



INSTRUCTIONS FOR CLUBS
BOWLS VICTORIA - RVBA MALE MEMBER ANNUAL SUBSCRIPTIONS
(transitional year – 2010/2011)

Subscriptions are payable for all Club members (including life members and honorary life members) who are entitled to play bowls on the green.

Subscriptions are not payable for dual members whose Primary Club for Championships is another Club.

Due to this year being a transitional year from RVBA & VLBA to Bowls Victoria, instructions have changed from previous years, and will change again for 2011/2012. Please read the following instructions carefully.

Instructions for Male Membership Renewals
(Use the supplied Bowls Victoria - RVBA Male Club Membership Listing & Form BV3)

- 1.** Use the supplied membership listing only. Only one listing will be supplied. The reproduction of this listing will incur a \$10 fee. Clubs may wish to photocopy their list prior to updating. **Do not use Club generated membership listings, as these will NOT be accepted.**
- 2.** Rule a line through all names of persons who you wish to no longer be Bowls Victoria - RVBA affiliated members of your Club, ensuring that the names are still legible. Please indicate the reason for the removal of that name, ie 'deceased', 'cleared', 'resigned', or 'affiliated through Bowls Victoria – VLBA'.
- 3.** Check the current details of your members, ie spelling of names, addresses, and date of births, making alterations if necessary. **Dates of births and middle names must be provided.**
- 4.** A 'J' will appear next to the dates of birth of those members who were juniors at your Club last year. Please check that they are still juniors ie they are under 18 as at 1/7/10, which means born on or after 1/7/1992. If they are no longer a junior, please cross out the J, and include them as an adult member.
- 5.** For existing members whose Primary Club (Identified Club) for Championships is another Club, leave their details on the listing and please write the name of the Primary Club with which the person is now identified with. Note, you do not need to pay for these members as their Primary Club is responsible for paying their subscriptions.
- 6.** Once the supplied Bowls Victoria - RVBA Male Club Membership Listing has been updated, please complete Form BV3. (Copies of Form BV3 can be downloaded from our website www.bowlsvic.org.au).
- 7.** Photocopy the updated supplied Bowls Victoria - RVBA Male Club Membership Listing and the completed Form BV3 and retain for your own records.
- 8.** Forward the updated supplied Bowls Victoria - RVBA Male Club Membership Listing, the completed Form BV3, and appropriate payment to Bowls Victoria by July 1, 2010.
- 9. Members will be considered not affiliated with Bowls Victoria until appropriate paperwork and payment is received.**

Please note that registration details that have been received by Bowls Victoria - RVBA after 30/4/10 are not shown on the Bowls Victoria - RVBA Male Club Membership Listing. If submitted after 30/4/10, there is no need to provide these details again.

Instructions for New Male Member Registrations
(Use Form BV4 & Form BV5)

Subscriptions for new male members are payable to Bowls Victoria immediately upon admission to the Club as a member. Use both Form BV4 and Form BV5 for new male members.

1. Please complete Form BV4 and Form BV5 for all new male members of your Club you wish to affiliate with Bowls Victoria. Ensure that complete details are provided ie full name, address, gender, and date of birth. (Copies of these forms can be downloaded from our website www.bowlsvic.org.au).
2. Forward both forms to Bowls Victoria with appropriate payment.

Changes to Male Membership Details
(Use Form BV6)

If throughout the year more changes to members' details are required (ie changes of addresses, deletions of members, or you have new dual members whose Primary Club for Championships is another Club, please use Form BV6 (which can be downloaded from our website www.bowlsvic.org.au), and forward to Bowls Victoria.