

[Current Date]

[Recipient Name]

[Tournament Committee Role]

[Organization Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Delivery of Official Event Policies for [Tournament Name]

Dear [Recipient Name],

Please find attached the official event policies and procedural guidelines for the upcoming [Tournament Name] scheduled to take place from [Start Date] to [End Date].

This document includes detailed information regarding:

- Participant Eligibility and Registration
- Code of Conduct and Sportsmanship Standards
- Safety, Medical, and Emergency Protocols
- Inclement Weather and Cancellation Procedures
- Equipment Requirements and Venue Rules
- Dispute Resolution and Protest Procedures

All tournament staff, officials, and volunteers are required to review these policies prior to the event to ensure a safe and fair environment for all participants. These guidelines will also be made available to all competing teams and coaches during the check-in process.

If you have any questions or require revisions to these policies, please contact me directly at [Your Phone Number] or [Your Email Address] no later than [Deadline Date].

Thank you for your commitment to a successful event.

Best regards,

[Your Name]

[Your Title]

[Organization Name]