

## CAIRNS CRUISING YACHT SQUADRON

### MEMBERSHIP APPLICATION/RENEWAL CHECKLIST

This checklist is to be used by person issuing a membership/renewal application form.

- Before filling in the form, the applicant must read, sign and date membership By-laws (found on the back of the application form).
- If applying for dinghy permit/sticker the applicant must read, sign and date dinghy By-laws.
- Applicant to complete Membership Application/Renewal Form. (check all parts have been filled in correctly and signed and dated).
- Copy Photo ID/ Drivers licence.
- State to applicant that once the board has approved the application they will receive notice and then a membership card and sticker will be issued.
- State to applicant that It is a requirement that all vessels who berth in the CCYS marina must have at least 3<sup>rd</sup> party, fire and salvage Insurance. (insurance details are required if booking a berth. See Permit to Occupy Form).

Provide applicant with:

- a copy of CCYS Membership Application/Renewal form. (both sides). (signed and dated by the applicant)
- a copy of the dinghy By-laws (signed and dated by the applicant) (If applying for dinghy permit/sticker).

Once the board has returned the approved membership application, provide member with membership card and dinghy sticker.

- **Issuer is to fully complete the bottom section of Membership Application/Renewal form (office use only).**