

< Name of Tournament >

First Match Time Email to Players

Dear Player and Parents,

Please find enclosed in this email your first match time for the <Name of Tournament> <(TOURNAMENT CODE)> as well as some details relating to the tournament which I hope you will find useful.

1. Venue -
2. Start time –
3. Format –
4. Tournament Officials –
5. Scoring – (Scorer's or need help from parents)
6. Reporting Procedures –
7. Conduct -
8. Rain procedures –
9. Refreshments –

If you have any queries, please speak to me. For the duration of the Tournament, I can be contacted on **INSERT NUMBER** or alternatively by contacting the Tournament Office on **INSERT NUMBER**

We look forward to welcoming you to the tournament and I hope that you have a successful and above all enjoyable week.

Kind Regards,