



## A P P L I C A T I O N F O R M E M B E R S H I P

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

**\*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.

<b><u>CATEGORY</u></b>	<b><u>DEPOSIT \$</u></b>
Ordinary (Full):	756.00
Intermediate (6 day):	756.00
Member Under 35 Years of Age (30 to 34):	483.00
Member Under 35 Years of Age (25 to 29):	367.50
Member Under 35 Years of Age (21 to 24):	241.50
Member Under 35 Years of Age (18 to 20):	189.00
Junior (Under 18 Years of Age):	126.00
Country:	189.00

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

**RICHARD TULLBERG**  
**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)



# 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 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: *Care of our Course Brochure, Bag Tag, Club Syllabus, Rules & Etiquette of Golf, Dress Code, Website Information, Scorecard holder & Statement of Account*

## Step 9

The Applicant is then invited to attend a New Member Induction Evening, this evening aims to:

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

The following matters should be covered:

- 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
- Availability of Pro Shop staff for lessons and equipment
- Encouraging use of clubhouse facilities including bar & dining room
- Social functions at the Club
- 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



## PROPOSER FORM ( 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.

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 • Web: www.woodlandsgolf.com.au



**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 .....



# REFEREE FORM (IV)

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.

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 .....



## REFEREE FORM (IV)

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.

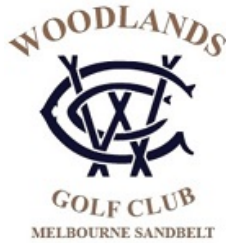
All information provided will be treated in confidence.

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 .....



# 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.....



# 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. This method gives the member a 15% discount.

**OPTION 2**

**\*\*Entrance Fee is payable in monthly instalments with a maximum repayment period of five years.**

Terms and conditions:

- Subject to a one off 5% administration fee for the total value of the Entrance Fee payable in full with the first instalment for 3 year payment plans and a 7.5% administration fee with 5 year payment plans;
- 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
  4. 60 monthly instalments

Members can select for the instalment to be:

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

**\*\* Members are obligated to pay out in full entrance fees should they resign from the Club prior to the instalments being completed.**

**PLEASE SELECT YOUR PREFERRED PAYMENT OPTION:**

OPTION 1  PAYMENT IN FULL

OPTION 2\*\*

12 MONTHS <input type="checkbox"/>	24 MONTHS <input type="checkbox"/>	36 MONTHS <input type="checkbox"/>	60 MONTHS <input type="checkbox"/>
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**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 **16th** 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:** \_\_\_\_\_





**A N N U A L   S U B S C R I P T I O N  
P A Y M E N T   O P T I O N S   ( V I I )**

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 and building levy by monthly instalments (concluding in April 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 see page 11 for a copy of the Ongoing Direct Debit Authority Form

**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**

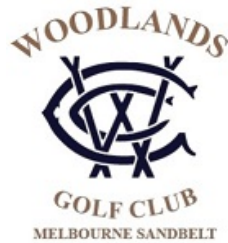
**CREDIT CARD (VISA OR MASTERCARD)**

Type of Card	
Account Name	
Card Number	
Expiry Date	

**DEDUCTIONS:** The amount debited each month will be processed on the **16th** 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:** \_\_\_\_\_



## HOUSE ACCOUNT SYSTEM OPTIONS (VIII)

To be returned to the Membership Administrator

As of July 1<sup>st</sup> 2013 it became Club policy that members wishing to charge purchases to their house accounts be set up on a direct debit agreement, keep their account in credit or pay at the point of sale.

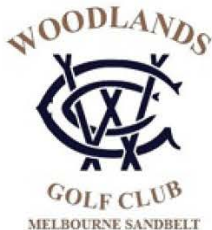
### **Payment via Direct Debit**

Purchases charged to your house account, using the member fob provided, can either be:

- Debited from a nominated bank account
- Charged against a nominated credit card.

Direct Debits for House Accounts are processed on the last day of the month for purchases up to the end of the previous month.

A copy of the Ongoing Direct Debit Authority Form can be found on the following page



ABN: 98 004 119 822 ACN: 004 119 822

### Direct Debit Request

Please debit my account for the following charges: (please tick)

- Subscriptions (Full payment July) or  
 Subscriptions (Instalments over 10 months July – April) and  
 House (food & beverage and pro shop charges- monthly)

To: Woodlands Golf Club

I / we request that money due in terms of the repayment arrangement relating to payment of subscriptions & house charges by Direct Debit made between ourselves on \_\_\_/\_\_\_/\_\_\_, be drawn under the Direct Debit System from my/our account conducted with

\_\_\_\_\_ (Bank Name)

**Account details are:**

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_

I / we acknowledge that this Direct Debit arrangement is governed by the terms of the Client Service Agreement received from:

Name: Woodlands Golf Club

Debit User ID number: 219693

Member Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_ (if required)

Date: \_\_\_/\_\_\_/\_\_\_

**Credit Card Authority**

Credit Card number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Cardholders Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# PRIVACY STATEMENT

To be retained by the Candidate

This document sets out the policy of Woodlands Golf Club (WGC) with respect to the way we collect, protect, use and disclose Personal Information and the choices you can make about your Personal Information in accordance with the *Privacy Act 1988* (Cth) (Act).

## What is Personal Information?

We are committed to providing a high level of privacy in relation to all Personal Information that is collected by us. For the purposes of this policy, 'Personal Information' has the same meaning as set out in the Act and is information from which your identity is either clear, or can reasonably be ascertained.

## What information do we collect?

Due to the services provided by WGC, we may collect and hold the following types of Personal Information:

- name;
- mailing or street address;
- email address;
- date of birth;
- telephone number;
- facsimile number;
- profession, occupation or job title and the name of your employer;
- current golf handicap;
- details of membership with other Clubs;
- information, such as point of sale purchase history, collected as a result of a membership card being placed in a club machine that is linked to a player tracking system;
- details of the payments you made, together with any additional information necessary to deliver our services and to respond to your enquiries;
- any additional information relating to you that you provide to us directly through our website or indirectly through use of our website or online presence, through our representatives or otherwise.

We may also collect information that is not Personal Information because it does not identify you or anyone else. For example, we may collect anonymous answers to surveys or aggregated information about how persons use our facilities, services and/or website.

## How do we collect Personal Information?

Generally we collect your Personal Information directly from you unless it is unreasonable or impracticable to do so. We may collect Personal Information from you when you:

- complete a membership application form;
- complete the golf handicap information;
- complete the visitors register;

- access our website;
- call us or come into WGC and make enquiries.

There may be some instances where we collect your Personal Information through the use of cookies. A cookie is a packet of information stored on your computer that allows our server to identify and interact more effectively with your computer. It also enables us to keep track of information you view so that, if you consent, we can send you news about those products and services. If you do not wish to receive any cookies you may set your browser to refuse them. However, your use of our website may be affected.

### **For what purposes do we collect, hold, use and disclose Personal Information?**

We collect Personal Information about you to the extent necessary to provide you with member or guest services, to conduct events and functions or to carry out our internal administrative operations.

If you do not provide us with Personal Information we may not be able to provide services or information you request, either to the same standard or at all.

Your Personal Information may be collected, held, used and disclosed by WGC for the following purposes:

- to process membership applications;
- to administer and manage WGC services and functions;
- to conduct business processing functions;
- to provide members via Golfink with access to the National Golfing Handicapping System;
- for the administrative, marketing (including direct marketing), planning, product or service development, quality control and research purposes of WGC, its related contractors, partners or service providers;
- to update our records and keep your contact details up to date;
- to provide information and to send communications requested by you, including publishing and providing members with a Club Diary that includes all member's contact details, Annual Report, newsletters and an annual birthday communication to members as part of our member services;
- to answer enquiries and provide information or advice;
- to process and respond to any complaint made by you; and
- to comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with any governmental authority.

When we use your Personal Information we do so for purposes consistent with the reason you provided it, or for a directly related purpose.

We may disclose Personal Information where permitted, or required, by law or where you have provided us with your express or implied consent to do so. We may also disclose Personal Information to relevant authorities if WGC reasonably believes there is a threat to an individual's life, health or safety, or where WGC has reason to suspect that unlawful activities have been, or may be, engaged in.

We will not actively disclose your Personal Information outside Australia, unless such disclosure is required in order to deliver the services that you have requested and you have provided consent (either express or implied).

### Direct marketing

From time to time we may use your Personal Information to send you direct marketing communications and information about our events and services that may be of interest to you. These communications may be sent to you in various forms, including mail or email. You may opt-out of receiving such communications at any time by instructing our Contact Officer via the process set out under 'How to contact us'.

### **To whom may we disclose your Personal Information?**

We may disclose your Personal Information to:

- our employees, contractors or service providers for the purposes of providing you with member or guest services, to conduct events and functions or to carry out our internal administrative operations;
- members, in regard to member contact details that are published in the Club Diary, noting that a member may request the non-disclosure of their contact details and in such cases the information will not be published;
- suppliers and other third parties with whom we have commercial relationships, for business, marketing, and related purposes; and
- any organisation for any authorised purpose with your express consent.

When we provide Personal Information to third parties who perform services for us, we take reasonable steps to require those parties to protect your Personal Information as diligently as we do. Strict contractual measures exist between WGC and the Australian Golf Union to ensure your Personal Information is protected.

### **How do we store and secure Personal Information?**

When handling your Personal Information we take our responsibilities of protecting your privacy very seriously. Your information may be held by us in both electronic and hard copy form. Where such Personal Information is no longer needed it is either de-identified or destroyed.

WGC takes reasonable steps to ensure your Personal Information is protected from unauthorised disclosure, loss, misuse or alteration. However, please note that our website does not provide systems for secure transmission of Personal Information across the internet, except where otherwise indicated. You should be aware that there are inherent risks in transmitting Personal Information via the internet and we cannot provide any guarantee with respect to the security of your Personal Information provided via our website due to the website being linked to the Internet.

### **How can you access your Personal Information?**

You have the right to request access to the Personal Information we hold about you. We will, upon your request, and subject to applicable privacy laws, provide you with access to your Personal Information that is held by us. We ask that you identify the type/s of Personal Information that you are requesting.

Depending on the nature of your request, we may seek to recover from you our reasonable costs incurred in supplying you with access to this information.

There may be instances where we cannot grant you access to the Personal Information we hold, for example, if granting access would interfere with the privacy of others or if it would result in a breach of confidentiality. If this happens, we will provide written reasons for such refusal.

### **How can you update your Personal Information?**

It is important that the Personal Information we hold is up to date.

You must notify us as soon as reasonably practicable of any changes to your Personal Information provided to us by you, or when you become aware of any inaccurate, out of date, misleading or false Personal Information about you.

We will take reasonable steps to ensure that the Personal Information we hold about you remains accurate, up-to-date, complete and relevant and, where appropriate, amend our records accordingly.

### **How to contact us**

Should you have any questions about this policy, inquiries regarding privacy and your Personal Information, wish to raise any concerns or make a complaint regarding your privacy and any possible breach of your privacy, please contact us using via the details below:

Telephone – (03) 9580 3455

Email – [general\\_manager@woodlandsgolf.com.au](mailto:general_manager@woodlandsgolf.com.au)

We will address your request or complaint within a reasonable period following our receipt of same. We aim to ensure that such matters are addressed and resolved in a timely and appropriate manner.

After assessing your complaint, we will decide what action (if any) we should take in response.

If we have not resolved a complaint to your satisfaction, you may wish to escalate the matter to the Privacy Commissioner via an online privacy complaint form which can be found at: <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

### **Changes to our privacy policy**

WGC will post changes to this policy on our website and publish the effective date when the policy was updated. We encourage you to review this policy from time to time so that you remain informed as to how we are protecting your Personal Information.