**SAMPLE LETTER TO MEMBERS / PARTICIPANTS**

<Insert Date>

Dear Members and Participants,   
   
The <Insert Club>  Club is working towards the following objectives during these challenging and unchartered times.  These include:   
   
1.    To facilitate the (ongoing playing of <insert sport> / returning to when the authorities advise it is safe to do so).   
2.    To ensure a safe environment for our members and participants.   
3.    To ensure the Club remains financially viable.   
4.    To regularly communicate to our members and participants.   
   
We are constantly monitoring the recommendations <state body> who remain in close and regular contact with State Government authorities.   
   
Until further notice, the Committee / Board has determined that <Insert Club>  is (operating under strict guidelines, which can be found here / closed until further notice).   
   
We draw your attention to the third objective, which is to ensure our Club’s financial viability.   
   
Members and participants, we understand that many of your family, friends and those known to you are suffering deeply.  The Board / Committee acknowledge that this is YOUR club and a club for the entire community.  The ongoing financial viability will be the product of yours and our collective goodwill, however we are respectfully aware that your own personal circumstances may be challenging.   
   
At the conclusion of this interrupted period, when the residual financial position of the Club is clearer, the Board / Committee will give broad and fair consideration to the matter of memberships for the impacted financial year(s).    
   
We ask you, where possible, maintain any generous spirit that you can towards the Club at this time, as any withdrawal of support will impact your club’s financial viability.   
   
If you have any special circumstances that you would like the Board / Committee to consider, please send a letter or email to the Secretary at [<insert](mailto:Email@email.com.au) email> or reply to this email.   
   
At some point, this unprecedented and challenging period will come to an end and, with the support of you, we will return to the position of being prominent and thriving club within our community.   
   
Please stay safe by following official advice and we look forward to seeing you return to the court safe and well in the not too distant future.   
   
I would like to thank members of the Board / Committee and the Coach / Coaching Team who have worked tirelessly to support the club during this difficult period.    
   
Sincerely,

<Insert Name>

<Insert Position>

<Insert Club Name>