

[Your Organization/Team Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Team Members/Parents/Guardians],

Subject: UV Index Safety Guidelines for Outdoor Activities

As we approach the outdoor sports season, it is important to prioritize the health and safety of our athletes in relation to sun exposure. The UV Index is a measure of the risk of harm from unprotected sun exposure. Here are our guidelines to help ensure everyone stays safe while enjoying outdoor activities:

1. ****Check the UV Index****: Before practices and games, we will monitor the daily UV Index. Activities will be adjusted based on the level:

- Low (0-2): Low danger
- Moderate (3-5): Moderate risk; take precautions
- High (6-7): High risk; seek shade and wear protection
- Very High (8-10): Very high risk; limit outdoor activities
- Extreme (11+): Extreme risk; avoid outdoor activities

2. ****Sunscreen Application****: All participants should apply a broad-spectrum sunscreen with an SPF of 30 or higher at least 15 minutes before going outdoors. Reapplication should occur every two hours or after sweating heavily.

3. ****Protective Clothing****: Encourage wearing long sleeves, hats, and sunglasses that offer UV protection. Lightweight, breathable fabrics are recommended.

4. ****Hydration****: Stay hydrated by drinking plenty of water before, during, and after activities. Schedule regular breaks in shaded areas.

5. ****Education****: Coaches and team leaders will educate all members about the importance of UV safety and recognizing signs of heat-related illnesses.

We are committed to providing a safe environment for all participants and will adapt our schedule as necessary based on the UV Index and weather conditions. We appreciate your cooperation in ensuring the health and safety of our athletes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Team Name]