



St Lucia Bowling Club Inc

Approval Process for New Members

On receipt of the completed Application for Membership Form, the Membership Director to promptly pursue the following steps:-

- (1) Ensure Membership Form has been fully completed and all required information and data has been included;
- (2) Chase up the Applicant to address any missing information or data and clarify any queries;
- (3) Post notice of application (Attachment 1) on the Club's Notice Board ASAP for 7 days from date of receipt;
- (4) On expiration of the 7 days, the Membership Director advises all members of the Executive Team via email of the Application(s) received and seeking their approval of the applications for membership, subject to ratification at the next Management Meeting – note: only a majority of the Executive Committee is required to approve or reject the application as the decision does not have to be unanimous;
- (5) On receipt of the required approvals, The Membership Director to allocate the successful applicant a Membership Number from the available numbers register;
- (6) Membership Director to complete the formal letter to the Applicant advising that their application has been accepted/rejected. Use the standard club pro-forma letter for the applicable membership category updating it for the Applicants name, member number etc and save it in the Membership directory;
- (7) Prepare an email to the Applicant welcoming him/her to the Club and attaching:
 - The standard formal Letter from the Club, and
 - A copy of BQ's booklet "Coaching Basics and The Etiquette of Bowls" & the Clubs Process for Online Registration
- (8) On receipt of approval from the Executive Team, advise the following by email:
 - The Bowls Captains
 - Treasurer to add new member to the Xero database and issue an invoice for the pro-rata amount of the fees due
 - The Head Coach for information and possible future coaching needs
 - The Providedore for Club name tag
- (9) Make a new name tag for Disc Board with Applicants name, number and hang it on the appropriate hook in the Selectors Office;
- (10) Update the Members Register in BOWLSLink Membership Database system with the new applicants details.
- (11) Table Application Form at next Management Committee Meeting for ratification & have President/Chairman sign & date the form.
- (12) Scan and save Member Application Form on Clubs Xero software for paperless record keeping and reference purposes.

Attachment (1)



ST LUCIA BOWLING CLUB

MEMBERSHIP APPLICATIONS

Name: .
Address: .
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Nominated: .
Seconded: .
Application Date: .

Document Control

Revision N^o.	Date	Created by	Position	Comments
1	14 May 2022	V.C. Thomas	M'ship Director	Draft Document
2	15 June 2022	V.C. Thomas	M'ship Director	Approved by Mgt Committee
3	17 Aug 2022	V.C. Thomas	M'ship Director	Approved by Mgt Committee
4	13 Sept 2023	V.C. Thomas	M'ship Director	Approved by Mgt Committee