

## **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 the event you don't know the required number of references then please contact the Membership & Marketing Director to discuss.

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 Director. If the application is not accepted for membership, the deposit will be refunded. The Confidential Reference Form is to be returned to the Membership & Marketing Director in the enclosed envelope that is included in this package.
5. Applicants applying for either Playing or Social membership are subject to the Membership Waitlist if there is one at the time of application. The non-refundable deposit will be deposited to hold your position on the Membership Waitlist. 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 & Marketing Committee for review.
6. The Membership & Marketing 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 & Marketing Director 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 Member of the Club.
8. Applicants that applied for a Playing Membership are then subject to the Playing Waitlist if there is one at the time of application; their name is placed on the Playing Waitlist 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 Waitlist pay reduced dues during this time and have access to Club facilities as outlined in the Club Bylaws and Rules. Restricted tennis court booking privileges, however, do apply during this wait time as per the Playing Waitlist policy included in the application package, but they have access to full squash and badminton privileges.

9. Placement on the Playing Waitlist 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 waitlist. 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 Director to discuss.***
2. The Proposer, Seconder 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 Director
  - Has known the applicant for a minimum of two (2) years
4. The Seconder:
  - 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 Seconder or one of the references.

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

Vancouver Lawn Tennis & Badminton Club  
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