



## **VISITORS / PROSPECTIVE MEMBER POLICY**

**This policy is adopted as a Standing Policy of the Club and is in accord with the recommended guidelines produced by Probus South Pacific Limited (PSPL). PSPL recommend that each Club is responsible to develop and implement its own policy.**

**This Club Policy should be read in conjunction with Risk Management, Privacy Policy and Outings, Activities and Tours Policy.**

### **1. INTRODUCTION**

- a. Ellenbrook Combined Probus Club Inc. policy is to actively encourage the growth of Probus Club membership. A person who is considering joining the Club is invited by the Club to attend as a visitor with the view to them becoming a member.

### **2. VISITORS / POTENTIAL MEMBERS**

- a. It is Ellenbrook Combined Probus Club Inc policy that a person who is considering joining the Club is required to attend 2 general meetings and 1 activity within a 12 month period. The objective of this policy is to foster visitors to the Club to participate in the Club's programs and become a valued member. This should be sufficient time for a person to decide if they wish to join the Club and formally receive the benefits available.
- b. The Membership Officer or a member of the Management Committee will actively provide a Membership Application Form on or before the expiry of this period. The Management Committee will consider the Application as soon as practicable and if approved, arrange for induction as a member of the Club. The approval may be contingent of an available vacancy within the Club's number limitation or the meetings attendance limitations set by the Authorities. These limitations are for Meeting Venue, Safety Regulations or Public Health reasons.
- c. It is understood that in some cases, a person is unable to join the Club, because the Club has a waiting list. In these cases, such persons can be encouraged to join a neighbouring Probus Club.

### **3. INSURANCE**

- a. Members, Guests, and Visitors are covered by the National Insurance Programs, it is expected that in the event of an insurance claim, a Club will be able to provide supporting documentation with respect to the claimant's attendance at a Club's meetings and/or activities and the nature of their membership. Insurance coverage is subject to the terms and conditions of the policy.
- b. A copy of the National Insurance Programs is available on the Club's website.

### **4. REVIEW**

- a. This Policy is to be reviewed by each incoming Management Committee.

### **ATTACHMENTS**

1. Registration Form for Outings, Activities and Tours
2. Accident/Injury/Incident Report Form
3. Outings, Activities and Tours Policy.
4. Privacy Policy
5. Evacuation Plan Woodlake Community Centre.
6. Member Application Form