

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

Tel:
Mob:
Courier:
E-mail:

Date: DD/MM/YY

Dear [Local Club Contact], Any Town BDC

In recent years, HASSRA along with the rest of DWP has undergone massive change. The Modernisation Programme and ongoing headcount reductions have significantly reduced the number of full time regional officials and as a result HASSRA [Insert Region] have looked at how we can best deliver a high standard of service to clubs and members. We are keen to continue to provide our current level of service and range of membership benefits, but recognise the fact that we must make best use of all resources available.

There has been some re-structuring of the Regional Management Committee, with the creation of a number of sub-committees who will report directly to the full committee. Another initiative and the one which I am writing to you about, is the creation of a "buddy system". What this means in real terms for you and your club, is a committee member being assigned as point of contact for each club. I have been assigned to **Any Town BDC**. I will be in contact with you shortly to introduce myself properly, discuss my role and get your views as how I can be of some assistance. My first task however is to ask you to complete and return the attached assurance template. It is a National HASSRA requirement that we ensure each club is properly formed and the appropriate office holders and processes are in place. If you need any assistance in completion, please do not hesitate to contact me.

Finally, I would like to take the opportunity to say how much I look forward to assisting you club and its members in any way I can.

Yours Sincerely

[By Email]



INVESTOR IN PEOPLE