

PROCEDURE FOR MEMBERSHIP LEVELS AND EXEMPTIONS



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1.0 OVERVIEW

The following procedure outlines the steps required to apply for life membership, long service membership, active reserve membership and exemption for patrol hours due to military or first responder duty.

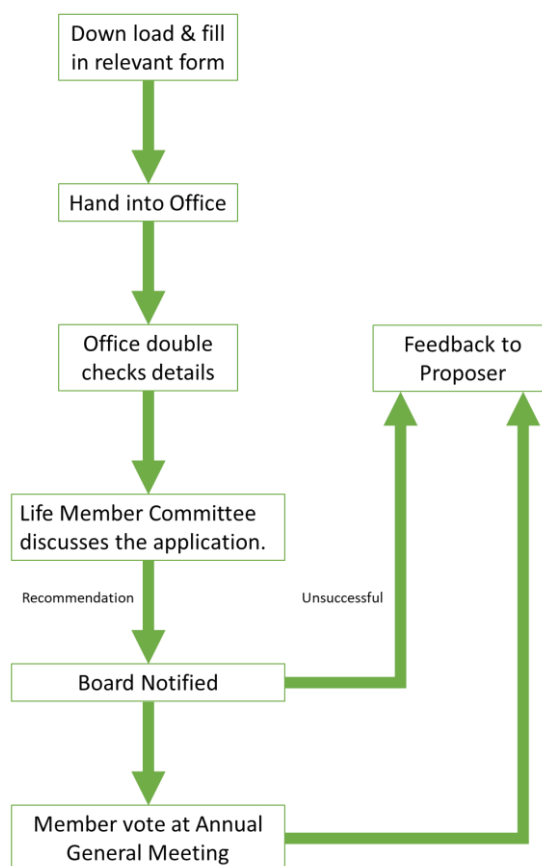
Please note the application for the membership categories or exemptions mentioned in the previous paragraph does not guarantee success in being awarded these exemptions.

All forms mentioned in this procedure can be found here on the Sorrento SLSC website [Governance and Strategy](#) page under forms.

This procedure should also be read in conjunction with the Membership By-Laws.

2.0 LIFE MEMBERSHIP

The following flow diagram outlines the process when applying for Life Membership.



2.1 PROPOSER

2.1. (a) Proposers should download the Application for Life Membership form from the website. This is a word document to allow for the entering of information before printing and signing.

2.1. (b) Fill in the details in Section 1 including Proposer, Seconder and Nominees details.

- 2.1. (c) Fill in the required details within Section 2 where the Nominee has rendered outstanding special service to Sorrento. See example below

CLUB SERVICE			
CLUB POSITION HELD	YEARS	COMMENTS	OFFICE USE
BOARD OF MANAGEMENT			
President	1989 – 1991 1995 – 1998	Oversaw the construction of building additions	
Vice-President			
Finance Director			
Life Saving Director	1992 - 1994		

- 2.1. (d) Fill in Section 3 – Additional Comments, add in extra information that you think is relevant and pertinent to the application. Please keep it short and to the point.
- 2.1. (e) Hand in the form at Club Administration. It would be beneficial in having dates double checked by Club Administration before signing and handing in the completed document.

2.2 CLUB ADMINISTRATION

- 2.2. (a) The Club's Administration Manager will double check all information and will either tick or cross in the box provided on the right hand side of the table.
- 2.2. (b) Administration Manager will notify the Business & Marketing Manager and the Life Member Committee of the completed application.

2.3 LIFE MEMBER COMMITTEE

- 2.3. (a) Life Member Committee will convene within 4 weeks of the notification by the Club's Administration Manager.
- 2.3. (b) Life Member Committee will assess the application and will notify the Board of Management as to their decision in writing via Section 4 of the form.

2.4 BUSINESS & MARKETING DIRECTOR

- 2.4. (a) If the Life Member Committee recommends Life Membership the Business & Marketing Director will take it to a vote at the next AGM.
- 2.4. (b) If the Life Member Committee recommends against Life Membership the Business & Marketing Director will provide feedback to the Proposer.

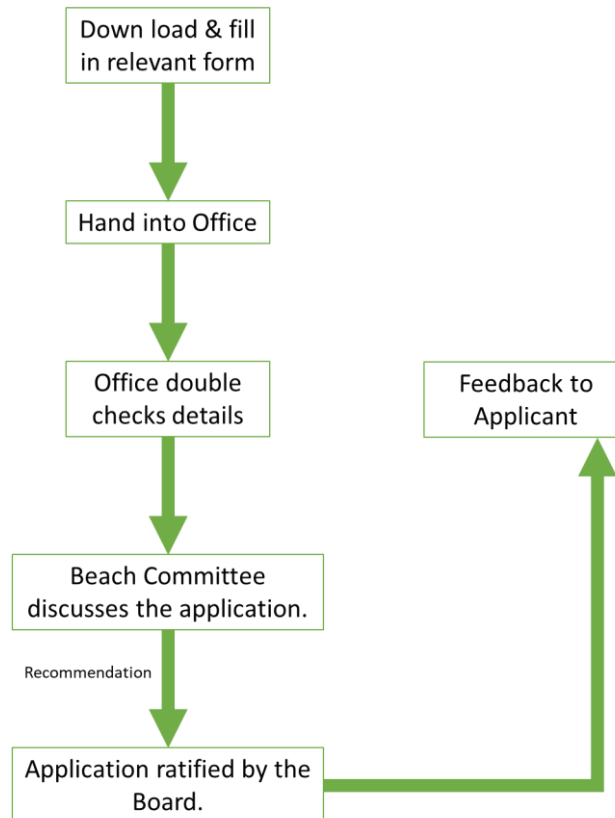
2.5 CLUB ADMINISTRATION

- 2.5. (a) Club Administration will update SurfGuard with the relevant update to membership status if the application is successful.

2.5. (b) Applications should be scanned and archived into the relevant folders.

3.0 LONG SERVICE & ACTIVE RESERVE MEMBERSHIP AND DEPLOYMENT EXEMPTION

The following flow diagram outlines the process when applying for Long Service and Active Reserve Membership as well as Deployment Exemption for patrol hours.



3.1 APPLICANT

- 3.1. (a) Applicant should download the relevant application form from the website. These forms are editable pdf's for the sections that require completing.
- 3.1. (b) Fill in all relevant information
- 3.1. (c) Hand in the form at Club Administration. It would be beneficial in having dates and hours double checked by Club Administration before signing and handing in the completed document.
- 3.1. (d) Members applying for Deployment Exemption will need to provide evidence from their unit of their deployment.

3.2 CLUB ADMINISTRATION

- 3.2. (a) The Club's Administration Manager will double check all information and will either tick or cross in the box provided on the right hand side of the table.

- 3.2. (b) Administration Manager will notify the Beach Committee that an application has been received.

3.3 BEACH COMMITTEE

- 3.3. (a) Beach Committee will discuss the application at their next meeting.
- 3.3. (b) The Beach Committee will notify the Board of Management of their recommendation for the application.

3.4 BOARD OF MANAGEMENT

- 3.4. (a) Board of management will review the application and recommendation from the Beach Committee.
- 3.4. (b) The Business & Marketing Director will notify the Applicant of the outcome.

3.5 CLUB ADMINISTRATION

- 3.5. (a) Club Administration will update Surfguard with the relevant update to membership status if the application is successful.
- 3.5. (b) Applications should be scanned and archived into the relevant folders.

4.0 RECORD OF CHANGE/AMENDMENTS

Rev	Prepared By	Reviewed By	Approved By	Date	Reason for Changes
A	M Saunders (Business & Marketing Dir)			20/12/2018	Original
B					
C					
D					