

<b>DEPARTMENT: Administration</b>	<b>SUBJECT: Membership Transfer Policy</b>	
<b>AUTHORISED BY:</b> Management Committee 24.08.2015		
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<b>Endorsed By: Club Council</b>	27.09.15	

## SCOPE

This policy applies to all persons applying for a membership clearance/transfer to Noosa Heads Surf Life Saving Club.

## OBJECTIVE

This policy is to ensure that all persons applying for membership of Noosa Heads Surf Life Saving Club understand the application process.

## SPECIFICATIONS

All persons applying for a transfer of membership must complete the following forms (available from administration or the club website):

- An SLSQ membership application
- A NHLSC membership declaration (see example attached)
- An SLSQ transfer form - stating clearly where they are currently a member and what type of transfer they are applying for (IE: total membership, competitive rights or membership of current club(s) and membership of NHLSC)
- A Use of Gymnasium form if applicable
- A blue card application or confirmation of blue card, if necessary
- A Nipper agreement & consent form if applicable

A transfer will only be processed after the application has been approved by the Management Committee and following endorsement by the losing club and losing State Centre.

Membership status is subject to intended participation and any Lifesaving awards held. Long service and Reserve Active status is not automatically awarded (see related policies).

## Definitions

**Losing Club** – The Club where the applicant’s membership was/is recorded (membership does not have to be current).

**Losing State Centre** – The Head Office or representative Branch that the Losing Club affiliates with.

**NB:** In this instance Noosa Heads Surf Life Saving Club is known as the Winning Club.

**Membership Status** – The category of membership given to an approved applicant (EG: Active Senior; Probationary; Long Service).

## PROCEDURE

1. Applicant to complete the appropriate forms in full as listed above.
2. Forms to be submitted to administration.
3. Administration to record application in New Applicant File and store forms in “memberships pending folder”.
4. New Applicant File to be presented to the Management Committee for approval/rejection within 4 weeks of the date of application. If the Management Committee is not due to convene within 2 weeks of the application date then the Director of Administration may approve or reject the application.

### **Approval of application**

5. Following approval administration is to enter membership details into Surfmate and activate the transfer process:
  - A copy of the transfer form is to be faxed to the losing club for endorsement (once endorsed the form will be returned to the club).
  - After receiving the endorsed copy, the form is to be sent to the losing Branch office for SLSQ approval. If the applicant is transferring from interstate then the endorsed transfer form is to be sent to the losing Branch (if applicable) or Head Office of the losing State/Territory.

### **Payment of membership and transfer fees**

6. When the transfer has been approved the applicant is to be contacted to confirm membership status and arrange payment of membership and transfer fees (fees are set annually at the Club AGM).
7. The new member is then to be assigned to a patrol group and issued with a welcome letter outlining patrol details, a patrol roster and any other relevant information, if applicable. Non-patrol members are to be issued a welcome letter and other relevant information such as contact details for the club and information on current events.
8. All forms are to be scanned and saved by Status in the appropriate seasonal folder (EG: Under 13 2010/2011, Long Service 2010/2011) on the shared drive in alphabetical order by surname.

### **Rejection of application**

9. Should an application be rejected by the Management Committee, the applicant is to be posted a letter informing them of the rejection. The Management Committee may choose not to supply a reason for the rejection.

### **Notation:**

If by request (transferring or new members) or in an offer purported to be on behalf of the Club in any membership negotiations there are discussions as to member benefits and or any inducements and sponsorship opportunities. Such discussions must involve one or more of the following Club representatives; President, Deputy President, Director of Administration, Director of Finance, Active Club Manager and additionally the Director of Life Saving or Chairman of the Sponsorship Committee as required if discussions relate to either patrol obligations or exemptions and or sponsorship issues.



# MEMBERSHIP TRANSFER DECLARATION

To be completed by all persons applying for a membership clearance/transfer to Noosa Heads Surf Life Saving Club.

	Please tick <b>Yes</b> <b>No</b>
1. Do you have any outstanding patrol defaults? If yes, please explain:	<input type="checkbox"/> <input type="checkbox"/>
<hr/> <hr/>	
2. Have you ever borrowed any equipment belonging to your current club? (EG: ski, ski paddle, racing board) If yes, please give a description of equipment?	<input type="checkbox"/> <input type="checkbox"/>
<hr/> <hr/>	
3. Has this equipment been returned? If no, when do plan to return the equipment?	<input type="checkbox"/> <input type="checkbox"/>
<hr/> <hr/>	
4. Do you have any outstanding financial commitments with your current club? If yes, please explain:	<input type="checkbox"/> <input type="checkbox"/>
<hr/> <hr/>	
5. Have you ever been suspended or subject to a disciplinary hearing? If yes, please explain:	<input type="checkbox"/> <input type="checkbox"/>
<hr/> <hr/>	
6. Are you a proficient bronze medallion holder?	<input type="checkbox"/> <input type="checkbox"/>
<small>NB: A \$22.00 transfer fee applies to proficient Bronze Medallion holders as per SLSQ policy</small>	
Applicants Name: _____	Signature: _____      Date:    /    /

<b>Office Use Only:</b>		
Accepted/Rejected	Comments:	
Club President:	Signature:	Date:    /    /
Director Admin:	Signature:	Date:    /    /