

## **Club Membership Administration**

A club will normally wish to have a formal system of membership administration. In larger clubs this task will usually fall to a dedicated Club Membership Secretary. In smaller clubs, it may simply be one of the tasks taken care of by the Club Secretary.

### **Membership application**

The standard membership application procedure at most clubs is to require an applicant to play three or more times at the club before completing a membership application form. The club may require that an applicant should have a club member to sign the form as a sponsor. The application is then posted on the club noticeboard for a given period (usually three to four weeks) during which time members have the opportunity to raise any objections to the application. If there are no objections, the application is normally then deemed successful. If there are objections, the application is reviewed by the Club Committee. Alternatively, a club may require a playing-in period of three or four sessions after submission of the application form to see if the candidate is experienced enough to be able to take full part in the club's duplicate sessions or may first need further tuition.

However, if the club is endeavouring to increase its membership, it should bear in mind that the more 'hurdles' it puts in place, the fewer people are likely to apply, in which case a simpler approach may be required.

See [Sample Membership Application Form](#).

### **Fees**

Some clubs levy a one-off joining fee. Most clubs levy an annual membership fee to give the club a guaranteed yearly income to help the club budget for major items. It is usual for clubs to charge table money to cover the weekly costs of running the club. Visitors' table money is generally set at £1 or so more than that for members. All fees are normally considerably reduced (or free) for juniors and college students.

The club may wish to confer honorary life membership in appreciation to a member who has served the club in a senior capacity for many years, absolving the member from annual dues.

In some clubs it may be appropriate to have an associate membership category, e.g. for members who only play rubber bridge and do not take part in duplicate sessions.

## **Membership list**

The Club Membership Secretary should keep an up-to-date record of members' details. This is usually most conveniently maintained on a simple spreadsheet in a computer program such as Excel. It is best to keep all the data in separate columns so that any individual items can be easily changed. Most clubs will wish to have separate columns for:

Title

First Name

Surname

Flat/House Number/Name

Street Name

Village Town

County

Postcode

Telephone Number

Mobile Phone Number

Email Address

EBU Number

Date of Birth (for juniors and college student members only)

It is then easy to add any extra columns as required, e.g. for whether the current year's club subscription has been paid.

## **Club Membership List**

Some clubs may produce a Club Membership List containing the names and contact details (telephone numbers and email addresses) of members. Only members who have given their expressed permission that their contact details can be shared can be included on such a list. If a Club Membership List is produced, then it would normally be updated and distributed to all members on an annual basis. Some clubs also find it convenient to keep this list available on the Club Website, but this should be in an area that is password protected and only accessible to Club Members.

The Membership List should include a list of the Club's Officers and Committee Members. It may also include the club's calendar of events, venue and website details, etc.