

The Camping and Caravanning Club (Limited by Guarantee)

Address: Greenfields House, Westwood Way, Coventry CV4 8JH

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To All Club Units

4 December 2020

Dear Secretary

I have been asked to write to you as Secretary of the Administration Committee to confirm the correct communication route for how issues should be referred and handled.

At its recent meeting the Committee discussed the growing trend of Club Units directing enquires directly into Greenfields House, and that this is impacting on the flow of information as per the Region and Section structures. I have been asked to clarify the all DA's and Section Areas should refer matters initially to their Region or Section for guidance and support.

Please note that key staff within Greenfields House, will refer Club Units back to their Region or Section to ensure this structure is followed.

I trust this request is self-explanatory but please do not hesitate to contact me for clarity.

Kind regards

A handwritten signature in black ink, appearing to read 'Darren'.

Darren Whittington
Director of Operations /Admin Committee Secretary

Registered Office: Greenfields House, Westwood Way, Coventry CV4 8JH

Company Registration No: 445520 England (Founded 1901)

VAT Reg No: GB 238 4588 29

Patron: H.R.H. The Prince Philip, Duke of Edinburgh, KG, KT, OM

President: Julia Bradbury

Director General: Sabina Voysey