

## Context & Purpose:

We have experienced delays in receiving and processing new membership applications.

The purpose of this document is to outline the membership application process - in accordance with LMRC Rules, using improved forms so as to ensure proper and timely processing of applications.

LMRC members are to assist those seeking membership, and to advise Committee of any concerns.

## Summary of the key LMRC Rules regarding membership application:

- Part 2, 2B: membership classifications – classifications applicable to new applicants are: Senior (rowing), Junior (under 18 years of age), and Social (non-rowing) memberships.
- Part 2, 3: application for LMRC membership is to be made in writing, complete with nomination from an existing LMRC member.
  - Written applications must be lodged with the Secretary of the club.
  - The Secretary refers the application to the Committee to determine whether to approve or to reject the nomination.
  - As soon as practical, after the determination, the Secretary must: notify the nominee in writing of approval or rejection; if approved, request the nominee to pay Membership fees within 28 days; upon receipt of such payment within this period, record Membership on the club register, after which the nominee becomes a member with the respective entitlements.

## Process:

- New LTR applicants only complete the first section of the Learn to Row (LTR) / Membership Application Form and hand in, together with the LTR fee, to the Duty / Assistant Coach.
- LMRC membership applicants complete the Learn to Row (LTR) / Membership Application Form and submit to an LMRC member known to them for nomination (if the member is willing to do so).
  - Applicants progressing from a LTR programme may use their original LTR application form (from the LTR folder) or complete a new form.
  - Applicants who have not progressed through LTR are to complete the entire LTR / Membership Application Form.
- LMRC members nominating or otherwise assisting applicants are to ensure forms are fully completed and either posted to LMRC (PO Box 382, Warners Bay, NSW 2282), or handed personally to the Secretary / Treasurer, or placed in the "Treasurer's Tin" at the boat shed.
- NO MONIES ARE TO BE PAID AT THIS TIME (other than LTR fees, if applicable). Subject to approval by an LMRC Committee member, applicants may use club equipment under extended LTR fees & conditions until their application is processed. This covers relevant issues around insurance and approved use of equipment and facilities.
- The Treasurer will process LTR payments & forms, and then file LTR forms in the LTR Folder on the kitchen bench in the boat shed. The Treasurer & Secretary shall liaise regarding LTR records.
- The Treasurer will ensure the Secretary receives all complete LMRC membership applications.
- Incomplete applications are to be returned to the applicant.
- The Secretary will submit membership applications at the next scheduled LMRC Committee meeting (typically 1 – 2 months).
- The LMRC Committee will review membership applications and decide on determination of each.
- The Secretary shall advise Committee members of any need to call a special meeting to process outstanding applications – a quorum must be obtained as per club rules.
- Applicants will be advised in writing (in most cases via email from the Secretary) as to the Committee's determination – successful applicants will be required to pay the appropriate fee within 28 days before using club equipment (unless approved as noted above).
- The process for payment of fees will be outlined in the advice to successful applicants, failure to pay within the 28 days without an acceptable cause will revoke membership acceptance.