



Date:

Dear Chief Club Coach,

Re: Request for Club Coach for Club Name Club Number
.....Area

Our club is currently at a financial membership of and following discussions with the Club Executive, we have agreed to request a coach.

We understand that a club coach is appointed by either the District Director or the Club Growth Director and that the coach will work with us as a team to formulate a viable programme for increasing our club membership and retaining existing members.

Whilst we are experiencing challenges, we are also committed to improving our club and attaining Distinguished Club status, which we understand is the criteria under which the club coaching system operates. We also acknowledge that 2 coaches may be appointed and, whilst they may not be members of our club at the time of appointment, they may join after the official notification of appointment.

We understand that it is our role as the Club Executive to work towards the goals set, not just the coaches, and that we must carry on in the same spirit of achievement even after the goal is reached.

We have not reached this decision lightly, and trust that 1 or 2 coaches will be appointed as soon as possible so that we can instigate an action plan together.

Thank you for your assistance.

Yours faithfully,

President's name:

Club Name:

Copy to
Chief Coach
Email: chiefcoach@toastmastersd69.org

CC to the District Director: dd@toastmastersd69.org
CC to the Club Growth Director: cgd@toastmastersd69.org