

New Plymouth Contract Bridge Club	
Title	Membership Guidelines/New Members Policy
Policy	<p>New members must be:</p> <ul style="list-style-type: none"> • nominated by a club member who completes a nomination form • approved by the Committee <p>The Secretary will:</p> <ul style="list-style-type: none"> • issue a New Members pack • organise a name badge • inform the relevant convenor to ensure the new member is welcomed • update the club data base <p>The IT Manager will:</p> <ul style="list-style-type: none"> • issue a NZB number if required • notify NZB if the member has transferred from another club <p>The Treasurer will:</p> <ul style="list-style-type: none"> • organise a subscription invoice appropriate for the remainder of the financial year <p>New Graduates</p> <p>Players who graduate from club lessons are automatically accepted into the club. The subscription is waived until the following year.</p> <p>The teacher:</p> <ul style="list-style-type: none"> • gather all the required information <p>Overseas Members</p> <p>The Match and Grading Committee will assess the member's playing ability and recommend a relevant grade</p>
Documentation	Attached nomination form
Responsibility	NPCBC Committee
Date:	01/05/21