

## Rider Bib Purchase / Membership Upgrade Process

This document supports the requirements of the VERA Inc. Rider Bib policy by defining the processes that need to occur for a rider to:

- Upgrade their membership from novice to endurance status
- Procure a rider bib as part of the upgrade process

In accordance with the Rider Bib policy it is mandatory for a member of the Association to purchase a rider bib once they reach endurance rider status. Until that point in time the member is able to utilize bibs provided by VERA in which to compete. VERA Inc. will maintain a store of rider bibs to enable quick delivery of a bib to a newly upgraded member.

The process for upgrading membership and obtaining a rider bib is:

1. Upon the rider applying for full membership with the Association the Membership Secretary will forward the novice rider card to the rider. Accompanying the card will be a Rider Bib Purchase/Membership Upgrade Process application form. This form will also be available for download from the VERA website.
2. When the rider meets the requirements for qualification as an endurance rider they will complete the form, submit the appropriate proof for qualification as an endurance rider and forward a cheque for \$40 to the Membership Secretary.
3. Upon receipt of the application the Membership Secretary will check that the application meets all the requirements and bank the cheque. Where the application is correct a rider bib will be issued to the member at the earliest possible opportunity. Where the application is not correct the Membership Secretary will take the action necessary to obtain all appropriate information and money.
4. Once the application has been checked and all details verified the endurance rider membership card and rider bib will be forwarded to the member. The upgraded membership card will not be issued until the application is correct. A copy of the Rider Bib policy will be sent with the upgraded membership policy to ensure the member is fully informed.