

## **NEW MEMBER ARRANGEMENTS FOR EVENT ORGANISERS**

In regard to membership the overriding responsibility of event organisers is to ensure that OT has full and up to date details of all competitors. In general terms full club members have gone through an annual renewal process so are covered. The issue lies with casuals and in particular newcomers.

Having said this, we do not want organising an event to be tied up in complex processes and excessive red tape, and similarly want to show a welcoming face to all beginners and in particularly first timers.

So the following arrangements are suggested:

- Wherever possible have someone who has a good knowledge of the local orienteering community on the registration desk.
- In welcoming prospective competitors firstly ascertain if they are a club member. If so proceed with your normal event registration process.
- If they are not a club member, ask if they have orienteered before and have previously completed a membership form. If they say - yes, they orienteer most weeks and filled a form in within the last 2 years - then register them for the event.
- If they say “no they have never orienteered before” – or – “no, they last orienteered 3 years ago” then ask them to complete a MEMBERSHIP FORM as a casual (or full) member and forward the completed form to the Membership officer (membership@tasorienteering.asn.au or 326 Murray St, Hobart, 7000)
- Blank membership forms are available in the equipment trailer
- If someone is in doubt or says their address or other information has changed then ask them to complete a membership form

From time to time you may wish to email the membership officer and receive a listing of all current full and casual members. This can be used to cross check however it is recognised that this is not always practical in the hurly burly of registration, particularly at mid-week after school events.

In addition, the membership officer may from time to time send a list of competitors who have shown up in results but are not registered with a request that any of these people be asked to register if they show up.

### **CLUB MEMBERSHIP:**

Every effort should be made to convert casuals to full club membership. The benefits cited can include:

- Reduced event fees
- Receipt of Australian Orienteer
- Receipt of O Know
- Participation in club social activities
- Ability to compete in major events

Also remember that from 1 October each year membership covers the rest of that year and ALL of the following year.

While joining through Eventor is ultimately necessary, experience shows that sending someone away to join in their own time is seldom successful. It is far more effective to “tie the person down” on the spot, collect their membership fee and get them to fill in a membership form. It is

essential that an organiser notes and signs off that the membership fee was collected and enters the date of the signing. It is also essential that the membership fee is either forwarded to the membership officer or is forwarded to the OT treasurer noted as Membership Fees as opposed to event fees.

In such cases of manual membership the membership officer will:

- Create an eventor entry for the person / family
- Upon proof of payment (ie annotated signed form or advice from the treasurer) make them financial
- Advise them of their temporary Eventor username and password.
- Forward details of the new member /family to the club's membership officer so that they can be welcomed into the club.

Any further information can be obtained from the membership officer at..  
membership@tasorienteeing.asn.au