



Dear Club Main Contact

RE: 2019/20 Membership Year – Annual Return

I hope you're well.

I am getting in touch with regard to your Club's Annual Membership Return to Scottish Squash for this season (2019-20).

Please find the Annual Return form attached. I am sending this to you as the main contact for the Club, but please let me know if I should be directing the form to someone else.

I would be grateful if you could complete the form as accurately as possible and return it to myself by 31st October 2019. To help with completing the Annual Membership Return, please find below some supporting Guidance Notes:

TAB 1: Club Info - provides an overview of the Club. Only the cells coloured in blue need to be completed. Please add current and accurate data to all cells that are coloured blue; including a numerical breakdown of membership and active coaches/referees (NB: 2018/19 data may appear to aid this process, please update as required).

TAB 2: 2019-20 Membership List - provides details of each of your Club's individual members' – this data has been retained from your 2018/19 Annual Membership Return. We will be working to update SportyHQ, our online management system, over the course of the season and on receipt of your Annual Return, so we would be grateful if you could update the following details on Tab 2:

- **Column A: Member Type:-** please indicate whether: 'Junior Competitive', 'Senior Competitive', 'Masters Player' or 'Social Player'.
- **Column B: Action:-** please indicate whether: 'Delete' (if the individual is no longer a member of the Club), 'Insert' (if you are adding new members to the list) or 'No Change' (if the individual is continuing with their membership of the Club).

Please do not hesitate to get in touch, if you have any queries about the Annual Membership Return.

Membership invoices for the 2019/20 season will be generated on receipt of your Annual Membership Return and, in line with last season's affiliation fees, will be based on the



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number of competitive teams within your Club. We would also like to remind you that all 'Junior Competitive', 'Senior Competitive' and Masters Players', as listed on your Annual Membership Return, are covered by our personal accident insurance and all member clubs and their officials benefit from our public liability insurances. Full details of the insurance cover can be accessed via our website at the following link:

<https://www.scottishsquash.org/policies-procedures/#toggle-id-20>

We look forward to continuing to work with your Club over the next year and beyond.

Kind regards,

Ross Cairns

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Membership & Operations Coordinator
Scottish Squash



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