[Address]

[Date]

Dear [title/name],

We recognise that your school is currently facing significant challenges, and your focus remains on creating a safe environment to support pupils to return to school and education. However, as the lead contact at [name of club], I wanted to reach out to discuss the possibility of us commencing our badminton sessions at [name of school].

The past twelve months have been an incredibly challenging time for everyone in the local community. The physical, social and mental benefits of being active are well established and these are needed now more than ever following an unprecedented period of isolation due to the COVID-19 pandemic.

To reassure you, badminton, which has been restarted in both school and leisure facilities across the country, is a sport that has gained authorisation to Return to Play due to its compatibility with guidelines. We have enclosed a letter from the CEO of Badminton England, our National Governing Body, providing further details. It has also been shown that prevalence of COVID-19 within leisure facilities is extremely low ([ukactive research](https://www.ukactive.com/news/fitness-and-leisure-sector-reports-covid-rate-of-0-34-per-100000-visits-since-reopening-in-england/)).

To ensure we are delivering safe and Covid-19 secure sessions, and to give you peace of mind as our facility, I am pleased to confirm that we:

* Follow strict [Return to Play guidelines](https://www.badmintonengland.co.uk/return-to-play/club-guidance-support/) produced by our National Governing Body, Badminton England, which have been approved by the Government and Public Health England.
* Ensure we have a risk assessment for all sessions using a template in line with current guidance provided by Badminton England (a copy of which is enclosed).
* Are fully insured through our affiliation to Badminton England – a copy of our certificate of insurance cover is enclosed for your information.
* Manage our sessions appropriately with a booking system and registers in place to ensure session numbers meet Government guidelines and to support track and trace.
* Have a dedicated, trained Covid-19 officer at every session who is responsible for enforcing guidelines and social distancing rules.

As a club, we have every confidence that we can appropriately assess the feasibility of operating safely at [name of school]. [Name of club] and all our playing members are extremely eager to return to badminton as soon as possible, and we are committed to ensuring we provide a safe environment for a return to badminton. We would very much appreciate your continued support in providing a home for [name of club] and look forward to discussing this further.

Yours [faithfully/sincerely],

[name/role]