

Club Information Sheet

Friday 3rd April 2020

Our intention, through this information sheet, is to provide you with the most up to date and relevant guidance that is currently available.

Given the fluid and fast changing nature of the current climate, we will continue to update this document on a weekly basis as new information is published to try and keep you as informed as possible.

The information contained within this document includes the immediate steps that clubs can take to attempt to reduce ongoing costs. Further guidance is also provided for your consideration on the medium to long term finance options and cost saving measures that clubs may wish to consider moving forwards.

We are also working closely with our external suppliers and partners and other external organisations so will endeavour to provide you with the most appropriate guidance as and when any such information becomes available.

Clubs with specific queries relating to any topic included in the information sheet should contact clubdevelopment@wru.wales for further information.

WRU Club Impact Survey

Please could all clubs follow the link below to share information on the current challenges being faced to ensure that we continue to provide the most appropriate advice and guidance.

[WRU Club Impact Survey](#)

We appreciate that clubs may not be in a position to answer all of the questions posed at present. It is therefore requested that clubs submit the survey to us as and when possible. However in order to allow us to interpret the data effectively, this survey will close on Friday 24th April 2020.

Covid-19 Grants for Businesses in Wales linked to Non-Domestic Rates (NDR) Scheme

Welsh Government have introduced two non-repayable grant instruments that are linked to non-domestic properties.

- A £10,000 grant to all businesses eligible for small business rates relief (SBRR) in Wales with a rateable value of £12,000 or less.

THIS IS OUR GAME. THIS IS WELSH RUGBY. DYMA'N GÊM NI. DYMA RYGBI CYMREIG.

- A grant of £25,000 is being made available for retail, leisure and hospitality businesses occupying properties with a rateable value of between £12,001 and £51,000.

As mentioned, these grants are being administered by Local Authorities and the application process is now open. We are aware of some businesses receiving these grants already and we would be interested to hear from any clubs who have received this.

There seems to be some inconsistency with how Local Authorities are treating clubs who receive rates relief via means other than SBRR (e.g. relief via CASC registration). New guidance is to be provided to Local Authorities in the coming days. If a club has already applied for the grant and been turned down the club should get back in touch with the appropriate Department for confirmation of eligibility.

If you are still unsuccessful please inform us via the WRU helpdesk.

Welsh Government Economic Resilience Fund - £500m

The £500 million Economic Resilience Fund will support businesses and third sector organisations forced to temporarily cease trading, or that need cash-flow support to adapt to a remote way of working.

Development Bank of Wales

£100m Development Bank of Wales fund will be available for companies experiencing cash flow problems as a result of the pandemic and will provide loans of between £5,000 and £250,000 at favourable interest rates.

The Welsh Government and the Development Bank of Wales have announced the £100m Covid-19 Wales Business Loan Scheme to support businesses affected by the Covid-19 outbreak. The Scheme will be available from the Development Bank of Wales for a limited period. It is intended to provide support to businesses who are experiencing cashflow difficulties as a result of the pandemic.

The loan scheme will work alongside the UK wide Coronavirus Business Interruption Loan Scheme, other Welsh Government and UK Government support offers, providing more vital options for Welsh businesses. Loans of between £5,000 and £250,000 are available to businesses who have been trading longer than 2 years and can demonstrate that they were able to service that level of debt before the outbreak.

Fund Details:

- £100m fund
- Loans between £5,000 to £250,000, maximum loan levels apply
- 12 month capital and interest repayment holiday

THIS IS OUR GAME. THIS IS WELSH RUGBY. DYMA'N GÊM NI. DYMA RYGBI CYMREIG.

- No arrangement or monitoring fees
- 2% interest fixed for 6 years (includes the 12 month holiday)

Details of the fund, eligibility and application process can be found on the Development Bank of Wales website on this link: [Development Bank Eligibility](#)

Businesses can also benefit from a £400 million emergency pot providing:

- Grants of £10,000 for micro-businesses employing up to nine people. This includes sole traders employing staff. Qualifying businesses will be able to apply by mid-April.
 - Grants of up to £100,000 for small and medium sized firms with between 10 and 249 employees. Qualifying businesses will be able to apply by mid-April.
- Support for larger Welsh companies, which are of critical social or economic importance to Wales. This element will be open to qualifying businesses within the next two weeks.

Details of the application process and eligibility are being finalised by Welsh Government and we have been informed that further information in relation to this proposal will be published shortly.

The Music Licence

The Music Licence allows a club to play music for employees and customers, through radio, television, similar digital devices and live performances. Whereas in the past, a club would require separate music licences, the companies, PPL and PRS, have come together as PPL PRS Ltd to form a one licence approach, titled, *'The Music Licence'*. The link here will provide key details of the Music Licence, including an FAQ section - [Music Licence Information](#).

In light of the current situation with Covid 19, PPL PRS Ltd have taken measures to support businesses affected by the Pandemic. These include.

- Not charging customers for their music usage during the period they are closed
- Changes to payment policies to introduce further flexibility, including deferred payments
- Temporary suspension of late payment surcharges.

The company has confirmed on their website that facilities will not be charged for the period that your business is closed as a result of you following the Government's guidance on COVID-19. In the event that your club has already paid their latest invoice for the *'The Music Licence'*, when your licence is due for its next review, PPL PRS Ltd have informed that they will discuss the impact of COVID-19 on your music usage and the possibility of amending your account to credit or refund you for the period that your business was closed. For further details on amendments to the Music Licence during Covid 19, PPL PRS Ltd have a dedicated FAQ page on their website. To access the FAQ page, click the link here - [Business Update](#)

THIS IS OUR GAME. THIS IS WELSH RUGBY.
DYMA'N GÊM NI. DYMA RYGBI CYMREIG.

Incorporated Clubs - Filing Company Accounts

For those clubs trading as a Company limited by Guarantee, Shares, or Community Interest Company (i.e. clubs that are regulated by **Companies House**), there is now the option to apply for a three month extension to the deadline for the filing of your financial accounts. In order to take advantage of this option, clubs will have to apply for the three month extension and explain how 'Covid 19' has impacted their capacity to submit the club's financial accounts. As long as your filing deadline has not passed, you can apply for the extension by clicking the link here - [Extend Company Accounts Filing Deadline](#)

Please note the following statement on the Government website as of Thursday 3rd April 2020.

You must send your application to us before your normal filing deadline. It should include a full explanation of why you need the extension.

HMRC will not issue you a late filing penalty if your application is approved and you file your accounts before the extended deadline.

Please note however, this extension offer does not include those clubs registered as a Mutual Society entity, for example, a club that was previously an Industrial Provident Society that is now trading under the Co-operative and Community Benefit Societies Act 2014 as a Registered Society or Community Benefit Society. If your club is one of these entities, you will need to continue to submit your annual accounts to the **Financial Conduct Authority** (FCA) as previously arranged. For convenience, you are however able to submit the accounts through an online portal. The link to register your club can be found here - [Portal Registration](#)

For those clubs listed as a Charity, for example if the club may be trading as a 'Charitable Incorporated Organisation, if you are due to submit the club annual accounts shortly, and feel you will be unable to do so, the Charity Commission is encouraging those organisations to contact them as soon as possible to request a filing extension. To ask for the extension, click on the link here for contact details - [Charity Commission Submitting Annual Returns](#)

Furlough of Workers

The Government has released an update on the Job Retention Scheme. We would encourage our clubs to take the time and read the Government's guidance document in full, so you can get a better understanding of the scheme. The link to the Government webpage can be found here - [Job Retention Scheme Update](#). HMRC have also released a webinar, explaining more detail on the Job Retention Scheme, Furlough of Workers, and Statutory Sick Pay. Please click the following link to access the webinar [HMRC Webinar](#).

THIS IS OUR GAME. THIS IS WELSH RUGBY. DYMA'N GÊM NI. DYMA RYGBI CYMREIG.

In addition, we would further encourage clubs to take the time to read this guidance article provided by the Welsh Sports Association. Within the article, it provides details on the furlough process, along with a generic letter template. Please note, this information is being provided as guidance only, and it is recommended that clubs should amend the template to meet with their particular requirements. For clubs requiring specific support, you should direct enquiries to a legal professional or potentially an accountancy firm. A link to the article can be found here - [Employers using the Job Retention Scheme](#).

Funding Opportunities

Sport Wales

Details on the newly launched Emergency Fund from Sport Wales is available by following the link below. If you have any specific queries regarding the fund please contact the WRU helpdesk. Clubs are able to apply for a maximum grant of up to £5,000.

[Sport Wales Emergency Fund](#)

The on line application process is due to launch early next week so please visit www.sport.wales for further updates.

Pen y Cymoedd

This Fund is aimed at organisations facing short term cashflow issues or those who are at risk of closure due to financial difficulties arising as a direct result of COVID 19. Largely, it is noted that communities eligible for support are those in the upper reaches of the Neath, Afan, Rhondda and Cynon valleys.

A link to the relevant information can be found here [Covid 19 Survival Fund](#)

Institute of Groundsmanship Guidance for Volunteer Ground Staff

Please see below an extract from a recent statement from IOG website:-

“We know that volunteers take great pride in their work. Volunteers should follow the latest Government guidelines (easily accessible on the IOG's Covid-19 webpages [here](#)) and not put themselves or others at risk. We advise that the volunteer network monitors the timings of any announcements of the various sports re opening for play”.

THIS IS OUR GAME. **THIS IS WELSH RUGBY.**
DYMA'N GÊM NI. **DYMA RYGBI CYMREIG.**

amber energy®

Reminder to clubs - closing date 15th April

As you may be aware amber energy® are the official business and commercial energy services procurement provider of the WRU and we are working together with amber energy® to deliver the WRU Energy Framework 2020. Further information in relation to this presentation can be found by clicking this link ([Audio Presentation](#)) and explains how the scheme will work.

In a nutshell, by buying energy centrally on behalf of all participating clubs, the WRU and amber energy® are aiming to support community rugby in Wales in attempting to achieve some major savings by helping clubs to attempt to reduce their energy bills because a lot of costs usually applied when suppliers supply small businesses (such as rugby clubs) would be removed under the scheme. To coincide with the presentation, we have also provided detailed information surrounding the next steps in the scheme in this guidance document (which can be accessed here - [WRU Energy Framework](#)).

To participate in the scheme, a club will need to return:

- A signed letter of authority with the club details filled in where indicated and printed on a club letterhead (a copy of this letter is available here - [Letter of Authority](#)); and
- A copy of a recent bill for electricity and gas.

These can be scanned and emailed to huw@amberenergy.net

This information will allow Amber to investigate each participating club's energy situation and make a proposal once they have (i) collated all relevant information and (ii) completed all of the relevant investigations. Once these processes have been completed, the findings will then report back to the clubs participating in the scheme, at which point those clubs can then decide whether they wish to proceed further with the scheme. For clarification, by providing the above information you are not committing your club to be involved to the whole scheme - you would rather be allowing amber energy® to find out more information on your behalf so we can advise on what savings your club may be able to achieve. If you'd like to find out more, please send back the information detailed above and amber energy® will add your club to the group.

THIS IS OUR GAME. **THIS IS WELSH RUGBY.**
DYMA'N GÊM NI. **DYMA RYGBI CYMREIG.**

PAYE / VAT payment deferrals

The VAT deferral scheme mentioned on last week's update is still available. . This is an automatic offer with no applications required. Businesses will not need to make a VAT payment during this period but will still need to complete and submit VAT returns.

Clubs are also able to apply for a deferral of any PAYE liabilities due. HMRC are currently granting a deferral of three months. Unlike the VAT deferral, the PAYE scheme needs to be applied for via the HMRC helpline: 0800 024 1222. We have first hand evidence that the application process is straightforward and the helpline have the authority to give an immediate decision.

WRU Lottery

The WRU lottery has been suspended until further notice. Clubs will no longer have payments collected for lottery subscriptions and no prizes or commissions will be paid.

