**TEMPLATE T3A - LETTER TO PARENTS FOR AN EVENT**

Dear *name of parent*,

We are delighted to say that an opportunity has arisen for *name of child* to *play for the club / receive coaching / etc* at another venue.

The organiser of the trip will be *complete details.*

The trip organiser will ensure an adequate adult:child ratio for the trip and keep you informed of any untoward events that happen during it. Afterwards, the organiser will discuss the trip with both you and your child, highlighting what went well and identifying lessons that can influence changes in the future.

For your reassurance, if this trip requires your child to travel without you, they will be accompanied in the transport (in this context, this includes as the driver of the transport) by at least two adults (medical emergencies excepted). Should this not be practical, the child may only join the trip if you agree to other travel arrangements e.g. using public transport unaccompanied.

If you are not accompanying your child yourself, an adult will be appointed to be your child’s Responsible Adult. While this role is formally defined in CNZ’s Safeguarding Policy, in simple terms, it will be this person’s responsibility to safeguard your child during the trip; however, please note that this person’s responsibilities do not extend to acting in loco parentis.

If you are content for your child to go on this trip, please would you complete and return the attached form.

**Attachment:**

Template T3B - Parental Consent Form for an Event.