



# **Cape Fear Pickleball Club (CFPC)**

## **Policies & Procedures**

### **M001 Inducting New Members**

#### **Responsibility**

The Director of Membership is responsible for maintaining a form (Membership Application Form) for gathering appropriate information about any prospective club member (inductee).

#### **Availability**

The form shall be made available to anyone over the age of 18 who expresses an interest in joining the CFPC. This form may be available in paper format, electronic format, or both. Anyone under the age of 18 interested in joining must have a parent or legal guardian fill out and sign the form on behalf of the inductee. A unique form must be filled out for each individual to be inducted.

#### **Content**

The form shall include space to include the name of the inductee, and other identifying information such as date of birth, address, phone number, etc, as deemed necessary by the Director of Membership to conduct the business of the CFPC. It shall require that the inductee (or parent/legal guardian) has read and agrees to the terms of the Waiver of Liability and of the Code of Conduct. It shall also require that the inductee agrees to abide by all club Bylaws and Policies and Procedures. It shall contain information about how to return the filled-out form, and how to pay the appropriate dues.

#### **Other Related Documents**

In conjunction with the Membership Application Form, the Director of Membership shall make the following documents available to the inductee:

- Waiver of Liability

- Code of Conduct (P&P G001)

- CFPC Bylaws (if requested by the inductee)

- All CFPC Policies & Procedures (if requested by the inductee)

All such documents may be made available in either paper format or electronic format.

#### **Acceptance of Inductee**

Upon receipt of a) a valid completed Membership Application Form, and b) the appropriate dues, the Director of Membership shall:

- Notify the inductee that he has been added to the CFPC Membership;

- Add the inductee's information to the CFPC Membership list.