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Date 7 February 2018

www.hmrc.gov.uk

Our ref
Your ref

Dear Sirs

European Customs Sports Association Tennis Championship – Bournemouth, Dorset, England

UK Revenue and Customs Sports and Leisure (RCSL) have pleasure in issuing this invitation to all European Customs Sports Association (ECSA) member countries to participate in the inaugural European Customs Sports Association (ECSA) Tennis Championship, to be held in the United Kingdom between Thursday 28th June and Friday 29th June 2018.

Arrival

Nearby Airports include Bournemouth and Southampton. London Heathrow and London Gatwick are also accessible with coach or rail transfers. Competitors are encouraged to arrive before the first morning of the competition on 28th June. Arrival details should be notified to Andrea Scott-Lewis, email: andrea.scott-lewis@hmrc.gsi.gov.uk **as soon as possible**. Where possible we will look to provide assistance with travel from and to the above airports on Wednesday 27th June and Saturday 30th June.

Anyone travelling outside these dates, or from different UK Airports, may need to arrange their own travel to the event. Andrea Scott-Lewis can provide assistance with arranging transfers.

Accommodation

Accommodation, for up to three nights, from Wednesday 27th June to Saturday 30th June 2018 has been arranged at the Trouville Hotel, Priory Road, Bournemouth, in the heart of the town and close to the award winning beaches.

Information is available in large print, audio tape and Braille formats.
Type Talk service prefix number – 18001



Awarded for excellence



Full details are available here: <http://www.trouvillehotel.com/>

Non-participating guests will also be welcome to come along, subject to space being available, they will be able to accompany the players as spectators and attend the presentation and prize giving.

Any special accommodation needs should be notified to Andrea as soon as possible and recorded on the accommodation form.

Meals

Breakfast will be provided at the hotel each morning. Three course evening meals are also included in the cost. There will be presentations and prize giving after the event on Friday 29 June.

Any special dietary needs should be recorded on the accommodation form.

Competition:

Wednesday 27th June 2018:

Arrivals and collection from airports close to the venue. If ECSA participants cannot arrive at these and have to use another airport in the country then Andrea can help with transfers.

Thursday 28th and Friday 29th June 2018:

The ECSA Tennis Championships event will run concurrently to the UK RCL event at the West Hants Tennis Club. Transport to and from the venue will be provided.

Event format (subject to final confirmation):

Once we know numbers and the standard of players we will look at a suitable format and match the standards of ECSA players. Therefore, it may be on an individual basis (see events below) or possibly a team competition i.e. 2 men and 2 women play Hopman Cup format which is played in Perth, Australia - 2 x level singles and mixed.

We will be playing on two surfaces, clay and artificial grass.

Snacks, refreshments, bar, changing rooms and showers are available at the Tennis Club. A sports therapist will also be available, at no extra charge.

Events

Open Men's singles (& Plate); Open Men's doubles (& Plate)
Open Ladies singles (& Plate); Open Ladies doubles (& Plate)
Open Mixed doubles (& Plate)
Veterans Men's singles (over 50); Veterans Men's doubles (over 50)
Veterans Ladies singles (over 50); Veterans Ladies doubles (over 50)
Paired Men's Doubles; Paired Ladies Doubles (committee will pair competitors)

The committee reserve the right to scratch anyone who is not ready to compete at the start of a day's play.

Saturday 30th June 2018:

If required, return to designated airport on Saturday or details of suggested leisure activities in the local area will be made available for those wishing to stay longer (at extra cost).

Entry details

Entries are required on the attached form by close of play 30 March 2018.

Please confirm your preferred arrival and departure points in the UK so help can be given to get participants to the venue and accommodation.

Costs

The cost of accommodation to each participant will be **€75 per night**, including 2 course dinner, bed and breakfast, based on two sharing a room. There will also be a **€40** competition entry fee.

Extra night's accommodation is available on application but may be in a different hotel nearby or within easy travel if the hotel is fully booked.

Non-playing residential package **€75** per person, dinner bed & breakfast per night based on two sharing a room.

A limited number of single rooms have been reserved without supplement. Once these are all allocated, additional single rooms will be available with a single supplement of **€25** per night.

Payment

All payment should be made in € by bank transfer, along with the submission of entry forms. Bank account details are listed below. Please note any bank charges will be the responsibility of the country making the payment.

Bank name:	For & Behalf of Revenue & Customs Sports & Leisure
Account No:	44822055
Sort Code	20-82-94
BIS Swift Code:	BARC GB22
IBAN:	GB69 BARC 20829444822055

Entries

Entry and accommodation forms should be completed and returned to the event coordinator, Andrea Scott-Lewis, email: andrea.scott-lewis@hmrc.gsi.gov.uk as soon as possible and before the closing date of **Friday 30 March 2018**. If you have any questions, please do not hesitate to contact Andrea.

RCSL looks forward to welcoming our ECSA colleagues to the United Kingdom, to an enjoyable event and to new friendships being made.

Yours faithfully



NIGEL GREEN

Chairman, HM Revenue & Customs Sports & Leisure