



## Admissions Policy & Procedure

### **PURPOSE**

The purpose of this policy is to define the membership process and provide the criteria by which membership applications will be assessed. This policy places a significant responsibility on the Sponsors of new members. Potential Sponsors should familiarize themselves with this policy and their responsibility before sponsoring a membership candidate.

### **HCYC MISSION STATEMENT**

Hamburg Cove Yacht Club is dedicated to uniting people who have a love of boating. Members share their boating experiences with each other through a variety of activities both on and off the water. The Club's culture is built on active stewardship and volunteerism of its members not only to keep the Club in "Bristol Fashion", but to encourage growing camaraderie and friendship among the membership. Applicants for membership in HCYC must demonstrate their commitment to active boating, a willingness to participate and contribute time to Club activities, and the personal and interpersonal attributes consistent with these principles.

### **ADMISSIONS CRITERIA**

While anchoring firmly on the above elements of the Club culture, the admissions committee and trustees strive to create and maintain a membership that is enriched by diverse individuals in terms of age, family status, walk of life and boating experiences.

#### ***Prospective members must demonstrate that they are and wish to continue as active boaters.***

In addressing the goal of diversity, and recognizing the Club's unique location, the Admissions Committee may consider applicants who currently limit their boating activities to small craft suitable for navigating Hamburg Cove. These may be enthusiastic younger boaters who plan to increase boat size as means permit, or may perhaps be more senior applicants who have a rich history of active boating but need to limit their current activities.

#### ***Prospective members must demonstrate their willingness to be enthusiastic, active volunteers and stewards of the Club.***

Evidence of this volunteer willingness will be judged by the Admissions Committee, and partly demonstrable. The Committee will share concrete examples of past volunteer experiences in the community or other organizations, and gain applicants commitment to engage volunteering at the Club.

The Sponsor will ensure that the applicant(s) actively participate in the required club functions outlined in the admissions procedure during the application process. The Sponsor and the Committee will then be in a position to assess the volunteer enthusiasm of the applicant.

***Assessing the particular personal and interpersonal attributes that are consistent with the Club's culture and activities will be the most judgmental part of the Committee's work*** Every effort should be made by the Sponsor to have the applicants participate in as many Club functions as possible during the application process.

The applicants should be introduced to as many Club members as possible in a variety of different situations. Feedback to the Committee by the Sponsor during the application process should include assessments of these experiences as well as the specific attendance records. There are three stages to the process:

- 1) Application Process
- 2) Prospective Member Status
- 3) Confirmation as a Full Member



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## STAGE 1— APPLICATION PROCESS

A potential new member approaches the club through a current member who has agreed to sponsor them for membership. They should download the “Membership Application Form” from the club's website ([www.hcyc.com](http://www.hcyc.com)) and follow the appropriate instructions provided on the form. Prospective members may also be invited to events as guests of a current member. It is important that prospective members attend at least one event to orientate themselves with the club before they complete their application. **This event does not count towards their membership qualification.**

Together with their sponsor they must then find two more members willing to stand as their Seconders. The applicant should at this point follow the instructions on the “Membership Application Form”, depending on how they are submitting it to the club. An application will not be recorded until the club has received the application form, the letters of support from the Sponsor, Secunder and Supporting members, and the application fee has been received and deposited.

## STAGE 2 – PROSPECTIVE MEMBERSHIP

As the club has a regular membership limit of 125 members, applicants may be placed on a wait list until a regular membership position opens up. The wait list is sequenced by when the complete membership application was recorded by the club. A complete membership application is the filled in Membership Application Form, Letters of Support from the Sponsor, the Secunder, and the Supporter, as well as acknowledgement by the Treasurer that the check for the application fee has been deposited. During the period of time the applicant is wait listed they may attend club events and use club facilities, *but only as guests of their sponsors who must be in attendance.*

Once a regular membership position opens the next Prospective Member in the sequence will then continue with the process by attending/taking part in **three events**: These requirements/events can be found on the "Prospective Member Check List", which can be downloaded from club's website. The Sponsor is responsible for keeping track of the Applicant's progress and recording their attendance on the "Prospective Member Check List".

## STAGE 3 - CONFIRMATION AS A FULL MEMBER

Once all events/requirements have been completed, the Sponsor then informs the Chair of the Admissions Committee that the Prospective Membership Qualifications have been met and must also present a completed "Prospective Member Check List". The Chair of the Admissions Committee then seeks confirmation from the remaining Admissions Committee Members and takes the application to the next Trustees meeting. At this meeting a motion will be made to grant full membership status. The applicant shall be notified of the Board of Trustees decision by the Admissions Committee under by-law 7.2.

This date and status will be recorded in the club's membership database. At this stage, as long as they were not denied membership, the Prospective Member can consider themselves Full Members of HCYC and are responsible for their dues and other payments required from time to time by the club (e.g. capital supplements, dock charges etc). They will receive a club burgee and key and also be entitled to all the benefits of membership.



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## RESPONSIBILITIES in the MEMBERSHIP APPLICATION PROCESS

### The Applicant

- Working with their sponsoring member complete appropriate paperwork and submit it, with a \$750 check to HCYC, following the instructions on the "Membership Application Form", using the form downloaded from the clubs website ([www.hcyc.com](http://www.hcyc.com)).
- If wait listed then further activity in the prospective membership process is suspended until informed that there is an open regular membership available.
- During the period of time the applicant is wait listed they may attend club events and use club facilities, *but only as guests of their sponsors who must be in attendance.*
- Once approved, continue with the process by taking part in **three events** which are listed on the "Prospective Member Check List".

### The Sponsor

- Takes responsibility for "shepherding" the applicant through the process and through their first year of membership.
- Contacts Admissions Committee via email ([hcyclymect@gmail.com](mailto:hcyclymect@gmail.com)) and advise who they are sponsoring.
- Helps the applicant secure a seconding and a supporting member.
- Ensures letters of support from the sponsor, the seconder and the supporter, that include background information, water born activities and why they are good candidates (see "Template for Letters of Support" on the website), are provided to the club following directions on the Membership Application Form.
- Ensures that the applicant is receiving club correspondence
- Keeps applicant's paperwork up to date by recording key dates and events that were attended using the "Prospective Member Check List" which can be downloaded from the website.
- Work with the head of admissions to find appropriate dates and times to perform the prerequisite activities detailed on the checklist.
- At completion of the prerequisite activities provide the completed "Prospective Member Check List" to the head of admissions.
- Ensures that the applicant is attending events and meetings, as their guests, and are being introduced to as many members as possible during the membership process.

### The Secretary

- Minutes the Trustees decisions regarding membership and provides those minutes to the Admissions Committee.



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### Admissions Committee

- Meets to consider new applications and to make recommendations to the Trustees.
- Reviews the process from time to time to assess its effectiveness and how the process is affecting the club's demographic.
- Meets with candidates and strives to get acquainted with prospective members throughout the membership process.
- After all requirements have been met, vote on whether to recommend to the Trustees that the Applicant be given membership of HCYC.

### Admissions Chair

- Is the first point of contact for potential new members.
- Provides potential new members with the necessary paperwork.
- Ensures that potential new members have a Sponsor.
- Calls meetings of the Admissions Committee to discuss applications as necessary.
- Provides a short report for The Log on a monthly basis detailing applications received and a status report on progress of individuals through the process.
- Provides information to the Trustees on who has sponsored and who has seconded applicants through the membership process.
- Makes recommendations to the Board of Trustees regarding the Prospective Members application for HCYC.
- Informs the Applicant of the outcome of the Trustees Meeting, which confirms membership under bylaw 7.2.

### The Trustees Role

- Vote on the Admissions Committee's recommendation regarding the applicant's membership into the HCYC. This vote will take place at the first Trustee Meeting following the completion of all requirements of membership.