



NOTICE TO COACHES CSD 3.07

December 2020

PCS Coaching Annual Return 2020

Dear Coaches

LAA HQ DTO is required to complete an Annual Return of Coaching that you have done for LAA Members for the period 1st January 2020 to 31st December 2020.

On previous years this was requested via a paper form for you to mail in to LAA HQ at the end of the calendar year. The "old" paper form was quite dated and did not reflect all the information required. We are now asking you to complete an online form to consolidate the data that we hold for you. This will also assist in us answering many requests from Members as to "who can do what".

We would be grateful if you could accurately complete the new form **before 31st January 2021**. This is available [here](#).

LAA HQ is also required to keep copies of your Licence(s), Certificate of Revalidation, and Medical for DTO auditing purposes.

Please email these **before 31st January 2021** to penny.sharpe@laa.uk.com

or

Post to: Penny Sharpe. Light Aircraft Association, Turweston Aerodrome, Nr. Brackley, Northants, NN13 5YD

Thank you.

Chris Thompson
LAA National Coach