

To whom it may concern:  
**Welcome to our schemes!**

Thank you for choosing to join Sportsguard. We have outlined some brief details in this letter that should help you when understanding and using your Sportsguard policy.

**Important Information:**

- We are legally called The Admin Bureau Ltd and we operate nationally under the trading name of Sportsguard.
- We are fully regulated by the Financial Conduct Authority for insurance distribution activities under licence number: 305450

**We are based in the UK and operate out of our dedicated office in Northamptonshire.** We have 4 working directors and numerous support staff. We have been serving the grassroots sports community since 1989.

**How do we make a claim under this policy?**

The policyholder, not the injured member will need to ask for a claim form from our office by calling on 01604 644277 and we will send this out by email or post, and this will need to be passed onto the injured member for completion. **The claim form is a requirement in order to make a claim, if you or your player is struggling, please get in touch.**

**Do we need to share this policy with anyone?**

Yes, we would like to formally request that you make these documents available to your players and members before they participate for the club – players should be aware of the coverage they have through their membership to the club in the event they need to make a claim and rely on this policy.

**In view of you opting into our schemes we thought you may find it useful to know that we also offer the following specialist Sport & Leisure products:**

- Sports Personal Accident Insurance - <https://www.sportsguard.co.uk/personal-accident-insurance/>
- Sports Public Liability Insurance - <https://www.sportsguard.co.uk/public-liability-insurance/>
- Sports Property & Assets Insurance - <https://www.sportsguard.co.uk/property-assets-insurance/>
- Sports Travel Insurance - <https://www.sportsguard.co.uk/sports-travel-insurance/>
- Event Insurance - <https://www.sportsguard.co.uk/event-insurance/>

**Do you have questions about the policy?**

Our Sportsguard advisors will be happy to assist you with any questions you may have about your policy, please call 01604 644277, any time between 9am - 5pm, Monday to Friday.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Richard Culley". The signature is fluid and cursive, with the first name "Richard" and the last name "Culley" clearly distinguishable.

Richard Culley  
Director