



ST LUCIA BOWLING CLUB INC MEMBERSHIP PROCESSING PATHWAY

Endorsed by the Management Committee November 2017

Membership Categories

Full: These members have full voting and bowling rights and will be registered with Bowls Queensland to play in Club and interclub competitions.

Non-Affiliated: These members may bowl socially. They may also bowl in Club Competitions provided these do not lead to District Competitions. They may not bowl in interclub competitions and do not have voting rights.

Social: These members may use the bar and other club facilities but may not bowl on the greens. They do not have voting rights.

Junior (< 18 years) : These members may play in Club and interclub competitions but do not have voting rights

Processing Pathway

- The applicant completes an application form that is signed by a proposer and seconder. This is then given to the secretary
- The form is placed on the noticeboard for a minimum of 7 days.
- If there are no objections the secretary proposes acceptance at the next Management Committee meeting.
- If accepted the secretary:
 - Allocates a membership number and adds the members details to the membership database
 - For Full and Non-affiliated members creates a tag and adds this to the board in the selectors office
 - Adds the members email address to the Club mail list
 - Emails a letter of acceptance and the *Information for New Bowlers* document to the new member
 - Notifies the Treasurer, Membership Director and the Training and Development Manager (or his appointee) of the member's details
 - For Full members adds the member's details to the months Bowls Queensland Form 2 and emails this to Bowls Queensland
- The Treasurer adds the member to the Xero database and issues an invoice for a pro-rata amount.
- The Training and Development Manager or his appointee arranges for a Club coach to provide lessons and informs the Membership Director which coach has been appointed.
- The Membership Director adds the member to the New Members Progress document and keeps this up to date until the No Further Action Required status is reached.
- During the break on the new member's first bowling day the Bowls Captain or President introduces them and asks them to speak briefly about themselves.