



BOWLS VICTORIA INC.

HOW TO COMPLETE THE MEMBERSHIP & CHANGE OF ADVICE FORM

*Please complete one form per member and send with the applicable fees to
YOUR DLBA Secretary who will forward it to:
Bowls Victoria - VLBA, Ground Floor, 21 Burwood Road, Hawthorn, 3122.*

The Membership & Change of Advice form is to be used for a new member, a member transferring to/from another club, a member change of name, address or telephone number. Date of birth must be completed.

NEW PLAYER COMMENCES

1. The club secretary completes the new player's name, address, post code, telephone number & D.O.B. The club secretary then circles the **(a)**, signs as club sec and sends the form with the applicable fee to the DLBA secretary.
2. The DLBA secretary notes the details for the districts records, signs the form and forwards it to Bowls Victoria - VLBA with the applicable fee.

MEMBER CHANGES NAME

1. The club secretary completes the player's previous name, address, post code and telephone number. The club secretary then circles the **(c)**, completes the details of the member's new name, signs as club secretary and sends the form to the DLBA secretary.
2. The DLBA secretary notes the details for the districts records, signs the form and forwards it to Bowls Victoria - VLBA.

MEMBER CHANGES ADDRESS

1. The club secretary completes the player's name, old address, post code and telephone number. The club secretary then circles the **(d)**, completes the details of the member's new address and telephone number, signs as club secretary and sends the form to the DLBA secretary.
2. The DLBA secretary notes the details for the districts records, signs the form and forwards it to Bowls Victoria - VLBA.

MEMBER AT MORE THAN ONE CLUB

1. The club secretary completes the box section noting the member's Primary Club (the Club they will be affiliated with Bowls Victoria and will play Championships; the Club they will play mid-week Pennant with, and the Club they will play Saturday Pennant with.

MEMBER TRANSFERS TO ANOTHER VICTORIAN CLUB

1. The previous club secretary completes the member's name, old address, post code and telephone number. The club secretary then circles the **(e)**, enters the name of the previous club and new club, indicates whether currently affiliated (circles either yes or no) then circles **(d)**, enters the members new address (if known). Signs as club sec and sends the form to the DLBA secretary.
2. The DLBA secretary notes the details for the districts records, signs the form and forwards it to the members new club.
3. The new club secretary signs as the new club secretary and sends the form with the applicable fee to the DLBA secretary.
4. The DLBA secretary notes the details for the districts records, signs the form and forwards it to Bowls Victoria - VLBA with the applicable fee.

MEMBER TRANSFERS TO AN INTERSTATE CLUB

1. The club secretary completes the member's name, address, post code and telephone number. The club secretary then circles the **(f)**, enters the name of the new club (if known) and enters the State, signs as club secretary and sends the form to the DLBA secretary.
2. The DLBA secretary notes the details for the districts records, signs the form and forwards it to Bowls Victoria - VLBA.
3. The Bowls Victoria - VLBA office prepares the relevant Interstate Clearance form and forwards it to the State to which the member is transferring.

MEMBER TRANSFERS FROM AN INTERSTATE CLUB

The member is responsible for ensuring a clearance from their previous club has been arranged. This is usually sent from the former club to the State Office. The interstate Association sends the clearance to the Bowls Victoria - VLBA office. The Bowls Victoria - VLBA office holds the form until the new Victorian club forwards a Membership Change Advice form.

1. The club secretary of the members Bowls Victoria club completes the member's name, address, post code and telephone number. The club secretary then circles the **(g)**, enters the name of the previous club and State, then signs as club secretary and sends the form with the applicable fee to the DLBA secretary.
2. The DLBA secretary notes the details for the districts records, signs the form and forwards it with the applicable fee to Bowls Victoria - VLBA.

All cheques for affiliation fees to be made payable to Bowls Victoria Inc and forwarded to Bowls Victoria-VLBA Office.

<p><u>NOTE:</u> Please destroy <u>ALL</u> previous copies of the Membership & Change of Advice Forms.</p>
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