



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. Completed Application Form to be displayed 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 (refer Attachment 1) 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 attach:-
 - The formal Letter from the Club – refer Attachment 1, and
 - A copy of the booklet “Information for New Bowlers” – refer Attachment 2
 - Advise the Executive Team by email plus,
 - The Bowls Captains
 - Treasurer to add new member to the Xero database & issue invoice for a pro-rata amount of the fees due
 - The Head Coach for information and possible future coaching needs
 - The Providedore for name tag
8. Make a new name tag for Disc Board with Applicants name and hang it on the appropriate hook in the Selectors Office;
9. File the Application for Membership Form in the appropriate Club folder for required record keeping and reference purposes;
10. Update the Members Register in the Club's system with the new Applicants details.
11. Scan and save Member Application Form on Clubs Xero software

Document Control

<i>Revision N^o.</i>	<i>Date</i>	<i>Created by</i>	<i>Position</i>	<i>Comments</i>
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