

From: [Insert Name]
HASSRA [Insert Region]
[Insert Position]
[Insert Address]
[Insert Address]
[Insert Address]
[Insert Address]

Tel:
Mob:
Courier:
E-mail:

Date:

Dear Colleague

Regional & National Events [Insert Year]

An outline event schedule, including Regional/National/CSSC events, will be issued to local clubs in [insert Association] during December with regular updates as details of competitions are finalised.

In order to provide as much information as possible on the events, it would be appreciated if you would complete the enclosed pro-forma and return it to me by [insert date]. It would be helpful if returns could be made by E-mail to avoid duplication of effort.

I have attached a copy of the DRAFT [Insert Year] National HASSRA Programme for reference. Please note that qualifying events should be held around **six weeks** prior to the National Championship or Inter Association event to ensure there is sufficient time to request leave for the members involved. It would be **very helpful** if we could avoid the situation where two events are being held on the same day as this causes some major logistical problems. Additionally this can result in a reduced entry for one or both events. If this situation is likely to occur, based on experience in previous years, please discuss with your fellow convenor. Some dates to note, and avoid, in [Insert Year] are:

- HASSRA Festivals
- Insert any Inter Association or Inter Regional events to be hosted
- Insert any Regional events e.g. AGM or Awards Dinner
- Easter
- May Bank Holiday
- School Holidays
- HASSRA Conference
- Spring Bank Holiday
- Bank Holiday
- CSSC Games

If you require any further information please do not hesitate to contact me.

Regards
[By Email]

**HASSRA [Insert Association]
EVENTS [Insert Year]**

<u>Event</u>	
<u>Organiser</u>	
<u>Contact Details</u> [Please include E-mail address]	
Date of National Championship [if applicable]	
Proposed date of Regional competition.	
Proposed venue and details [if possible] of any cost to competitors. Please also include any available details regarding location of proposed venue.	
Expected date for issue of Circular.	
Contact details for entries.	
Any other information.	

Submitted By:

Date: