

# Sports Team Record-Keeping Guidelines

Date: [Insert Date]

To: [Insert Team Name]

From: [Insert Your Name/Title]

Subject: Record-Keeping Guidelines for the [Insert Sport] Team

## Introduction

Dear [Team Name],

As we strive for excellence in our performances, it is essential to maintain accurate records of our team's activities. This document outlines the guidelines for effective record-keeping.

## 1. Types of Records to Maintain

- Player Statistics
- Game Scores
- Attendance Records
- Injury Reports
- Team Meetings Notes

## 2. Record-Keeping Responsibilities

Each team member is responsible for their respective records:

- Coaches: Game strategy notes and player performance logs
- Players: Personal statistics and attendance
- Team Manager: Overall team records and injury reports

## 3. Record Format

Records should be maintained in a clear and accessible format:

- Use spreadsheets for statistics
- Keep digital backups of all important documents
- Ensure timely updates following each game or event

## 4. Submission of Records

All records must be submitted to the team manager by [Insert Deadline]. This will ensure all information is consolidated and ready for review.

## **Conclusion**

Maintaining accurate records is vital for our team's success. Thank you for your commitment to excellence.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Contact Information]