

FREMANTLE ROWING CLUB PROSPECTIVE MEMBER & VISITOR POLICY & PROCEEDURE

POLICY GUIDELINES AND PROCEDURE FOR PROSPECTIVE MEMBERS AND VISITORS USING CLUB FACILITIES AND EQUIPMENT

VERSION No.	DATE PREPARED	DATE ADOPTED	DATE OF REVIEW	REVIEWED
1	9 th February 2009	8 th March 2009	8 th March 2010	14 th September 2010
2	14 th September 2010	8 th March 2009	September 2010	

1 RATIONALE AND PURPOSE

- 1.1 The Fremantle Rowing Club is committed to providing a safe and friendly atmosphere to facilitate all levels of rowing.
- 1.2 The Fremantle Rowing Club is committed to increasing club membership and promoting the sport of rowing.
- 1.3 This Policy aims to provide guidance on how visitors and prospective members are managed to ensure the club and visitor/prospective members are not at risk, whilst remaining flexible to encourage membership.

2 POLICY GUIDELINES

- 2.1 A visitor to the club wishing to row pays \$10 per rowing session and/or access to the club. This cost is to cover the cost of associated administration and insurance costs incurred by the club.
- 2.2 A visitor is a person wishing to row and/or use the club facilities (eg: Gym or ergos) for a short period of time and does not wish to become a formal club member. For example; a person visiting from overseas wishes to row at the club for a 3 week period.
- 2.3 A visitor who wishes to row and/or use the facilities for a period greater than 3 weeks is required to liaise with the Captain and Treasurer regarding the appropriate pro rata fee.
- 2.4 A prospective member is a person wishing to "try out" the club prior to becoming a formal club member.
- 2.5 A prospective member may have a total of 3 rowing sessions. After the 3 sessions, the person is required to become a formal member should they wish to continue to use the club facility/equipment.
- 2.6 Prospective and visitor memberships do not include any Corporate Challenge, Learn to Row courses or similar which incur separate fees.
- 2.7 Each person is required to complete and sign a formal club Membership form. With this action, the person becomes a member of the club and is bound by the club rules,

regulations, code of conduct and policies. The person is provided with information on where to access these documents (website).

- 2.8 The club “supervisor” of the person (eg: coach, experienced member, committee member) is to ensure the visitor/prospective member is aware of the boat handling and all safety requirements and the temporary/prospective member should be supervised where appropriate.
- 2.9 If the visitor/prospective member is under 18 years and the club “supervisor” is 18 years or older, the club “supervisor” is required to hold a current Working With Children Check card.

3. PROCEDURAL STEPS

- 3.1 The Club visitor or prospective member is required to contact the Captain to ascertain access requirements and level of experience.
- 3.2 The Captain or appropriate Committee Member delegated by the Captain ensures the visitor/prospective member completes and signs the Membership Form and pays appropriate fee.
- 3.3 The visitor or prospective member forms and fees are forwarded to the Treasurer, who holds the club Membership forms, to ensure a copy is held for records.
- 3.4 At the completion of the duration of the visitor membership as stipulated on the form, the membership expires.
- 3.4 At the completion of the 3 complementary rows for a prospective member, the person is required to complete a new form stipulating their level of membership (eg: social, competitive) and pays the appropriate fees. The new form and fees is forwarded to the Treasurer.