

# NORMANTON GOLF CLUB

## New Member Application Form

Process & Procedures

Side 1 Completed by Applicant

MR/MRS/MISS	SURNAME	FORENAME
ADDRESS		POST CODE
HOME PHONE No.	MOBILE No.	
EMAIL ADDRESS		
DATE OF BIRTH	OCCUPATION (incl. Trade)	

Please tick which type of membership you are interested in

FULL 7 DAY	MIDWEEK 5 DAY	JUNIOR

SUPPLEMENTARY QUESTIONS	Yes/No Club/Hcap
Are you currently a member of another Golf Club? If yes, please state which Club	
Have you been a member of NGC previously? If so how many years ago?	
Do you have a current CONGU handicap? If so, what <b>exact</b> handicap are you?	
If you are joining from another club, please state your CDH lifetime number	
You must request your existing club to release you from their registration	

PROPOSER	NAME
If you have been proposed by an existing NGC Member, would you please state his/her full name.	

Please indicate (tick box) where you heard about the Club/what made you want to join?

From a friend / work colleague	From a NGC member	From an advert seen	From looking on the web site	Change of Club	Played the Course

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF PARENT (in the case of a Junior)	DATE

Date application received/printed in office	Date applicant interviewed by Captain/Director	Date form returned to office to process for joining

State amount of payment received

FULL JOINING FEE	50% JOINING FEE	FULL 7 DAY SUBS	FULL 5 DAY SUBS	PRO-RATA/PART YR SUBS

Tick box to indicate method of payment used

CASH	CHEQUE	DEBIT CARD	CREDIT CARD	MIXTURE OF CASH & CARD	APPLIED FOR DIRECT DEBIT

Check/tick list of issue/task completed	Tick/Initial when completed
Issued new member induction handbook	
Given member receipt of payment	
Issued Club Membership Card	
Issued Year Bag sticker	
Informed of Golf Door Code	
Informed of Changing Room Code	
Entered <b>all</b> details on CLUB V1 to update Membership database	
Applied £50 bar credit to name of Proposer (only when offer is on!)	
Given Direct Debit Form out and indicated on ClubV1	
Informed Professional of all required details, h/cap, CDH, etc.	
Form filed in recognised office drawer	

SIGNATURE (to confirm entire process is completed in line with official procedure)	DATE (signed off)