

Pool's Amateur Tour



Membership Department

Policies and Procedures



General Information

- ▶ Headed by Wai Cho Yee
- ▶ Contact Information:
 - 8705 Stone Hill Place
 - Springfield, VA 22153
 - (703) 795-3734 (cell)
 - (703) 991-7388 (fax)
 - Memberships@TAPLeague.com
- ▶ Hours of Operations
 - Monday - Friday, 9am to 5pm EST



Responsibilities

- ▶ Sale of Membership Credits and Membership Packets.
- ▶ Updating Renewal Dates if Necessary.
- ▶ Collecting Fees for Membership Credits or Membership Packets.

Note: Operators are responsible for insuring that all active members have up-to-date memberships.



The Way it Works ...

- ▶ TAP introduced prepaid Membership Cards in March of 2009.
- ▶ Membership Packets are purchased through the Membership Department.
- ▶ Licensees may renew or add players through POOLNet once they receive their credits.
- ▶ For replacement cards a list is to be emailed to the Membership Dept for validation of dates.
- ▶ Licensees distribute the prepaid cards to their players.



The Details ...

- ▶ Each Membership Packet consists of:
 - Membership Credit in PoolNet
 - Membership Card
 - Membership Patch
 - Plastic Luggage Tag Loop
 - Additional promotional material may be included at Corporate's discretion.
- ▶ Cost of each Membership Packet is \$20.00



The Details (cont'd) ...

- ▶ Payment for Membership Packets must be made prior to Packets being shipped.
 - Exemptions to this policy must be approved by the Corporate Office.
 - Packets are shipped once payment is made.
 - Orders received before 3pm EST are shipped same day.
- ▶ Checks should be made out to:
 - Wai Cho Yee
 - TAP Membership
 - TAP
- ▶ Credit Cards are also accepted.



Fees Summary

- ▶ \$20 Membership Packet
- ▶ \$8 Replacement Membership Packets



Shipping Policies

- ▶ 10 or more packets to US addresses
 - United States Postal Service (USPS) priority mail.
 - Delivery time: 2 business days.
- ▶ Less than 10 packets to US addresses
 - USPS first class mail.
 - Delivery time: 3–5 business days.
- ▶ Orders to Canada
 - USPS first class mail.
 - Delivery time: 5–10 business days.