



The Island Golf Club Membership Application Form

Please affix Passport
Size Photo here

Office Only - Membership Form Received by: _____ **Date Received:** _____ **Date Interviewed:** _____

Category of Membership Applied for:

Name:

Address:

Telephone Number: _____ **Home:** _____ **Mobile:** _____

Email Address: _____

Date of Birth: _____

Occupation (Brief Detail):

Golf Details (Other Clubs)

Club	Category of Membership	Handicap	From	To

Proposer: Name: _____ **Signature** _____

Seconder: Name: _____ **Signature** _____

Applicant's Signature: _____

General Data Protection Policy:

Please tick this box if you wish to receive newsletters from the Club

Please tick this box if you wish to have your name and handicap displayed in the public areas

Please tick this box if you consent to your name and address together with the names of the Proposer and Seconder posted on the Notice Board in the clubhouse (Rule 3.6.4)

Further information on the Club's General Data Protection Policy can be viewed on the Club noticeboard and by clicking the link on the Club website. Please contact the General Manager directly for any further queries you have in relation to the Club's General Data Protection Policy.

Proposer and Seconder must be Ordinary, Lady Associate, Senior or Honorary Life Members of not less than 3 years standing.

Notes:

The Proposer is responsible for ensuring that the Application Form (Fully Completed) is returned to the Office together with:

- Individual letters of support from both the Proposer and Seconder outlining why they consider the applicant suitable to be a Member of The Island Golf Club. Incomplete application forms will not be considered.
- Current handicap certificate.
- Passport photograph.
- Letter of introduction from previous club if appropriate

(See over for **official use**)

Office Use

Activity	Date	Initials
1) Official Form obtained from the Office by Proposer/Seconder and sent to Candidate for completion.		
2) The Proposer (who is responsible for veracity of information) completes the form duly signed by Proposer and Seconder and returns the form with letters of support to the Office together with any Photos, Handicap Certificates, etc. as appropriate.		
3) The Office checks the Form is fully completed and if so stamps the form with date received in appropriate Official Use section. Note the form will not be considered by Membership Sub Committee (MSC) unless it is fully completed.		
4) Interview is arranged with Candidate & Proposer or Seconder with the appropriate club representatives (normally Captain & Honorary Secretary of Ladies/Men's Club and/or an Officer of Management Council). The application form is signed and dated to confirm applicant, proposer & seconder were advised of interview date and time. NB. Date interview completed to be recorded on Application Form.		
5) Form is submitted to the MSC for consideration and if agreed is posted on the Notice Board. Date posted on Notice Board to be recorded on Application Form.		
6) In the event that an objection is received (which should be sent to the Hon/Sec) during the 14 days the application is on the notice board the Hon/Sec will make discreet enquiries and MSC will be advised accordingly.		
7) After 14 day requirement is observed (and on basis no objections received) the candidate is eligible for election by Management Council.		
8) Letter sent to Applicant (copy to Proposer) informing him/her of election including a copy of club rules, byelaws and invoice. Date this letter sent duly recorded on AF		
9) The date all fees are paid is noted on AF and respective Club notified for setting new Applicant up on computer systems.		
10) The Form together with letters/copies of all correspondence are filed in a dedicated Membership Folder.		