

## HOW TO APPLY

1. New applicants are required to complete the VLTBC Membership Application Form.
2. A non-refundable deposit cheque of \$3,150.00 is required with the application form.
3. All applicants will require four (4) Members in good standing to sign the application.

In addition to the required signatures as outlined above, there are two (2) Confidential Reference Forms that are to be completed; they are included in the application package.

The \*Proposer is required to complete one of the Confidential Reference Forms. The second (2<sup>nd</sup>) Confidential Reference Form must be completed by one of the remaining three (3) Members that signed the application.

4. It is the responsibility of the applicant to provide the completed application form and the non-refundable deposit cheque to the Membership & Marketing Manager. If the application is not accepted for membership, the deposit will be refunded.

The Confidential Reference Form is to be returned to the Membership and Marketing Manager in the enclosed envelope that is included in this package.

5. Applicants applying for either Playing or Social membership are subject to the Membership Wait List if there is one at the time of application. The non-refundable deposit will be deposited to hold your position on the Membership Wait List. The applicant is not a member at this point and has no access to the Club during this wait period. Once a membership position comes available, the application will be presented to the Membership Committee for review.
6. The Membership Committee will review the application and if accepted, the application will be presented to the Board of Directors at the next Board meeting, following which the name(s) of the applicant(s) will be posted for Member review for fourteen (14) days as per Club Bylaws and Rules.
7. If, after 14 days there are no objections, the application is considered "approved". An orientation meeting will be setup with the Membership and Marketing Manager and the balance of the entrance fee of which the applicant applied for will be due at that time. After this orientation meeting, the applicant is considered a Social Member of the Club.
8. Applicants that applied for a Playing Membership are then subject to the Playing Wait List; their name is placed on the Playing Wait List once the above application process is complete and the Playing entrance fee has been paid in full to the Club, or payment plan arrangements have been made.

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## HOW TO APPLY continued

Members on the Playing Wait List are required to pay dues as a Social Member during this time and have access to Club facilities available to Social members as outlined in the Club Bylaws and Rules. Limited playing privileges (ie tennis, badminton and squash) are granted during this wait time as per the Playing Wait List Policy included in the application package.

9. Placement on the Playing Wait List does not guarantee a Playing position will come available at any particular time. The Club takes no responsibility for the length of time an applicant may spend on any wait list. Any estimates provided are based exclusively on the past movement of applications and is non-binding as the Club cannot predict the future movement of the membership.

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### **REQUIREMENTS OF THE PROPOSER, SECONDER AND REFERENCES**

1. The reference forms received will help the Membership Committee and the Board of Directors determine the applicant's suitability for membership. Please remember that in all matters pertaining to the nomination of new Members, your first responsibility is to the Club and its Members. In the event you don't know the required number of references then please contact the Membership & Marketing Manager to discuss.
2. The Proposer, Secunder and Two (2) References are:
  - Required to have known the applicant(s) for a minimum of two (2) years
  - Required to sign the application form
3. The Proposer:
  - Is a Playing, Social or Life Member of the Club
  - Is required to complete a "Confidential Reference" form and return it to the Membership and Marketing Manager
  - Has known the applicant for a minimum of two (2) years
4. The Secunder:
  - Is a Playing, Social or Life Member of the Club
  - Has known the applicant for a minimum of two (2) years
5. The "Reference" (two required)
  - Is a Playing, Social or Life Member of the Club
  - Has known the applicant for a minimum of two (2) years

The second reference form must be completed by either the Secunder or one of the references.

If you have any questions, please contact Paul Maaker, Membership & Marketing Manager, at 604-731-2191 ext 206 or via email at [pmaaker@vanlawn.com](mailto:pmaaker@vanlawn.com). Thank you.

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