

SAMPLE INTRODUCTORY LETTER TO PARENTS/CARERS

NAME OF CLUB

Dear *NAME OF PARENT/CARER*,

On behalf of *NAME OF CLUB* I would like to welcome your child and provide you with information about our activities. The club provides opportunities for young people to receive coaching and participate in competition. All of our coaches have undertaken training and have been screened for their suitability for working with young people.

We welcome parents to all training and competitions and value your support.

We are keen to involve parents in the club and would like you to attend an open evening on *DATE/ TIME and VENUE* where you can meet club members and find out more about the club.

Training Details

Training sessions take place on *DAY* at *TIME* from *START DATE* to *END DATE* at *NAME OF VENUE*.

Arrangements should be made for your child to travel to and from training sessions and matches. We appreciate it if children can arrive at the time requested by their coach and are collected promptly at the end of the session. If you are going to be late picking your child up, please contact *NAME OF JUNIOR COORDINATOR/HEAD COACH* on *TELEPHONE NUMBER(S)* and let them know.

Club training kit consists of *DETAILS OF ITEMS REQUIRED*. Please contact *NAME OF APPROPRIATE PERSON* if you have any difficulty acquiring equipment.

Club Registration

Please complete the attached junior club membership form. For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant should your child fall ill or be involved in an accident while at the club. **Please note:** All members are encouraged to have an up to date Ambulance Subscription. An ambulance will be called if deemed necessary and the associated costs will be the responsibility of the injured player or parents in the case of a minor.

Codes of Conduct

The club has adopted a code of conduct for all members, spectators, and volunteers. We would appreciate it if you could read through these, discuss with your child and abide by these codes at all times.

If you would like to talk to someone at the club about this information or your child's involvement with the club, please contact the Junior Coordinator, *NAME OF JUNIOR COORDINATOR* on *TELEPHONE NUMBER(S)*.

We thank you for your cooperation and look forward to meeting you at some point in the future.

Yours sincerely,
CLUB LOGO

SIGNED:

DATE:

NAME:

POSITION: Junior Coordinator