

## **PROTOCOL FOR NEW MEMBERS**

1. Anyone showing an interest in joining the bowls club must be introduced/referred to the President, Club Captain or Secretary- whoever is present at the time to welcome her/him.
2. The President, club Captain or secretary then introduces the person to the club coach,(listed as active coach on the database) who will arrange to spend time coaching until the new bowler is ready for tabs in.
3. After coaching successfully, and the new bowler shows interest to join the club the coach hands her/him the standard BSA Application forms and if a main club is involved those forms as well. The coach should explain the BSA and Boland affiliations fees and club joining fee.
4. If it is a transfer from another club, not needing coaching, the coach also hands over the Application forms etc to the prospective member and explains fees. The application process must also be pointed out to the prospective member, that is the approval process by committee and or main club.
5. The applicant should hand completed forms back to the coach (this ensures a smooth continuation of registering a new member )who then gives the completed application forms to the club secretary to hand in at committee meeting to consider application.
6. Once approved, a tab must be ordered by the club secretary or clubcaptain for the new member and the new member is introduced at the next tabs- in by the President to all club members .
7. The club secretary passes the approved Application form to the Information officer (data base manager) who proceeds to register a new member and or request clearance certificate from the previous club for transfer.
8. Once this is all in place the treasurer presents the new member with an invoice for fees.