

Letter to Sponsoring Member

Dear Sponsoring Member,

Thank you for taking the time to be a Sponsoring Member of an Applicant for Junior Membership. The club values the participation of all its members in helping young people pursue their interest in tennis and in developing personal and social skills.

The Berkeley Tennis Club currently extends Junior Memberships to qualified Applicants between the ages of 12 and 25. At age 25, they may apply for Associate Membership. While children of Family Members under the age of 25 are considered "Junior Members," the Junior Membership is a special category of membership. An applicant may apply for Junior Membership whether or not his or her parent or guardian has applied for Family Membership.

The Junior Membership Program is designed to provide a supportive environment where young players can practice and develop their tennis and social skills and be an involved and integral part of our tennis club community. The Applicant's interest in developing these skills is more important than how well they play tennis. Thus, we ask that parents discuss and confirm with the Applicant that he or she has enough time and interest to play tennis and become involved in programs and activities at the Club. We also ask that the parent and Sponsoring Member consider the level of independence and maturity of the Applicant and assess whether it is an appropriate time for the Applicant to apply for Junior Membership. As parents will not be members of the Club, an Applicant must be mature enough to look after him or her self while at the Club and to introduce him or her self to other members.

To qualify as a Sponsoring Member, you must be an adult member of the BTC. The Club expects that you know the Applicant personally and to provide information about the Applicant's interest in Junior Membership and general comportment to the Board. If you have been asked to be a Sponsoring Member and do not know the Applicant personally, we request that you get to know the Applicant before agreeing to be a Sponsoring Member.

Please keep in mind that the Club relies on the Sponsoring Member to assist the Board in gathering pertinent information about the Applicant.

In the letter of recommendation, we request that you provide information which you believe will be helpful to the Board in assessing the Applicants membership including, but not limited to, information about the Applicant's level of play, your personal history

with the Applicant or the Applicant's parents/guardians, how you came to be the Sponsoring Member, whether you believe the Applicant is interested in tennis and in participating in events and activities, and other information about the Applicant's maturity, sportsmanship, special needs, and overall comportment. For obvious reasons, we also ask that you be honest and direct with the information you provide. If you would like the letter to be confidential, we request that you notify the Applicant of that fact and provide it in a sealed envelope with specific instructions on the envelope.

The application consists of: 1) the Applicant's Form, 2) the Parent/Guardian's form, and 3) the Sponsoring Member's form (with letter or recommendation.) We ask that the Sponsoring Member gather all the completed application materials and submit them together to the Club Office.

Please complete the attached Sponsor's form and submit it along with a letter of recommendation in a sealed envelope to the Club Office. Once the completed application is received, it will be reviewed by the Junior Development Committee Chairperson. The Chairperson will call the Applicant and arrange for an interview (which is usually an invitation to play tennis at the Club with the Chairperson.) At the interview, the Chairperson will take a photo of the Applicant and post it on the bulletin board (for 10 days.) The Chairperson will also call you and the parent/guardian(s) to answer questions and obtain additional information. Once that is done, the Chairperson will make a recommendation to the Board at the next regularly scheduled Board Meeting. If the Board approves the recommendation, the Applicant will receive a letter from the Club Manager admitting the Applicant to the Club upon payment of the initiation fee and monthly dues. The entire process takes about a month to complete depending on when the Board meets.

Please refer to the attached Summary of Junior Membership Fees and Costs. If you have any questions about the Junior Membership or the application process, please call the Junior Development Chairperson or the Club Manager. We will be happy to answer your questions.

We welcome applicants for Junior Membership and look forward to talking with you.

Very Truly Yours,

Berkeley Tennis Club Board of Directors

BTC Junior Membership Application
Sponsoring Member's Form

This form is to be completed by the Sponsoring Member. If you are the Sponsoring Member, please read the attached Sponsoring Member's cover letter. Then complete this form and attach the applicant's form and parent's form along with your written recommendation and submit the forms to the Club office. All forms must be complete before they are submitted.

Sponsor's Name_____

Sponsor's Telephone_____

Applicant's Name _____Age_____

Parent/Guardian's Name_____

I have the following questions concerning the Junior Membership Program.

I have read the attached cover letter and have completed and attached a recommendation letter providing the information requested in the cover letter. I understand that I am responsible for providing all relevant information to the Club about the applicant. I hereby submit the completed application, including the applicant's form and the the parent/guardian's form to the Membership Committee for consideration.

Signed_____Date_____