

Hugh Wyndham Park, 15 Hume Road  
Dunkeld West, Johannesburg 2196  
P O Box 47177, Parklands 2121  
Tel: (011) 788-0005  
Fax:( 011) 880-4578  
E-mail: [John@bowlssa.co.za](mailto:John@bowlssa.co.za)  
Website: <http://www.bowlssa.co.za>



4 September 2013

TO: DISTRICT SECRETARIES  
EXECUTIVE MEMBERS  
MEDIA

CIRCULAR 41/2013

## New Membership Drive - Incentive Scheme

The Council of Bowls South Africa approved this incentive scheme at the recent Annual General Meeting. The reason for the introduction is twofold – firstly to gain new **first time bowlers to the sport** and secondly to offer, at least some relief to existing members, who introduce new members to the sport.

### Basic Idea

A member introduces a new (first time bowler) member to a club.

Provided that all procedures are followed and the **new** member is fully paid up and registered, the current member will not pay Bowls SA Affiliation Fees the **following year**.

Where a member introduces more than one new member in a calendar year he will only receive exemption once. However should he once again introduce a new member the following year he will naturally receive the exemption the next year.

### More detail

A Standard Application for Membership form has been designed and is available on the Web site

Simply go into Bowls South Africa's Web site and click on **Admin** and then on Application form and the form will appear. You are able to print or save the document.

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#### Executive Committee:

President: Allan Freeman, Vice President: Kallie Haupt  
Member Robert Forbes, Fred Kruis, Charles Levy, Andrew Strong



. The application includes the following details:

- Name, BSA Number and Signature of current member who is introducing the new bowler
- Name, BSA Number and Signature of Club President / Chairperson who confirms that all details are correct.
- Clubs are to keep these Applications on file and are required to produce them when required. Copies are to be lodged with District Secretaries. **This is compulsory.**
- The New membership data input has been amended. The bottom section looks like this:

**New member drive**

Referral details

Player has been referred

- The Club Secretary simply places a tick in the “Player has been referred” box,
- The BSA number of the person who has introduced the new member as well as the Club President / Chairperson’s BSA number is also captured. This indicates that the transaction has been properly authorised.
- Click on the “Check” box and the names of both the referring member and the Club President appears. Simply enter if correct. See below.

**Referral details**

Player has been referred

Club president

Referring player

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Player has been referred

Club president  Laurence Stafford, Male  
Randburg Bowls Club, Johannesburg Bowls ...

Referring player  Mike Cann, Male  
Randburg Bowls Club, Johannesburg Bowls ...

All seems in order with referral player details

On 31<sup>st</sup> of December each year various data extracts are carried out by Bowls South Africa.

They are:

- All members as at 31 December without the exemption field and
- All members whose records show an exemption date.
- The total number must balance to Total number of Membership
- Annual membership Cards are produced for both sections

Invoices are then passed to Districts for all members listed without the exemption field.

**NB. A further report will be introduced as at 30 June each year which will indicate whether a person who was introduced by another has been put into Clearance during the first six months. If so, the person who has received the discount will be invoiced for his affiliation fee by the club.**

### **Checks and Balances**

A report will be designed and introduced and will only be available at District and National level showing all new members registered in this way. Districts are to be encouraged to carry out regular checks on the documentation. It must be understood that no misconduct will be tolerated.

A handwritten signature in black ink, appearing to read 'Mike Cann', is centered between two vertical gold-colored bars.

**MIKE CANN**

**FINANCIAL ADMINISTRATOR**