



# Quick guide to organising a virtual club meeting

The restrictions resulting from Covid-19 have brought to the fore the importance of utilising the latest technology available to communicate, socialise, make group decisions, and generally keep clubs running.

However, virtual club meetings do not just have to be used to substitute physical meetings during the Covid-19 period – they can also offer a cost-effective alternative to face-to-face meetings in the long-term. The advantages of conducting virtual meetings also include:

- Saving travel time & expense.
- Being able to meet when meeting place is not accessible.
- Involving more people in the discussion and decision-making progress.
- Being able to run social activities and stay in touch.

We recognise that for a lot of club volunteers using virtual conference calling software is uncharted territory and learning a new skill can be very challenging. That is why we have prepared an introductory guide for all bowls clubs thinking about giving virtual meetings a go. We have chosen the Zoom platform for video and audio conferencing because of its popularity among clubs and the features its free version offers.

Click here to download a free copy of zoom and access zooms excellent user guides <https://learn-zoom.us/show-me>.

Also check out these two Sport England Club Matters guidance documents.

## **Running virtual meetings effectively.**

### **Preparing your committee to operate virtually.**

Please let us know how you get on: email [clubdevelopment@bowlsdevelopmentalliance.com](mailto:clubdevelopment@bowlsdevelopmentalliance.com) with your stories and experience conducting virtual calls. Do not hesitate to get in touch with us if you have any questions.