

Template Welcome letter for parent/carer

This template may be used as it is or adopted for your purposes. Our thanks to the ASA for sharing their template with us.

Dear Parent / Carer

XX Cricket Club welcomes you and your children to the club. We hope that your child(ren) will enjoy being a club member and will enjoy the cricket coaching, training, and matches, as well as the social interactions available at the club. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask me – the Club Welfare Officer – or any committee member or coach if you have other questions not answered in this letter.

The club is run by a number of volunteers. Our only paid member of staff is XX the Groundsman / XXX Our Bar Manager etc. We welcome offers of help from all members, and hope that as you feel part of the club you will feel able to get involved.

A full list of officers, committee members, coaches and officials can be found on the notice board.

Club chairman	details
Club Secretary	details
Club Welfare Officer	details
Juniors/Colts Manager	details
Others...	details

We are a Clubmark club / working towards becoming a Clubmark Club and we adhere to the 'Safe Hands' Policy for Safeguarding Children in Cricket. All of the adults at the club who work with children and meet the necessary criteria are Vetted by the ECB. This includes the enhanced DBS and 'Barred List' check (formerly known as CRB checks).

Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have a question regarding coaching, please approach the coach in the first instance. However, please do not interrupt coaching sessions, especially nets practice, as this may distract the coach when he or she needs to be supervising the children. Our coaches will be happy to speak to you before or after training or at another convenient time.

If you have questions about kit requirements, training times, pick up arrangements etc please speak toDETAILS

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to me, the Club Welfare officer – you can contact me ...DETAILS (If your concern is about me, you may contact the County Welfare Officer XX on tel. XXX or email XXX)

Putting things in place

'Safe hands', ECB's Policy for safeguarding Children in cricket, is available to view online at www.ecb/safehands, or a copy is available at the club.

Training times:

Match days and dates if known*:

Selection / notification procedure;

Drop off / Collection Arrangements:

Special Events etc:

*Please note the club cannot accept responsibility for getting your child to away matches.

The Club is always looking for parental help – please do consider helping out if you can (DETAILS of volunteer coordinator or ways parents can help)

Finally, all members are reminded of the club's code of conduct for members and guests, available at DETAILS and posted on the club notice board.

We do hope that you and your child (ren) enjoy being a member of the XX Cricket Club, and if you have any concerns, do please let me know.

Yours etc

Club Welfare Officer