



## Clubmark Resource: Club Introductory Letter

### What is this?

- A template for a letter to be sent to a parent after they have signed up to the youth section of your club

### Why is it important?

- It is hugely important to officially welcome the parent to the club and educate the parent as to who their main point of contact is within in the club
- It is important to communicate with parents on a regular basis – start as you mean to continue
- This letter covers off many key things to get the parents up to speed with what's going on in the club

### How can it be used?

- Used as part of a membership pack when children sign up to the club

*Thanks go to the following for permission to reproduce and adapt original Clubmark documents to which Hockey Ireland is very grateful:*

*Ulster Hockey Union  
Sport NI*



## Club Introductory Letter

Dear **NAME OF PARENT/CARER,**

On behalf of **NAME OF CLUB** I would like to welcome your child to the club and provide you with some information about our activities. The club provides opportunities for young people between the ages of **LOWEST AGE** and **HIGHEST AGE** to receive coaching and competition in **NAME(S) OF COMPETITION(S)**. All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people.

As a sports club, we are committed to providing high quality standards for all participants in relation to effective management, quality coaching and competition, and safety in sport. Our Club Children's Officer, **NAME OF CLUB CHILDREN'S OFFICER**, is responsible for ensuring that the Safeguarding Policy is implemented and can be contacted on **TELEPHONE NUMBER** should you have any concerns.

We welcome parents to all training and competitions and value your support. We are keen to involve parents in the club and would like to invite you to an open evening on DATE where you can meet club members and find out more about the club. Below is some information about training times and dates, and details regarding travel arrangements, kit and club registration.

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 promptly and are collected promptly at the end of the session, if they are not making their own way home. If you are going to be late picking your child up, please contact **NAME OF YOUTH COORDINATOR/HEAD COACH** on **TELEPHONE NUMBER(S)** and let them know.

Club training kit consists of **DETAILS OF KIT TO BE WORN**. The cost of each training session is €**COST** and competition fees are £**COMPETITION FEES**. The club has a small membership fee of €**MEMBERSHIP FEE** and this should be paid by **DUE DATE**.

We would be grateful if you could complete the attached youth 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.

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 Youth Coordinator, **NAME OF YOUTH COORDINATOR** on **TELEPHONE NUMBER(S)**.

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

Yours sincerely,

SIGNED: DATE:

NAME:

POSITION: Youth Coordinator