

## Membership Information Sheet

Fort William Golf and Country Club

<b>Membership Information</b>	
<b>Membership General Information</b>	<p>Membership at Fort William Golf &amp; Country Club (FWGCC) is <b>continuous</b> until such time as the member provides notice of resignation in writing, or such time when the member no longer meets the eligibility requirements of the membership.</p> <p>The applicant agrees to allow the FWGCC use of their personal information provided solely for purposes related to the normal administration of the club, per our Privacy Policy.</p> <p>All memberships must be paid in full before playing as a Member.</p>
<b>Membership Cancellations</b>	<p>All cancellation/refund requests <b>must be submitted in writing.</b></p> <ul style="list-style-type: none"> <li>• Requests received prior to May 1st will receive a full refund.</li> <li>• Requests received before July 15th will receive a 50% refund to be applied against a renewal of the next season's membership fee <b>(Request must be accompanied by a Medical Certificate.)</b></li> <li>• For requests received as of July 15<sup>th</sup>, no refund will be issued</li> <li>• The member can make a request directly to the Board of Directors for consideration</li> </ul> <p>Fall promotion memberships cancelled prior to the beginning of the golf season will lose the 50% Fall payment, up to a maximum of \$1000.</p>
<b>General Payment Information</b>	<p>The FWGCC will charge the credit card on file for payment of the applicant's Membership dues, Additional Services fees, Capital Improvement Fee &amp; monthly House Account charges unless otherwise advised. Members must advise the Office of any credit card changes or expiration date changes.</p> <ul style="list-style-type: none"> <li>• Requests for changes in type of membership or current fee-payment option for the upcoming season must be provided in writing and before selected payment option date in order to avoid unwanted charges</li> <li>• Cancellation of existing Additional Services for the upcoming season must be provided to the Office in writing prior to selected payment option date in order to avoid unwanted charges <ul style="list-style-type: none"> <li>○ Addition of existing Additional Services for the upcoming season can be provided to the Office in writing at any time for processing</li> </ul> </li> </ul>
<b>Membership Payment Options</b>	<p>Membership Payment options are:</p> <ul style="list-style-type: none"> <li>• <b>Pay in full</b></li> <li>• <b>Pay in 6 equal installments from November to April</b> (if application received by posted deadline) <ul style="list-style-type: none"> <li>○ Installments are processed on or about the 20<sup>th</sup> of the month</li> </ul> </li> </ul> <p style="text-align: center;"><i>FWGCC requires up to 2 business days to process applications; membership confirmation will be sent</i></p> <p style="text-align: center;"><b>Membership is confirmed with an email from the FWGCC.</b></p>

<b>Additional Services</b>	<p>Additional Services include: lockers, seasonal power cart seats, and club storage (when not included in membership type) that can be added to a membership.</p> <ul style="list-style-type: none"> <li>• Payment for any Additional Services are processed in April, or upon approval of application; whichever is earlier <ul style="list-style-type: none"> <li>○ Member riders on a cart, who have not purchased a seasonal cart seat rental, will be required to pay the daily Member cart seat rental fee</li> </ul> </li> </ul>
<b>Capital Improvement Fees</b>	<ul style="list-style-type: none"> <li>• Capital Improvement Fees, if applicable, are a single charge to the member's House account in May; or upon receipt of application, if received after May 30<sup>th</sup></li> </ul>
<b>Golf Service Charges</b>	<p>Golf Service charges include: daily member carts seat charges, daily guest charges, and rounds of golf not included in a membership type Services not paid for at the Pro Shop are charged to the Member's House account</p>
<b>Craig Morton Golf Services</b>	<p>Purchases from <i>Craig Morton Golf Services</i> (e.g. clothing, shoes, balls) may be charged to the member's House account.</p>
<b>Tee Time Restrictions</b>	<p>Tee time Blocked Periods include:</p> <ul style="list-style-type: none"> <li>• Men – tee times are restricted on Tuesdays</li> <li>• Ladies - tee times are restricted on Wednesdays</li> </ul> <p>Other restrictions may apply as per the <i>Fee Schedule</i>.</p>
<b>House accounts</b>	<p>House accounts are created for all membership categories, with the exception of Junior members.</p> <p><i>Note:</i> Junior members whose parents/grandparents are Members may be given a House account – with written authorization to the Office to link it to the parent's/grandparent's account. Charges will show up on the authorizing account's statement.</p> <ul style="list-style-type: none"> <li>• Each member is provided a Membership account number which is only to be used by the assigned individual <ul style="list-style-type: none"> <li>○ Name and account number must be provided to FWGCC staff for any services provided or items purchased</li> </ul> </li> <li>• Capital Improvement Fees, Ancillary Membership Service fees, Food &amp; Beverage Charges, and Golf Service charges are seen on a member's House account</li> <li>• All members must pay their outstanding House account balance each month and any time their credit limit is exceeded</li> </ul>
<b>Food &amp; Beverage Charges</b>	<p>Food and beverages that are charged on account are automatically assigned a 15% gratuity charge.</p> <ul style="list-style-type: none"> <li>• Members paying for any F&amp;B purchases with cash or a credit card, should give their account number to collect loyalty points and credit towards their F&amp;B <i>Minimum Charge Amount</i></li> </ul>
<b>Food &amp; Beverage Minimum Charge Amounts</b>	<p>All members (excluding Young Adults, Juniors, and House) will be required to support a House account and spend a defined Food &amp; Beverage (F&amp;B) <i>Minimum Charge Amount</i> each golf season, between opening day and September 30<sup>th</sup> close of business.</p> <ul style="list-style-type: none"> <li>• <u>Not</u> included are: taxes; gratuities, and meals or beverages part of private events or tournaments</li> </ul>

	Any deficit to the F&B <i>Minimum Charge Amount</i> will be billed to the member's House account in October.
<b>House Account Statements</b>	<p>Although each individual has an account number and their charges are posted to them - the charges are only seen on the account designated the 'Family'/Corporate account.</p> <p>Only one statement is sent per membership - on or about the 1<sup>st</sup> of the month.</p> <ul style="list-style-type: none"> <li>• Any discrepancies are to be reported to Office before the next statement is issued.</li> </ul>
<b>House Account Payments</b>	<p>House account payments will be processed to the card on file each month, on or about the 4th of the month (e.g. processed on July 4th for the balance as of June 30<sup>th</sup>); <u>and</u> for the full account balance any time the account exceeds its credit limit.</p> <ul style="list-style-type: none"> <li>• The payment for the October House account balance will be processed on or about October 30<sup>th</sup></li> <li>• Members with unpaid balances beyond 2 payment cycles may have their Club privileges suspended</li> <li>• An NSF charge of \$25 will be applied to the Member's account if a credit card is declined for a payment</li> </ul>
<b>Loyalty Points</b>	<p>Loyalty points are earned on a 1:1 ratio – 1 loyalty point for every \$1 of Food &amp; Beverage charges (excluding HST, gratuities, and food and beverages as part of private events or tournaments).</p> <ul style="list-style-type: none"> <li>• Once a member (or couple Family account) has earned 500 points, a <i>Member Rewards 18-Hole Golf</i> pass is earned and can be requested at the Office <ul style="list-style-type: none"> <li>○ Passes have an expiry date</li> </ul> </li> </ul>
<b>Insurance Statement</b>	Fort William Golf and Country Club (FWGCC) is not responsible for items lost, stolen or damaged while members and their guests are on/use the premises
<b>Code of Conduct</b>	All members and their guests must abide by the FWGCC's <i>*Code of Conduct Policy</i> . <i>*Available online.</i>