



## **INDOOR ARCHERY WA MEMBERSHIP HOLD POLICY**

### **1. Eligible Membership Options**

(a) The following memberships will be eligible to be placed on hold.

- (i) Annual Membership
- (ii) Direct Debit Membership

### **2. Membership Hold Periods**

(a) Eligible memberships can be placed on hold for a minimum of seven (7) days to a maximum of eighty-nine (89) days.

(b) Eligible memberships can only be placed on hold once per twelve-month period.

(c) Memberships cannot be held retrospectively.

### **3. How to Place Membership on Hold**

(a) You must provide Indoor Archery WA with written notice of your intention to place your membership on hold.

(b) Indoor Archery WA processing of your membership hold request will be conducted as follows:

- (i) Written notices received before 3pm on a business day will be acknowledged and actioned that business day or:
- (ii) Written Notices received after 3pm on a business day or on a day other than a business day will be acknowledged and actioned the next business day.

### **4. Disqualifying Criteria for Memberships to be Held**

(a) A membership that has outstanding fees owing cannot be placed on hold.

(b) Foundation memberships cannot be placed on hold.

### **5. COVID-19**

(a) Where access by a member to an Indoor Archery WA venue is prohibited by government intervention in response to COVID-19. Indoor Archery WA will automatically place all



affected memberships on hold for the period of the intervention regardless of their eligibility under this policy.