can be found [HERE](#)
- c. Share the Good Sports – Mental Health Support Options information with your Clubs, players and volunteers. Information can be found [HERE](#)
- d. Offer mental health support information to your staff and volunteers using the phone numbers here:

Lifeline 13 11 14	MindSpot 1800 61 44 34
Beyond Blue 1300 22 4636	Kids Helpline 1800 55 1800
1800 RESPECT 1800 737 732	National Debt Helpline 1800 007 007
headspace 1800 650 890	National Coronavirus Helpline 1800 020 080
- e. Encourage everyone in your community to reach out and stay connected on a regular basis to keep our hockey family together, safe, and well.



10 | IF YOU ARE IN FINANCIAL DIFFICULTY, SEEK PROFESSIONAL ADVICE EARLY

- a. If you are unsure of your ability to remain solvent contact Hockey Queensland as soon as possible so we can offer you support.
- b. During the crisis, regularly ask:
 - Is your Club/Association able to pay the people or businesses you owe money to, your tax obligations, and make any loan repayments as they become due?
 - Do you have enough financial reserves to cover debts due and payable in the next few months?
- c. If you answer no to these questions, you should immediately seek professional advice, as your Club/Association may be insolvent or near insolvent.



11 | UNDERSTAND WHAT OTHER HELP AND SUPPORT IS AVAILABLE

- a. Federal, State and Local Government are all looking at ways to help small businesses such as sporting associations and clubs survive COVID-19. You can check out what is on offer using the links below:
 - Further information on the FEDERAL Government Stimulus Package can be found [HERE](#)
 - Further information on the STATE Government Stimulus Package can be found [HERE](#)
 - Seek information from your LOCAL Government



12 | CREATE A RESTART PLAN FOR THE ASSOCIATION/CLUB

- a. So that you are ready for the resumption of hockey competitions when it becomes safe and practical, begin making plans now.
 - b. Explore potential changes to the “traditional” hockey season such as a shorter competition or even a summer competition.
 - c. Will you need to consider changes to the normal competition structure or rules if the season looks different?
 - d. Build a marketing plan:
 - How will you entice players back when the competition resumes?
 - Can you recruit players from other sports that aren’t ready to resume?
 - Can you use the lockdown period to create content for your website and social media channels?
 - e. Plan programs and activities that are attractive for players from different walks of life – those who might not be ready for competition but want to give hockey a go and re-connect with their family and friends after lock down
 - f. Make contact with Hockey Queensland or your Association to help you explore these options.
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13 | IDENTIFY WAYS TO KEEP YOUR COMMUNITY ENGAGED

- a. Keeping your players, coaches, volunteers, and supporters connected during this time will ensure everyone is ready to go once the season begins and will increase player retention.
 - b. Engage with your community online, whether this is through social media or emails.
 - c. Research what other Associations and Clubs, and even other sports, are doing in this space.
 - d. Brainstorm with your Associations and Clubs about what you can do.
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14 | MAINTAIN COMMUNICATIONS WITH KEY PEOPLE

- a. Your administrators, volunteers, members and stakeholders will have lots of questions throughout the COVID-19 situation.
 - b. It is important you answer any questions, seek expert advice when you can’t answer questions and generally attempt to maintain communications while you ride out the current situation.
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Remember you are not alone.

Reach out to Hockey Queensland, your Association, or other Associations and Clubs for assistance.

Hockey QLD encourages any Clubs, Associations or competition bodies with questions or concerns to contact us at hqoffice@hockeyqld.com.au or Sue McLatchey on 0412 413 324

#TEAMQLD