

Memo to Clubs and Members
From Clubs New Zealand Board and National Office
Date 17 March 2020
Subject Detailed Information - Coronavirus



Clubs New Zealand understands the Coronavirus Pandemic is creating extreme uncertainty for clubs, affecting trade and unsettling individual club members. Clubs New Zealand will attempt to provide relevant information to clubs to assist in the management of what is a very unpredictable situation.

Rest assured we are working as closely as we can with Government to obtain the most up-to-date advice.

Because the Government's position is rapidly shifting, some of the information in this memo may quickly become outdated. For this reason, Clubs New Zealand will provide clubs with regular updates through a dedicated COVID-19 page on the Clubs New Zealand website. The COVID-19 page can be found [here](#).

The memo is based on the current Government advice and information, some of which can be found on the [Ministry of Health Website](#)

Mass gatherings of 500 or more

The Ministry of Health has advised that public events or mass gatherings where 500 or more people are together in one place, at one time should be cancelled.

Clubs New Zealand considers these restrictions will not apply to the regular trading activities of registered clubs, however large organised events such as members draws, weddings and live performances may need to be cancelled, or attendance reduced to below 500 people.

Clubs New Zealand has announced the cancellation of all Clubs New Zealand Sports Tournaments until 31 August 2020. [You can read about this here](#).

Based on the current restriction, many ANZAC day events will likely need to be cancelled or the number of attendees capped.

Clubs planning to cap attendance at events to below 500 should note that other countries have established bans on as few as 50 people, and New Zealand may promptly impose stricter bans on gatherings.

While the situation is rapidly evolving, clubs remain open for business, and the public can be assured that their local club is a safe and hygienic environment, with no detected cases of COVID-19 to date.

The current advice is clear in that while non-essential mass gatherings such as sporting events and concerts will have to be reviewed, people should go about their everyday lives. Day-to-day club operations will be unaffected, and venues have already taken proactive steps to ensure that your local club is a safe place to enjoy a meal and a drink.

If your club is holding an organised event with fewer than 500 people, it is important that you remind attendees (including staff) not to attend if they are feeling unwell or were overseas in the past 14 days, among other measures.

Special General Meeting – 21/22 August – Club Hastings

With great assistance from Jackie Wells at Clubs Hastings we have been able to agree a date of 21st and 22nd August 2020 for the Clubs New Zealand Special General Meeting. I anticipate a Cocktail function on the Friday night with the AGM on Saturday morning.

This will allow for the majority of delegates to transfer their accommodation and travel costs, although this is not a given. Clubs New Zealand has no influence on Air New Zealand or other airlines and all transfer arrangements are made between the individual the airline or the booking agent.

Clubs New Zealand Board and Board Meetings

Clubs New Zealand Board Meetings will remain as per the calendar unless there becomes the need to change. The election process for the Clubs New Zealand board was carried out as per the Clubs New Zealand constitution. From Saturday 21st March 2020, the 2020 Board will take effect, with Terry Ray taking over the duties of President, however, he will remain President elect until the Special AGM scheduled for August.

If a patron or employee contracts COVID-19

If there has been a confirmed case of COVID-19 at your club premises, you should immediately notify the Healthline, on 0800 358 5453. Member clubs should follow all advice provided by the Ministry of Health and Healthline.

Managing patrons

Clubs should be aware that their individual members may be feeling increasingly anxious. Clubs New Zealand therefore encourages clubs to take measures to instil confidence that their club remains safe.

In devising messaging to members, Member Clubs may wish to refer to this [notice to members here](#).

Clubs should also be instituting new practices to respond to the Coronavirus. It is important for clubs to show individual members how they are taking precautions. Clubs may want to consider the following measures:

- instructing patrons to practise social distancing, which means maintaining a distance of 1.5 metres from other people for an extended period, and not shaking hands.
- instituting frequent sanitisation of “high touch areas” including bathrooms, door handles and buttons; creating distance between patrons playing gaming machines,
- reducing the capacity of the club’s dining facilities, such as by removing tables and chairs, or imposing a patron capacity.
- introducing hand sanitisers throughout the venue.
- providing cutlery to people at their dining table, rather than leaving cutlery on the table.

Clubs New Zealand has received several enquiries from Member Clubs on how to respond to instances of unwell patrons. Details on symptoms and other risk factors can be found [here](#).

Clubs may ask a patron to leave the premises if the patron poses a risk to the employees or other patrons. If a club becomes aware that a patron is at-risk, clubs are advised to respectfully discuss the matter with the patron (while also maintaining a distance of at least 1.5 metres).

Whether to ask the patron to leave is ultimately subject to the Club’s judgement, however staff should consider information released by health authorities, including:

- if the person has a fever or cough.
- if the person was instructed to self-isolate.

Clubs should clearly log or record any instances.

Managing staff

Clubs New Zealand appreciates this is a difficult and distressing time for clubs, amid weak economic and business conditions. Regrettably, clubs may need to consider exceptional measures to respond to the evolving business environment, including reducing staffing. For assistance on workplace relations, including the engagement and deployment of staff, please seek independent legal advice.

If the coronavirus situation worsens and clubs are unable to continue trading, they should consult their business insurance policy to check their entitlement to coverage for any financial losses. Furthermore, if this does occur, the Club will need to consider the impact on staff during this stand down period.

If an employee appears sick, your Club should tell the employee that they cannot return to work unless they provide a medical certificate that substantiates their good health. The club should consider covering the costs of seeking a medical certificate as an act of good faith.

Government stimulus package

The Government has indicated it will be announcing a stimulus package. We are awaiting the details of this and will share the details relevant to clubs as soon as possible.

Cancellation of commercial contracts

Many clubs may be required to cancel events including weddings, performances, events, tournaments. This may be due to the event holder cancelling the event or the Government's announcement on large gatherings of 500 people. Moreover, suppliers to clubs may be unable to source products due to supply chain disruptions.

Clubs are advised to review their contracts and possibly contact the club legal representative to resolve how these issues should be addressed. This includes money deposited with the club to hold an event as well as money the club has already spent on costs associated with a supplier or an event.

Clubs should also contact their insurance providers in relation to any losses which cannot be recovered.

General Assistance

Clubs New Zealand National Office are on call to offer advice and support to member clubs. While this is an ever-evolving situation, the team are keeping a close eye on developments and are here to provide support. For assistance on COVID-19 please contact National Office on 0800 4 CLUBS.

Larry Graham
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