

CHECKLIST FOR OUTDOOR RECREATION CLUBS



Convene a committee meeting

IMMEDIATELY

Hold a meeting of your club committee or board of management. Identify volunteers to take on the following roles and responsibilities:

- Emergency Liaison - main contact person
- Communications - club statements and media
- Membership - keep members up-to-date
- Administration - maintain good record keeping
- Finances - check club liabilities

Practice 'social distancing' and use online videoconferencing software to hold the meeting.



Member Communication Strategy

NEXT

Make sure your members know:

- Whether any club activities will continue
- Any cancellations/postponement of events
- What the Club committee is doing to respond
- How to practice 'social distancing' while recreating



Update your Facebook page

THIS WEEK

- Provide a COVID-19 Response and pin it to the top of your Facebook page.
- Make sure FB events are cancelled/removed.



Update your website

THIS WEEK

- Provide a COVID-19 Response Statement
- Make sure events are showing as cancelled
- Ensure contact details are easy to find

Visit the GSCORE website for an example of a COVID-19 Response statement (www.gscore.com.au)



Events and Activities

COMING WEEKS

- Provide members with advice on ways to continue exercising and enjoying the great outdoors
- Remind club members to practice 'social distancing'

STAY HEALTHY, REMAIN POSITIVE, GET OUTDOORS - SAFELY