

West Vancouver Tennis Club
Waitlist Policy and Procedures

Policy

The West Vancouver Tennis Club (WVTC) welcomes new members and acknowledges the vital role they play in ensuring a vibrant, sustainable member population. WVTC adds new members to its roster on a first come, first served basis in numbers that reflect the importance of providing adequate access to courts for all members and ensuring that, as much as possible, courts are fully utilized.

The WVTC Board has the full authority for decisions about the number of new members admitted to each class of membership in each operating year.

Procedures

1. Applicants for membership will complete the Waitlist Application Form and submit it to the Club Manager along with the appropriate non-refundable waitlist fee.
2. The Manager will add the applicant's name to the waitlist and advise the applicant of their position on the waitlist and the approximate wait time until an offer of membership will be made.
3. The Board determines annually (normally in October) the number of new members that will be added to the roster from each class of membership.
4. The Manager will extend written or e-mailed offers of membership in accordance with the Board's direction. Those accepting must confirm their acceptance and pay the necessary fees within two weeks.

Notes:

*Names of prospective members are placed on the waitlist in the order in which their applications are received, and invitations to join are extended in waitlist order.

*Names of applicants declining invitations to join will normally be removed from the waitlist. In exceptional circumstances the Club Manager may, for compassionate reasons and at the applicant's request, place the applicant's name at the bottom of the list.

Approved by the Board of Directors June 8, 2009