

# Bowls Victoria Affiliation Model 2014-15



## Frequently Asked Questions

**1. Q. Why are we changing?**

**A.** The changes are primarily to simplify the affiliation fee process at Clubs and Bowls Victoria.

This is a great opportunity for Bowls Victoria and Clubs to move forward with streamlined systems incorporating the latest technology.

**2. Q. Will this make it easier?**

**A.** Yes – club lists are no longer required

Forms BV4 and BV6 will no longer be required

**3. Q. Will clubs benefit?**

**A.** Yes – ability to add new members during the current year at no cost to the club.

**4. Q. How do we know who is affiliated?**

**A.** Once a Club has entered the details of their members on the database all members will be deemed to be affiliated.

**5. Q. How does a Club calculate an amount per member for the purpose of applying this system to their club membership fee?**

**A.** Divide the Club fee by the number of members you estimate you will have during the year. For example if your Club fee is \$3,000 and you expect to have approximately 67 members divide \$3,000 by 67 which equals \$44.77. The Club can then charge whatever amount it deems appropriate.

**6. Q. When do we pay Bowls Victoria?**

**A.** Clubs will be required to make a single payment no later than 15 September each year.

This will be invoiced by Bowls Victoria in mid-July (commencing July 2014) to provide a suitable period of time for Clubs to make their payment.

**7. Q. How can we pay?**

**A.** Instructions will be on the invoice.

**8. Q. Will we receive a reminder?**

**A.** Yes - a reminder notice will be issued to Clubs at 31 August if their affiliation fees remain unpaid at that date.

**9. Q. What is the final date for payment of our affiliation invoice?**

**A.** 15 September (2014)

**10. Q. What happens if the affiliation fee invoice is unpaid at that date?**

**A.** Each Club will be contacted personally and membership suspended until full payment has been received.

Members of that Club will not be entitled to bowl, and no points will be awarded for any pennant games that may have already been played prior to full payment.

Any Club that is in financial difficulty and cannot meet their payment should contact Bowls Victoria Finance Director by email setting out full details of their situation

**11. Q. Will Bowls Victoria continue to invoice for two affiliation fee installments?**

**A.** No there will be one invoice and one payment only.

The later date for payment of fees should assist with problems encountered by Clubs in paying their initial installment whilst Club official and members are away on winter holidays

**12. Q. How has the club's affiliation fee been calculated?**

**A.** The fee is simply based on the 2013-14 payment previously made to Bowls Victoria, NOT on the number of members at the time of invoicing.

**13. Q. How do we affiliate new members?**

**A.** For both simplicity and as a recruitment incentive for Clubs, there will be no additional Bowls Victoria affiliation fees during the season for new members.

We believe this will encourage Clubs to actively recruit new members.

Once the new members are entered into Bowls Victoria database by the Clubs and marked as financial they will be deemed to be affiliated.

As some Clubs offer free first-year club membership to new bowlers, this "no additional Bowls Victoria affiliation fees" policy is a similar arrangement to assist clubs.

**14. Q. Who is responsible for updating member information on the database?**

**A.** From 1 July 2014 Clubs will be solely responsible for updating the Bowls Victoria database with details of their members.

All Clubs have been given authorisation to manage their membership in the database, and instructions on how to do so.

Forms BV4 (New/Previous Membership Registration) & BV6 (Notification of Changes) will cease to exist from this date and no updating will be undertaken at or by Bowls Victoria.

**15. Q. Can we as a Club opt out of using the Bowls Connect Database IT System**

**A.** No. It is mandatory that all clubs use the Bowls Connect Database IT System

**16. Q. Who is the help desk?**

**A.** There are two areas for assistance:

(a) Database Management – Amanda James

Training will be available for Clubs who may have trouble updating the membership database

(b) Affiliation fee inquiries – Jenny Gilbert

**17. Q. When do we update our club database?**

**A.** This is ongoing and should be done regularly

**18. Q. How do we process a clearance?**

**A.** Clearances will still be processed by Bowls Victoria as is the case currently.

The clearance fee will remain at \$30.

Do not add/delete members clearing into or out of your club as once the clearance is processed at Bowls Victoria this will automatically occur.

In due course the clearance process may become automated.

**19. Q. How long will this affiliation fee model apply for?**

**A.** The new method of determining fees will be monitored and reviewed on an on-going basis, but it is felt that three years is the minimum time required to determine its effectiveness and suitability.

**20. Q. How does this affect Regions and Divisions in formulating their respective levies?**

**A.** Regions and Divisions will continue to calculate and apply levies as deemed necessary to assist with the funding of their operations.

**21. Q. How does a club manage a dual member?**

**A.** It is a club's responsibility to ascertain if a new member is already an existing member of another BV affiliated club. If this is the case then the *Default Subscriptions Type* should be set as Dual Registration. Note should also be made of the bowlers Identified Club under the *Identified Club (if Dual member)* field.

Please note that Dual Registration bowlers are not eligible to play Pennant. Where a Pennant Permit is required this must be obtained through Bowls Victoria and BV will make the relevant annotations to the database.

**22. Q. Do I have to pay affiliation for new members until June 30?**

- A.** To encourage clubs to become early adopters of the IT system and new Affiliation model, all individual affiliation fees will be waived for the rest of the 2013-14 season (ending June 30, 2014). Clubs can now add new bowlers to the database and no fees will be charged.

[Click here to read the Special Bulletin \(9 April 2014\)](#)