



WOODLANDS  
NATURALLY INVITING

## APPLICATION FOR MEMBERSHIP

To be retained by the Candidate

Dear Candidate,

Attached are the Application Papers for Membership at Woodlands Golf Club:

1. Steps in Processing a Membership Application
2. \*Proposer Form
3. \*Secunder Form - (The Secunder should be a member of Woodlands Golf Club)
4. Referee (2) Form - (One referee should be a member of Woodlands Golf Club)
5. Admission Form
6. Entrance Fee Payment Option
7. Annual Subscription Payment Option
8. ID – Applicants aged under 35 must provide proof of Date of Birth

**\*If a Candidate does not know a Woodlands Member he/she should contact the Club who will then endeavour to facilitate the application accordingly.**

We advise that it is the responsibility of Proposer and/or Applicant to ensure that these membership papers are all signed and completed. The entire application then needs to be returned to the Club office with a deposit of 10% (as listed below) of the Entrance Fee for the Category that is being applied for. The Fee is not refundable, however will be credited against the Entrance Fee at the time of joining the Club.

<u>CATEGORY</u>	<u>DEPOSIT \$</u>
Ordinary (Full):	720.00
Intermediate (6 day):	720.00
Member Under 35 Years of Age (30 to 34):	460.00
Member Under 35 Years of Age (25 to 29):	350.00
Member Under 35 Years of Age (21 to 24):	230.00
Member Under 35 Years of Age (18 to 20):	180.00
Junior (Under 18 Years of Age):	120.00
Country:	180.00

A copy of the Club's Privacy Statement is also included as part of the Admission Form for the candidates information.

**JOHN D STAMP**  
General Manager

White Street, Mordialloc, Victoria 3195, Australia  
P.O Box 844, Braeside 3195

Telephone: (03) 9580 3455 • Facsimile: (03) 9587 3136 • Email: [info@woodlandsgolf.com.au](mailto:info@woodlandsgolf.com.au) • Web: [www.woodlandsgolf.com.au](http://www.woodlandsgolf.com.au)



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## STEPS IN PROCESSING A MEMBERSHIP APPLICATION (I)

To be retained by the Candidate

### STEP 1

The Proposer / Applicant is to obtain a Membership Application Pack .

### STEP 2

Application Papers to be completed as follows:

1. Proposer Form – to be completed by Proposer
2. Secunder Form – to be completed by Secunder
3. Referee Forms – to be completed by two Referees
4. Admission Form – to be completed by the Candidate
5. Payment Options – to be completed by the Candidate

### STEP 3

The Proposer/Applicant is responsible for completing, signing and returning the application papers along with an application fee of 10% of the appropriate entrance fee.

### STEP 4

The Application Papers are to be forwarded to the Board for consideration.

### STEP 5

The Candidate is requested to attend a membership induction interview with our Club President and/or members of the Board. The purpose of the **induction interview** is to:

1. provide details on the structure of the Club that are relevant to a new member
2. ensure that the future member's transition in becoming a member of Woodlands is smooth and the member feels welcome

The following matters should be covered:

- Obtaining a handicap
- Entering competitions
- Importance of Golf Rules & Etiquette
- Dress code both on the course and in the clubhouse
- Playing rights
- Rules about bringing guests to the Club
- Reciprocal Rights
- Use of the Practice Fairway
- Availability of Pro Shop staff for lessons and equipment
- Encouraging use of clubhouse facilities including bar & dining room
- Social functions at the Club
- Syllabus Book and Notice Boards
- Is the proposer aware of his/her obligations to ensure that the applicant has a smooth transition into membership by introducing them to other members and helping to organise games etc

### STEP 6

The name of the Applicant is placed on the Notice Board for 21 days to allow members to lodge any objections.

### STEP 7

At the ensuing meeting of the Board all applications which have been displayed on the Notice Board and any objections thereto will be considered by the Board.

### STEP 8

Following approval by the Board the Club shall issue a New Member's Induction Pack which includes: *Letter of Offer, Care of the Course Brochure, Bag Tag, Club Syllabus, Rules & Etiquette of Golf, Club Newsletter & Statement of Account*

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**P R O P O S E R F O R M ( I I )**  
To be returned to the Membership Administrator

I desire to NOMINATE:

FULL NAME: ..... for membership of Woodlands Golf Club as I regard the Nominee as a suitable person to be elected as a Member of the Club.

CATEGORY OF MEMBERSHIP: .....

IN SUPPORT OF THE APPLICATION, I OFFER THE FOLLOWING DETAILS:

Has the Nominee:

- 1. ever been refused admission to any Club? .....
- 2. withdrawn an application, if so state circumstances? .....

To what golf clubs has, or does the Nominee belong? .....

If so, what is the Nominee's current handicap? .....

To what social clubs has or does the Nominee belong? .....

Is the Nominee aware of the financial obligation involved? .....

You are reminded that under the Club's Articles of Association, the Entrance Fee payable shall be the amount applicable at the time of admission to each class of membership.

Length of time you have known the Nominee:

- 1. Business: ..... years
- 2. Private: ..... years

Are there any other particulars which you think the Board should be informed of?

.....  
.....

PROPOSER'S SIGNATURE: .....

PRINT NAME: .....

DATED THIS ..... DAY OF ..... 20 .....

A MEMBERSHIP APPLICATION FEE OF 10% OF THE ENTRANCE FEE FOR THE CATEGORY THAT IS BEING APPLIED FOR MUST BE LODGED WITH THESE PAPERS. THE FEE IS NOT REFUNDABLE BUT WILL BE CREDITED TO THE ENTRANCE FEE FOR APPLICANTS WHO PROCEED TO MEMBERSHIP.



WOODLANDS  
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**S E C O N D E R F O R M ( I I I )**

To be returned to the Membership Administrator

I desire to **SECOND THE NOMINATION** of:

**FULL NAME:** \_\_\_\_\_ for Membership of Woodlands Golf Club as I regard him / her as a suitable person to be elected as a Member of the Club.

**In support of the Application, I offer the following details:**

Has the Nominee:

- 1. ever been refused admission to any Club? .....
- 2. withdrawn an application, if so state circumstances? .....
- .....

Length of time you have known the Nominee:

- 1. In Business: .....
- 2. In Private: .....

Are there any other particulars which you think the Board should be informed of?

.....

.....

.....

.....

**SECONDER'S SIGNATURE:** .....

**PRINT NAME:** .....

**DATED THIS** ..... **DAY OF** ..... **20** .....



WOODLANDS  
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**R E F E R E E F O R M ( I V )**  
To be returned to the Membership Administrator

**Mr / Mrs / Ms / Miss** ..... (NAME OF CANDIDATE)

has been proposed for Membership of Woodlands Golf Club and your name has been given as one who is able to speak for him / her from personal knowledge.

The Board requests your co-operation in forwarding your answers to the questions listed below.

All information provided will be treated in confidence.

**JOHN D STAMP**  
General Manager

1. For what period have you known the candidate? .....
2. What do you know of his / her business or professional career? .....  
.....
3. Are you acquainted with him / her socially? .....
4. Do you consider that he /she would make a suitable member in both sporting and social activities of the Club? .....
5. If so, would you kindly give your reasons for recommending him / her: .....  
.....  
.....

**REFEREE'S SIGNATURE:** .....

**PRINT NAME:** .....

**DATED THIS** ..... **DAY OF** ..... **20** .....



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**R E F E R E E F O R M ( I V )**  
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**Mr / Mrs / Ms / Miss** ..... (NAME OF CANDIDATE)

has been proposed for Membership of Woodlands Golf Club and your name has been given as one who is able to speak for him / her from personal knowledge.

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**JOHN D STAMP**  
General Manager

1. For what period have you known the candidate? .....
2. What do you know of his / her business or professional career? .....  
.....
3. Are you acquainted with him / her socially? .....
4. Do you consider that he /she would make a suitable member in both sporting and social activities of the Club? .....
5. If so, would you kindly give your reasons for recommending him / her: .....  
.....  
.....

**REFEREE'S SIGNATURE:** .....

**PRINT NAME:** .....

**DATED THIS** ..... **DAY OF** ..... **20** .....



WOODLANDS  
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ADMISSION FORM (V)

To be returned to the Membership Administrator

I hereby apply for admission as a .....  
Member of Woodlands Golf Club. (Membership Category)

I declare that my particulars which follow are correct:

FULL NAME: .....

ADDRESS: .....

SUBURB: ..... STATE ..... P/CODE .....

TEL: (H) ..... TEL: (W) .....

MOBILE: ..... FAX: .....

EMAIL: .....

DATE OF BIRTH: .....

OCCUPATION: .....

EMPLOYER: .....

EMERGENCY CONTACT ..... TEL: .....

Are you currently a member of another Golf Club? ..... YES/NO

- If so, please state which Club .....

- What is your Golf Link No? .....

- What is your handicap? .....

Would you like Woodlands Golf Club to be your home club for handicap purposes?..... YES/NO

Have you been a member of another Golf Club? ..... YES/NO

If so, please state which Club .....What was your handicap? .....

Are you related to any Members of the Club? If so, please provide details: .....

Where did you learn about Membership at Woodlands Golf Club?

Woodlands Member  Woodlands Website  Corporate Day

Boundary signage  Member of another club

Other  (Please provide details).....

I hereby certify that the above information is correct, and agree, if elected to membership at Woodlands Golf Club, to be bound by the Articles and By-Laws of the Club. I also agree to be bound by the credit terms of the Club, which are as follows:

- 1. Payment of Fees in full is required within 1 month of the invoice date unless an instalment plan has been arranged with the Club.
- 2. Accounts which are sent to a Collection Agency for collection will have all legal costs and commission added to the claim.

SIGNATURE OF APPLICANT: .....

DATED THE.....DAY OF .....20.....



WOODLANDS  
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**ENTRANCE FEE PAYMENT  
OPTIONS (VI)**

To be returned to the Membership Administrator

**OPTION 1**

Payment in full by: Cash, Cheque, Credit Card (Mastercard or Visa), Bpay, EFT or via the Internet.

**OPTION 2**

**\*\*Entrance Fee is payable in monthly instalments with a maximum repayment period of three years for members aged 35 years and over. For Members under the age of 35, the maximum repayment period is two years.**

Terms and conditions:

- Subject to a 6% instalment charge on the total value of the Entrance Fee payable in full with the first instalment;
- Entrance Fee is payable by equal monthly instalments with a repayment period of:
  1. 12 monthly instalments
  2. 24 monthly instalments
  3. 36 monthly instalments\*\*

Members can select for the instalment to be:

- Debited monthly from a nominated bank account or
- Charged monthly against a credit card

**PLEASE SELECT YOUR PREFERRED PAYMENT OPTION:**

**OPTION 1**  **PAYMENT IN FULL**

**OPTION 2\*\***  **12 MONTHS**  **24 MONTHS**  **36 MONTHS\*\***

**ENTRANCE FEE MONTHLY DIRECT DEBIT REQUEST/AUTHORITY**

I authorise Woodlands Golf Club to debit the account number below for monies due for my Entrance Fee.

Member Name	
Member Number	

**BANK ACCOUNT**

Name of Financial Institution	
Account Name	
BSB (6 digits)	
Account No.	

OR

**CREDIT CARD (VISA OR MASTERCARD)**

Type of Card	
Account Name	
Card Number	
Expiry Date	

**DEDUCTIONS:** The amount debited each month will be processed on the **2<sup>nd</sup> Wednesday** of each month.

By signing this **Direct Debit Request Form**, you acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement. Should the direct debit facility cease for any reason, the balance of the Member's Entrance Fee will be payable in full to the Club.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_





**WOODLANDS**  
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**ANNUAL SUBSCRIPTION  
PAYMENT OPTIONS (VII)**

To be returned to the Membership Administrator

**OPTION 1**

Payment in full by: Cash, Cheque, Credit Card (Mastercard or Visa), Bpay, EFT or via the Internet.

**OPTION 2 - MONTHLY INSTALMENT OPTION**

Members can elect to repay the annual subscription by monthly instalments (concluding in May of each year). Other charges and levies are due and payable with the first instalment.

Members can select for the instalment to be:

- Debited monthly from a nominated bank account (incurs 5% instalment fee) or
- Charged monthly against a credit card (incurs 5% instalment fee)

**PLEASE SELECT YOUR PREFERRED PAYMENT OPTION:**

OPTION 1                       OPTION 2  (Please complete details below)

**ANNUAL SUBSCRIPTION MONTHLY DIRECT DEBIT REQUEST/AUTHORITY**

I authorise Woodlands Golf Club to debit the account number below for monies due for my Annual Subscription.

Member Name	
Member Number	

**BANK ACCOUNT**

Name of Financial Institution	
Account Name	
BSB (6 digits)	
Account No.	

**OR**

**CREDIT CARD (VISA OR MASTERCARD)**

Type of Card	
Account Name	
Card Number	
Expiry Date	

**DEDUCTIONS:** The amount debited each month will be processed on the 2<sup>nd</sup> Wednesday of each month.

By signing this **DIRECT DEBIT REQUEST FORM**, you acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement. Should the direct debit facility cease for any reason, the balance of the Member's subscription will be payable in full to the Club.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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## PRIVACY STATEMENT

To be retained by the Candidate

### INTRODUCTION

Woodlands Golf Club respects your right to privacy. We are committed to managing your personal information in a respectful way by adhering to the privacy principles contained within the Privacy Act 1988.

What this means is that all personal information that enters our organisation is dealt with in a uniform manner and the highest regard is taken for maintaining its security at all times.

### INFORMATION THAT IS COLLECTED

Due to the range of services that the Club provides, our organisation holds a selection of personal information of members and guests. Information may include contact information, date of birth, occupation, name of employer, current golf handicap, other clubs a person is a member of, as well as information collected as a result of a membership card being in a club machine that is linked to a player tracking system.

### STORAGE OF INFORMATION

Information obtained from members will be recorded on the Club's computer systems. All computers have access password and relevant programs are password protected. The original forms and information are stored in the administration area.

Information concerning guests is stored in the Visitors Register as required by relevant legislation and other written information is stored in the administration areas of the Club.

Information obtained from members will be destroyed or de-identified when it is no longer needed for the purpose for which it was collected.

### USE OF INFORMATION

The main purpose for which the Club holds this information is to:

- Determine whether applicants for membership meet the criteria of the Club for such membership;
- Administer and manage the Club's services and functions, including marketing to improve the services and to provide members and guests with the latest information about those services;
- Provide members via GolfLink, access to the National Handicapping System; and
- Publish and distribute Club publications such as the Club Diary, Annual Report and Newsletters.

*Note: You may receive direct mail from GolfLink. Members may opt-out of receiving such information by advising the Office.*

## **DISCLOSURE OF INFORMATION**

The Club will disclose this information to a third party where it is authorised to do so, eg member contact details will be provided to other members in the Club Diary and on request, unless a request is received from a member not to disclose this information.

We may also disclose personal information in other circumstances, where we are legally authorised or obliged to do so. The Club may also disclose personal information to relevant authorities if it reasonably believes that there is a threat to an individual's life, health or safety. If the Club has reason to suspect that unlawful activity has been, is being, or may be engaged in, personal information may be used or disclosed as a necessary part of any investigation and reporting to relevant persons or authorities.

The Club may disclose personal information to third parties that provide services under contract to the Club. These contracts require the third party to keep personal information confidential and secure, is destroyed or is returned to the Club after it has been used for the purpose for which it was provided. Unless otherwise directed in writing, the Club has or will forward members personal information to GolfLink in order that the member can be registered for a handicap. The Club has a privacy agreement in place with the Golf Australia.

*Note: You may receive direct mail from GolfLink. Members may opt-out of receiving such information by advising the Office.*

## **MAINTENANCE AND ACCESS TO INFORMATION**

You have a right to access any personal information that the Club holds about you, including a right of correction of your information. Information in the file relating to any pending or existing legal proceedings will not be available. Reasonable notice in writing is required to be given to the General Manager and the information must remain and be viewed in the office.

## **RESOLUTION OF DISPUTES**

All questions relating to this policy should be directed to the General Manager. Should a member wish to dispute the information kept on his/her file or any other matter arising from this policy, the matter will be referred to the Board. The Club will correct the information it holds if a member can establish that it is not accurate or correct.

**Adopted by a resolution of the Full Board, 28 November 2002.**