



Cataraqui Golf and Country Club

Membership Policies and Procedures

Feb. 27, 2023

V4.8

Table of Contents

Introduction.....	3
List of Membership Categories Available	4
Full, Non-Restricted Golf	
Senior Golf.....	5
Honorary Golf.....	5
Intermediate Golf.....	6
Masters Golf.....	6
Young Professional Golf.....	7
Limited Play Golf.....	7
Golf Trial Memberships	
Full Trial.....	8
Limited Trial Golf.....	8
Junior Golf	
Junior Unlimited.....	9
Junior Limited	9
Corporate Golf	
Flex 48.....	10
Flex 24.....	10
Non-Resident Golf.....	11
Golf Wait-list.....	11
Curling	
Curling Membership Categories, Privileges & Restrictions.....	12
Golf and Curl.....	12
Curl with Golf Practice Facility Privileges.....	12
Curl.....	12
Intermediate Curler (33-39).....	13
Intermediate Curler (22-29).....	13
Junior Curlers & Limited Junior Curling	13
Spousal 1-League Curler.....	13
Introduction to Curling (Years 1 & 2).....	13
Clubhouse (formerly Social) Memberships.....	14
Club Fees	
Entrance Fees.....	15
Annual Fees(Dues).....	15
Pro-Rated Annual Fees.....	15
House Minimums.....	15
Signing Authority.....	16
Authorization to Release Information & Privacy Policy.....	16
Internal Communication.....	18
Outside Commercial Ventures.....	19
Changing Membership Category or Status	
Junior Golfer Converting to Adult membership category.....	19
Non-Resident Golfer converting to Full or Limited category.....	19
Downgrading Member Status Dates/Deadlines	19
Leaves of Absence	
Medical Leave of Absence (MLOA).....	20
Discretionary Leave of Absence (DLOA).....	21
Returning to Active Status from LOA While Club is in Wait-List status.....	21
Resignation of Membership.....	21
Re-Instatement of Golf Members.....	21
Summary.....	22

Introduction

This document is intended to provide an understanding of Cataraqi Golf and Country Club, the Membership Categories that are available as well as the privileges and obligations for all Members. It is important that each Member familiarize themselves with all By-Laws, Policies and Procedures and ensure compliance.

All Members are subject to the by-laws of the Cataraqi Golf & Country Club together with such entrance fee and annual dues as may be determined by the Board of Directors

Mission, Vision and Values

Our Mission

To provide quality golf, curling, dining and social experiences for members, their families and guests by enhancing our programs and services

Our Vision

To be a premier club offering high quality facilities and services in a family friendly atmosphere

Our Values

*Mutual Respect and Inclusiveness
Shared Accountability amongst Members and staff
Fiscal Responsibility & Transparency
Respect History & Tradition.
A Commitment to Continuous Improvement
Provide a Fun & Welcoming Atmosphere*

List of Membership Categories Available

The following lists are the categories for membership available at the Cataraqui Golf and Country Club:

Membership falls into 3 categories:

- **Golf**

- **Curling**

- **Clubhouse**

Membership statuses fall into 5 areas:

- Full
 - Senior Golf
 - Intermediate Golfer and/or Curler
 - Curling (with a share)
 - Clubhouse (with a share)

- Limited
 - Young Professional
 - Limited Play Golf
 - Masters
 - Juniors
 - Curling (No share)
 - Clubhouse (No share)

Golf Membership Categories

Senior Golf Membership

- Referred to as an Unrestricted (Full) Member reaching the age of 40+ by Dec. 31st of the current year
- A Senior Golf membership has unlimited access to golf, dining and social activities at the club.
- Entrance fee - Required
- Preferred Share - Required
- Number of Tee times - Unlimited
- Tee time Lottery – 7 days in advance
- Access to the practice facilities is permitted 7 days a week
- Locker – Full size, Included
- Bag Storage – Included
- Member Events- Permitted to participate
- GAO – Included
- Minimum Annual F&B Chit - according to the annual fee schedule
- Permitted: Non-Member Spouse access and signing authority to dining facilities without member
- Reciprocals- Included
- Permitted to purchase Platinum 20 round guest package
- Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.

Honorary Golf Membership

- Referred to as an Unrestricted Golf Member
- Unrestricted access to golf, dining and social activities at the club
- Honorary Members pay 0% golf dues annually
- Honorary Members must be 80 years of age or greater and must have held a Full membership for 50 continuous years or more, or 85 years of age or greater and must have held a Full membership for 40 continuous years or more, or 90 years of age or greater and must have held a Full membership for 30 continuous years or more; or a Board designated Honorary (Honorary Other)
- Number of Tee times - Unlimited
- Tee time lottery - 7 days in advance
- Access to the practice facilities is permitted 7 days a week
- Locker – Full size, Included
- Bag Storage – Included
- GAO – Included

- Member Events - Permitted to participate
- Minimum Annual F&B Chit - according to the annual fee schedule
- Permitted: Non-Member Spouse access and signing authority to dining facilities without member
- Reciprocals- Included
- Permitted to purchase Platinum 20 round guest package.
- Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.

Intermediate Golf Membership

- Referred to as an Unrestricted Member having reached the age of 19 + but not having their 40th birthday before Dec. 31st of the current year
 - *Intermediate 4 (35 – 39)*
 - *Intermediate 3 (30-34)*
 - *Intermediate 2 (25-29)*
 - *Intermediate 1 (19-24)*
- Unrestricted access to golf, dining and social activities at the club
- Entrance fee - Required
- Preferred Share – Required
- Number of Tee times - Unlimited
- Tee-time Lottery – 7 days in advance
- Access to the practice facilities is permitted 7 days a week
- Locker – Full size, Included
- Bag Storage – Included
- GAO - Included
- Member Events- Permitted to participate
- Minimum Annual F&B Chit - According to the annual fee schedule
- Permitted: Non-Member Spouse access and signing authority to dining facilities without member
- Reciprocals- Included
- Permitted to purchase Platinum 20 round guest package
- Intermediate 2, 3, and 4 only: Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.

Masters Membership

(This is a retention membership status, non-published)

NOTE: This category will be closed as of October 1st, 2022. Those Members in the Masters category Oct. 1, 2022 will be “grandfathered” and permitted to remain in that category.

Masters is a voluntary category for existing full golf Members who through a combination of age plus years of continuous membership total 105 years. At the discretion of the Board, other Members may be granted Master Golfer Status.

- Referred to as a Limited Member
- A total age and continuous years of membership equalling 105
- Unrestricted access to golf , dining and social activities at the club
- Preferred Share – Required

- Number of Tee times – 25 + 20 after 6 PM
- Tee time lottery - 7 days in advance
- Access to the practice facilities is permitted 7 days a week
- Locker – Full size, Included
- Bag storage – if available, no extra charge
- GAO – Included
- Member Events - Permitted to participate
- Minimum Annual F&B Chit - According to the annual fee schedule
- Reciprocals – Not Included
- Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.

Young Professionals Membership

- Referred to as a restricted Golf Member having reached the age of 30+ but not having their 40th birthday by Dec. 31st of the current year
- Unrestricted access to dining and social activities at the club
- Entrance fee - Required
- Preferred Share – Required
- Number of Tee times – 18 + 20 after 6 PM
- Tee time Lottery – 7 days in advance
- Access to the practice facilities is permitted 7 days a week.
- Member Events- Permitted to participate
- Locker –½ size, subject to availability
- Bag Storage – If available; no extra charge
- GAO – Included
- Member Events- Permitted to participate rounds count against number of tee-times allowable per season
- Minimum Annual F&B Chit - According to the annual fee schedule
- Reciprocals – Not Included
- Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.

Limited Play Membership

- Referred to as a restricted Golf Member
- Unrestricted access to dining and social activities at the club
- Entrance fee - Required
- Preferred Share – Required
- Number of Tee times – 12 + 20 after 6 PM
- Tee time lottery - 7 days in advance
- Access to the practice facilities is permitted 7 days a week
- Locker – ½ size, subject to availability
- Bag Storage – if available; no extra charge
- GAO – Included
- Member Events- Permitted to participate, rounds count against number of tee-times allowable per season

- Minimum Annual F&B Chit - According to the annual fee schedule
- Reciprocals – Not Included
- Members aged 25 and over: Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.

Full - Trial Golf Membership

- To be eligible for a Trial membership the applicant may not have held a Cataraqui golf membership in the past
- Any Trial membership may only be held for 1 year
- Membership expires on Dec 31st of the year joined
- Fees are due upon application and are non-refundable. Entrance fee-not required
- Unrestricted access to golf, dining and social activities at the club
- Preferred Share - No voting rights, nor right to hold a Share, nor the right to purchase a share until he/she converts to Full membership
- Number of Tee times - Unlimited
- Tee time lottery - 7 days in advance
- Access to the practice facilities is permitted 7 days a week
- Locker: Full size locker Included, subject to availability
- Bag storage – If available; no extra charge
- GAO fees – Included
- Member Events - Permitted to participate, except Club Championships
- Minimum Annual F&B Chit – Not required
- Reciprocals – Included
- Permitted to purchase the Platinum 20 guest pass, but they must use them within the one year unless they become a full member immediately upon the trial expiring
- Members aged 25 and over: Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.
- Children / grandchildren eligible to join the junior golf program
- \$1000 will be credited towards the entrance fee should the trial member convert to a Full membership the following season

Limited - Trial Golf Membership

- To be eligible for a Trial membership the applicant may not have held a Cataraqui golf membership in the past
- Any Trial membership may only be held for 1 year
- Membership expires on Dec 31st of the year joined
- Fees are due upon application and are non-refundable. Entrance fee-not required
- Unrestricted access to dining and social activities at the club
- Preferred Share - No voting rights, nor right to hold a Share, nor the right to purchase a share until he/she converts to Full membership
- Number of Tee times: 25 + 20 after 6 PM
- Tee time lottery - 7 days in advance

- Access to the practice facilities is permitted 7 days a week
- Locker- ½ size Included, subject to availability
- Bag storage – If available; no extra charge
- GAO fees – Included
- Member Events - Permitted to participate, except Club Championships; , rounds count against number of tee-times allowable during the season
- Minimum annual F&B Chit – Not required
- Reciprocals – Not Included
- Members aged 25 and over: Permitted to bring children, age 12 and under, to play golf when accompanied and supervised by the golf member; after 4:30 PM tee time; with permission granted by the Head Golf Professional in advance. No green fee.
- Children / grandchildren eligible to join the junior golf program.
- \$500 will be credited towards the entrance fee should the trial member convert to a Full membership the following season.

Junior Golf Membership

- Referred to as a restricted Golf Member having reached the age of 13+ but not having their 19th birthday by December 31st of the current year.
- Preferred Share - No voting rights, nor right to hold a Share, nor the right to purchase a share until he/she converts to adult membership
- No voting rights until he/she converts to adult membership
- Number of Tee Times- Unlimited
- Tee time lottery - 7 days in advance
- Juniors have full access to the Course on Mondays, Thursday, Fridays, and on Weekends after 12 Noon
- Access to the practice facilities is permitted 7 days a week
- Entrance Fee - None
- Locker – ½ size, subject to availability
- Bag Storage – If available; no extra charge
- Member Events- Permitted depending on age eligibility
- Minimum Annual F&B Chit – Not required

Junior Limited Golf Membership

This category is not available for the 2021 golf season. To be reconsidered for the 2022 season

- Referred to as a restricted Golf Member having reached the age of 13+ but not having their 19th birthday by December 31st of the current year
- Preferred Share - No voting rights, nor right to hold a Share, nor the right to purchase a share until he/she converts to adult membership
- No voting rights until he/she convert to full membership
- Number of Tee times - Unlimited
- Tee-time Lottery – 7 days in advance
- Limited Juniors have access to the course and practice facilities:
 - April, May, June: after 4:30 PM on Mondays, Thursdays, Fridays, and weekends after 12 Noon
 - July & August: On Mondays, Thursdays, Fridays, and weekends after 12 Noon
 - Sept – Nov: no access to course

- Entrance Fee - none
- Locker –½ size Included, subject to availability
- GAO – Included
- Bag Storage – If available; no extra charge
- Member Events- Permitted depending on age eligibility
- Minimum Annual F&B Chit – Not required

Corporate memberships

- The Corporation will indicate to the office the individual names of those employees having the privilege to access the Clubhouse for social events and dining.
- Those with corporate users would be responsible for their own charges and those of their guests.
- Charges must be paid by debit or credit at the completion of service.
- No Cataraqui account shall be provided to the users, but a single account would be created for the Corporation for administrative purposes

Corporate Flex 48 Golf Membership

- Referred to as a restricted Golf Member
- The Corporation is the holder of the membership, and all fees must be paid for with a Corporate cheque or credit card
- The Corporate Flex 48 membership requires one primary member for the stated fee with an option for one additional secondary "user"
- Entrance fee – Required
- Preferred Share – Corporation holds no voting rights, nor right to hold a Share, nor the right to purchase a share
- To change member names on a Corporate membership a \$750.00 + HST transfer fee would be applied (per person)
- Primary member and secondary User have unrestricted access to dining and social activities at the club
- Number of Tee times - Maximum 48 rounds of golf per annum. There is no carryover of rounds to future year(s) permitted. Neither the Corporate Member nor the designated User have any limit on the number of rounds within the 48
- Must be used as a foursome if the 'guest(s)' is unaccompanied (Neither the Member nor User need be present). Guest rules for guests apply, i.e. maximum 4 rounds per year as a guest.
- Maximum of two tee-times per day
- Tee time lottery - 7 days in advance for both primary and secondary
- F&B Minimum as per the annual fee schedule

Corporate Flex 24 Golf Membership

- Referred to as a restricted Golf Member
- The Corporation is the holder of the membership, and all fees must be paid for with a Corporate cheque or credit card
- The Corporate Flex 24 membership requires one primary member for the stated fee with an option for one additional secondary "user"

- Entrance fee – Required
- Preferred Share – Corporation holds no voting rights, nor right to hold a Share, nor the right to purchase a share
- To change member names on a Corporate membership a \$500.00 + HST transfer fee would be applied (per person)
- Primary member and secondary User have unrestricted access to dining and social activities at the club
- Number of Tee times - Maximum 24 rounds of golf per annum. There is no carryover of rounds to future year(s) permitted. Neither the Corporate Member nor the designated User have any limit on the number of rounds within the 24
- Maximum of two tee-times per day
- Must be used as a foursome if the 'guest(s)' is unaccompanied (Neither the Member nor User need be present). Guest rules for guests apply, i.e. maximum 4 rounds per year as a guest.
- Tee time lottery - 7 days in advance for both primary and secondary
- F&B Minimum As per the annual fee schedule

Non-Resident Golf Membership

Any new or existing member may apply for a Non-Resident membership subject to the following conditions:

- Referred to as a Limited Golf Member
- Primary residence must not be within 100 km of Cataraqui Golf and Country Club
- Preferred Share – Non-Residence holds no voting rights, nor right to hold a Share, nor the right to purchase a share
- Unrestricted access to dining and social activities at the club
- Number of Tee-times: Limited to access the course 10 rounds per year during a given golf season (no carry-over in rounds)
- Tee time lottery - 7 days in advance
- Access to the course – Monday, Tuesday, Thursday, Saturday and Sunday after 1PM from May 1st through September 30th (Subject to availability as per the golf calendar)
- Access to the practice facilities is permitted 7 days a week.
- Clubhouse Dining & Social privileges - Unlimited
- Locker - -Men: Complimentary 1/2 sized Guest Locker for day use; Women: complimentary Guest locker for day use. *Contact the Pro-Shop to be assigned a locker and combination*
- Bag Storage – Not included
- GAO – Not included
- Member Events - Eligible to play in the opening and closing field days (men/ladies/mixed). These games are included in the 10 rounds.
- Minimum Annual F&B Chit - According to the annual fee schedule
- Reciprocals – Not Included
- Allowed social privileges at any time

Golfer Wait List Policy

The Club will maintain a wait list once the quota of golfers has been reached

- As the Senior Membership categories become available, the Membership Committee will select the name from the top of the wait list for entrance into golf

- The Golf wait list
 - Will be reserved for new Members, Members joining from Clubhouse or Curling categories, or returning from Leave of absence
 - Upon registering to the Club's Wait List, the new Member must pay a deposit 25% of the Entrance fee at the time of joining as a wait-listed member
 - The following process explains how to have your name added to the Golf membership Wait List:
 - Join an available Membership category such as Clubhouse, Clubhouse with Driving Range, Curling, or Curling with Driving Range
 - Pay 25% of the Entrance Fee (non-refundable)

Privileges:

- All privileges of the selected Membership category, including access to all social events at the advertised member price.
- Up to 4 golf games per season paying the guest fee rate
- Ability to bring one guest per round (also paying the guest fee rate)
- Tee times booked through, and at the discretion of, the Head Golf Professional.
- If a Member on Medical Leave would like to rejoin an Active Membership, may immediately rejoin the active category they left (based on age) without being subject to any waitlist in existence.
- If a Member on Discretionary Leave would like to rejoin an Active Membership, they are subject to a waitlist, and placed in order behind other Members who were on Discretionary, but ahead of "non-members".
 - If there is no wait list, D-LOA members can rejoin immediately subject to applicable fees.
- If the prospective Member declines entrance into golf when reaching the top of the wait list, he/she will be dropped from the wait list; their entrance fee deposit defaulted and will be subject to the entrance fee in effect at the time he/she elects to reapply for golf
- If he/she retains a social or curling membership, the Member will receive credit for the entrance fee deposit paid before being dropped from the wait list should they reapply for golf
- If an opportunity to transfer from a Senior membership category to a Restricted golf category becomes available after October 1st of a given year, the Member is not entitled to any refund of fees paid to-date. If the difference in the amount of fees paid to date between the Senior Member dues and the Restricted category dues are greater than the transfer fee (\$500 + HST), no transfer fee will be charged. Upon transferring to the new restricted category, the Member's dues obligation will be that of the restricted category.

Curling Membership Categories

Curler with Golf Practice Facility

- Unlimited access to the golf practice facility
- Unrestricted access to dining and social activities at the club
- Four rounds of golf annually, upon payment of the appropriate golf fee
- Preferred Share – Required
- Minimum Annual F&B Chit –according to the annual fee schedule
- Locker – Option to rent at the rate according to the annual fee schedule

Curler

- Must be a minimum of 40 years of age as within the year of application for membership; on or before December 31st
- Preferred Share - Not required
- Unrestricted access to dining and social activities at the club
- Minimum Annual F&B Chit - According to the annual fee schedule
- Locker – option to rent at rate according to the annual fee schedule

Golf and Curl

- The category is open to all golf members at Cataraqui
- *Golfer Try Curling* is a program that is offered to existing Golf members to try Curling for a season. *For details, see Programs document*

Intermediate Curler (30-39)

- Must have reached the age of 30 years, but will not have their 40th birthday within the year on or before December 31st
- Unrestricted access to dining and social activities at the club
- Minimum Annual F&B Chit – According to the annual fee schedule
- Locker – Option to rent at rate according to the annual fee schedule

Intermediate Curler (22-29)

- Must have reached the age of 22 years, but will not have their 30th birthday within the year on or before December 31st
- Unrestricted access to dining and social activities at the club
- Minimum Annual F&B Chit – Not required
- Unrestricted access to dining and social activities at the club
- Locker – Option to rent at rate according to the annual fee schedule

Junior Curler

- Must be a minimum of 13 years old but will not have their 22nd birthday in the year of application on or before December 31st.
- Has unlimited access to play in all curling leagues
- Minimum Annual F&B Chit – Not required
- Locker - Option to rent at rate according to the annual fee schedule

Junior 101 Curler

- Any age up to the age of 21 years of age, not having their 22nd Birthday on or before Dec. 31st
- May participate in curling instruction and game play, once per week, as part of the Junior curling program
- Minimum Annual F&B Chit – Not required
- Locker – Option to rent at the rate according to the annual fee schedule

Spousal One League Curler

- May play in any one curling league, so long as they play on the same team as his/her spouse/partner
- May not spare in any other league play
- Minimum Annual F&B Chit – Not required
- Locker – Option to rent at a rating according to the annual fee schedule

2-Year Introductory Curling

- Are eligible to participate in the Learn to Curl program (Years 1 and 2) at no additional cost
- Are eligible for either a complimentary broom and curling shoes, or a \$50 gift voucher from the Curling Pro Shop in year 1
- Minimum Annual F&B Chit – Not required
- Must never have been a curling Member at Cataraqui
- Locker – Option to rent a rate according to the annual fee schedule

Clubhouse Membership Categories

- **Clubhouse Golf Practice facilities**
- Unlimited access to the Clubhouse, dining and social events
- Preferred Share
- Permitted to join the Bridge Club
- Unlimited access to the golf practice facility
- Four rounds of golf annually, upon payment of the appropriate golf fee
- Preferred Share – Required
- Minimum Annual F&B Chit –according to the annual fee schedule

- **Clubhouse**
- Unlimited access to the Clubhouse, dining and social events
- Preferred Share –Not required
- Minimum Annual F&B Chit – according to the annual fee schedule.

CLUB FEES & DUES

Entrance Fees

- Are applicable to Senior Golf, Intermediate Golf, Corporate Golf, and restricted Golf categories
- Spouses/partners will be offered a 50% reduction on the 2nd entrance fee
- See Membership Administrator for payment plans available

Annual Dues

- **Senior Golf, Intermediate Golf, Young Professional, Corporate Golf, Masters Golf, Limited Play Golf**
 - Annual payees will be billed in February each year for the upcoming season – “grandfathered”, no longer offered
 - The monthly billing cycle for Golf Members is October 1st to September 30th
 - New Members who join as a golf member after October 1st for the coming season will be required to pay the amount of back-dues that would have accrued from October 1st to the date of their application
 - Golf dues must be satisfied by due date or access to the course will be denied
- **Non-Resident**
 - 100% due with application
 - Dues paid annually
- **Trial Memberships**
 - 100% due with application
- **Learn to Golf, Junior**
 - Golf dues paid in full, with application for new Members
 - 100% due with application
- **Curling**
 - 100% due with application
 - Curling billed annually on October statement
 - Curling fees must be satisfied by due date or access to the ice will be denied
 - No refund of dues will be given after October 31st

Pro-Rated Annual Fees

- **Golf**
The annual Golf membership fee will be pro-rated on a 6-month season, May – October, for

any golf Member joining, or upgrading their membership after the start of the golf season (June 15)

- Clubhouse

The annual Clubhouse membership fee will be pro-rated on a 12-month season October – September, for any Clubhouse Member joining after the start of the fiscal year (October 1st)

- Curling

The annual Curling membership fee will be pro-rated on a 6-month season, November – April, for any curling member joining, or upgrading their membership after the start of the curling season (November 15)

House Minimums (F&B Chit)

- The House Minimum amount will be set annually by the Board of Directors
- The House Minimum period is an annual period and runs from October 1st to September 30th of each year
- Any minimum amount not met by Members obligated to meet the minimum (plus HST) will be billed on their October statement
- The House Minimum does not include taxes or gratuities

Signing Authority

- Members who pay Entrance fees may designate signing privileges to immediate family Members. The Member must indicate, in writing, to the office the names of the immediate family being designated. The immediate family will use the Member's account.
- Separate statements will not be produced for anyone who is not a Member of the club
- Immediate family is defined as:
 - Spouse of the Member
 - Children of the Member (aged 13 to 21)
 - Parents of the Member

Authorization to Release Information

Authorization to release information

Member's Name _____ Membership Number _____

I request and authorize Catarauqui Golf and Country Club to release the following information of the member named above:

Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Telephone Number: () _____ Business Number: () _____

E-mail: _____

This Request and Authorization applies to:

- The Club Roster & Handbook;
- 'Member Only' Sections of the club Website;
- Bulletin Boards and Internal Announcements, Newsletters and Advertising;
- Cataraqui Golf & Country Club's social media platforms
- GAO and the OCA.

Release: By signing below, I hereby allow the Cataraqui Golf & Country Club to publish annually, until at such time whereby my consent is retracted in writing, information included telephone numbers, addresses, and email addresses to other members of the Club for their person use only.

Members Signature: _____ Date: _____

THIS AUTHORIZATION REMAINS IN EFFECT UNTIL RESCINDED IN WRITING.

Privacy Policy

The new legislation – Personal Information Protection & Electronic Data Act – will impact the personal information that Cataraqui Golf and Country Club collects in the course of providing membership services to you. You can be assured that we will only collect, use and disclose such personal information in such a manner that a reasonable person would consider appropriate in the circumstances.

Our designated Privacy Officer is the Membership Secretary, whose duties include overseeing our privacy policy and to respond to your concerns or questions about privacy and confidentiality. She may be reached by calling our office at 546-1753 or via email – membership@cataraqui.com.

Why do we collect personal information?

As a member we need to collect some personal information to serve you better. Common purposes for which we collect your personal information are to:

- Enable us to stay in contact with you for bulletins, statements and to assist you with your membership needs.
- Create membership demographics to better serve our membership with new services.
- Create membership roster and membership email list.
- Archival records.

What personal information do we collect?

Personal information is information that identifies you as an individual member and relates specifically to you. Depending on the purpose(s) for which we need to collect it, we may ask for the following personal information about you including:

- Basic information such as your name, address, telephone and fax numbers, email address, birthdate and marital status.
- Credit and past payment records.
- Employment information.

To whom do we disclose your personal information?

We may need to share your personal information with others in order to serve your needs. These other parties commonly include:

- Golf Organizations (e.g., Royal Canadian Golf Association, Golf Association of Ontario, etc.)
- Curling Organizations (e.g., Canadian Curling Association) How do we protect your personal information?
- In order to protect your personal information and right to privacy, we will:
- Not collect, use or disclose your personal information for any purpose other than those that we identify to you.

- Keep your personal information only for as long as we need it to fulfill the stated purpose or as required by law.
- Maintain your personal information in as accurate, complete and up to date a form as possible.
- Safeguard your personal information to the best of our ability.
- Respond to any request you may make to access or correct the personal information we hold about you.
- Obtain the appropriate consent from you for the collection, use or disclosure of your personal information.

CONSENT

We may obtain your express consent, or we may determine that consent has been implied by the circumstances:

- We might ask for your express consent in writing, for example in a signed consent or application form.
- We may ask for your express consent in person or over the telephone.
- We may determine that by membership in the Cataraqui Golf and Country Club, your consent has been implied for us to deal with your personal information in a reasonable manner.

There are also legal exceptions in which we will not need to obtain your consent or explain the purposes for the collection, use or disclosure of your personal information. For example, this could apply when there is an emergency, or if it is necessary for your protection or ours.

You can control how we handle your personal information.

We want you to know that you do have choices in this matter. You could refuse to allow us to obtain, use or share your personal information or you could withdraw a previously given consent at any time.

However, by doing that, depending on the situation, you may be limiting or even preventing our ability to provide membership services. For example, if you do not provide a mailing address for billing purposes, it is unlikely that we will be able to provide you with membership.

If you have any questions regarding our privacy policy, we would be happy to speak with you.

Privacy Consent Form

All members must complete this form and return to our Club Privacy Officer / Membership Secretary, in the administration office.

Internal Communication Plan

COMMUNICATION VEHICLE	AUDIENCE	WHAT EVENT OR INFORMATION WILL BE PROVIDED	HOW WILL THE INFORMATION BE PROVIDED	FREQUENCY OF PROVIDING INFORMATION	RESPONSIBLE PARTY
Summary of Board Meeting	All members and staff	Overview of matters discussed at Board meetings	Email Blast; posted on website	5 business days following Board meeting	President/Board
Chronicle	All members and staff	Summary of member information meetings, Fireside Chats and/or Focus Group sessions	PDF document emailed to members; posted on website; hard copy available	Within 1 month of Information meeting	COO/ Communications Board Director
Club newsletter	All members	Update on club	PDF document	Monthly	COO/

	and staff	events and operational matters	emailed to members; posted on website; hard copy available		Communications Board Director/Reception
Week at a Glance or All About the Club	All members and staff	Information on what is happening each week at the Club	Email blast	Weekly	COO/ F&B/ Greens/ Golf/Curling/Reception
Website	All members and staff	Information of interest to members		Ongoing	COO/ F&B/ Greens/ Golf/Curling/Reception
Information meetings - All member meetings; President or COO Fireside Chats	All club members	Information of interest to members	In person meeting	As needed	Board President / COO/Communications Board Director
Focus Group Sessions	All club members	Opportunity to obtain member input on a select topic	In person meeting	As needed	Board President/ Board Members/ COO
Annual General Meeting	Voting members	Audited Financial Statements; Reports from Board and Operational Committees	In person meeting	Annually	COO/Board of Directors
Notice of Special Member Events	All members and staff	Details of upcoming special events	Email Blast; On-site posters and flyers	As required	COO/ Reception

Outside Commercial Ventures

No outside commercial venture shall be permitted to mail through the Club's mailing process to the membership without approval of the Board.

Changing Membership Status

Junior Golfer Converting to Intermediate or Limited Play Membership Category

- Current Junior Golf Members applying for Intermediate Membership will be accepted as an Intermediate Member under the terms of Intermediate Members (aged 19-24) or a Limited Play Member
- Junior Members will earn a **10%** discount on the entry fee for each year of continuous membership held before moving to the Intermediate Membership at age 19 to a maximum total of **50%**
- New applicants automatically go into the Golf Category and not on the waiting list

Non-Resident Status Change

- A Non-Resident Member requesting to be reinstated as a golf member will be placed at the top of the new golfer wait list
- The Member will be credited past entrance fees paid against the current entry fee. If a balance remains it will need to be satisfied before the category can be changed.
- If the member was a golf Member in the past and has held a continuous membership in good standing, they will not be required to re-pay the current entrance fee
- Non-Resident applicant(s) will pay an entrance fee as determined annually

Downgrading Membership Status – Dates and Deadlines

It is each Member's responsibility to advise the Club about any requests for membership category or status changes for the following year by the deadline pertaining to their membership category.

Dec. 31st for Golf Members ***October 31st for Clubhouse and Curling Members***

- All **Golf Members** wishing to downgrade their membership must do so by 11:59 PM on December 31st.
- All **Clubhouse & Curling Members** wishing to downgrade their membership must do so by 11:59 PM by October 31st

NOTE: Requests for membership downgrades after the above noted deadlines will be denied unless the Member is requesting a Leave of Absence Membership status may be upgraded at any time

Leaves of Absence

There are two types of Leaves of Absence available to Members

1. Medical Leave (MLOA)
2. Discretionary Leave (DLOA).

Medical Leave of Absence (MLOA)

Request must be submitted in writing, supported by a physician's letter, and presented to the Membership Secretary for Board approval. Should the MLOA be approved, the Member will be subject to the following terms and conditions of MLOA status:

- A. A Member can only be on Medical Leave for up to and including 24 months from original date of Leave I. Those currently on Medical Leave are to be notified of this change, and if they have been on Medical Leave for 12 or more months be notified, they are only eligible to continue Medical Leave for 12 months from the effective date of this policy.

Membership Status

- i. Maintain their current state of membership for 60 days, including the payment of all dues
 - ii. Upon the 61st day, the dues paid from approval to 60st day will be credited to their account, and no further dues will be charged until the member returns to active status
- B. Capital Assessment

The member must continue to pay **100%** of the capital assessment fees of their regular membership category & status

- C. Access to Sport facilities
 - i. Golf Members on MLOA will only have access to the Golf practice facility as a way of rehabilitation and must have approval by the COO prior to use.
 - ii. While on leave, the member is not permitted to access to the course, neither by booking a tee time, nor as a guest.
 - iii. Curling Members on MLOA will only have access to the practice ice as a way of rehabilitation and must have approval by the COO prior to use. The member is not permitted to play in league(s), bonspiels, nor as a spare while on leave.
- D. Access to Clubhouse facilities / Minimum Chit
 - i. During the medical leave period the Member will continue to have access to the dining facilities and pro-shops of the Club. All purchases are the responsibility of the Member
 - ii. During the time that the Member is on MLOA, they will not be responsible to maintain the House Minimum obligation. The annual F&B minimum will be prorated from the day of the MLOA approval to date of return.
- E. Entrance Fees
 - i. During the MLOA period, entrances fee payments will continue, if applicable, at a rate to be discussed with the COO.
- F. Returning to Active Status When there is a Waitlist
 - i. After the earlier of either recuperation, or 24 months the Member may immediately rejoin the active category they left (based on age) without being subject to any waitlist in existence
- G. Options after 24 months on M.LOA
 - i. If the Member on M.LOA is unable to return to active Membership after 24 months, they can either:
 - a) Move to Discretionary Leave, or
 - b) Move to a Social category, or
 - c) Resign

Failure to comply with this policy will result in the Member forfeiting their entrance fee and being subject to a new entrance fee, as in effect at the time of their *re-application* to the Club.

Discretionary Leave (DLOA) Amended 2023.FEB.27

Request may be granted to a Member that is unable to maintain his or her full membership due to personal or business reasons, excluding medical. A request must be in submitted in writing and presented to the Membership Secretary for Board approval. Should the DLOA be approved, the Member will be subject to the following terms and conditions of DLOA status:

- A. Membership Status
 - i. Maintain, at minimum, a Clubhouse membership and pay the associated dues to such membership category & status.
- B. Capital Assessment
 - i. The member will pay **100%** of the capital assessment fee associated with the membership category from which they are on leave, for every year of their absence.

- C. Access to Sport Facilities
 - i. A Golf Member on DLOA will not have access to the course nor practice facilities neither by booking a tee time, nor as a guest, while on leave. The member may not purchase a Clubhouse with Range membership that provides access to the golf course or practice facility. If they wish to have such access they are required to purchase a Limited Play membership.
 - ii. A Curling Member on DLOA will not have access to play in curling league(s), bonspiels, nor as a spare while on leave.
- D. Access to Clubhouse facilities / Minimum Chit
 - i. During the DLOA period, the Member will continue to have access to the Club's dining facilities and Pro-Shops, and any purchases are the responsibility of the Member.
 - ii. During the time that the Member is on DLOA, they will not be responsible to maintain the House Minimum obligation. The annual F&B minimum will be pro-rated from the day of the DLOA approval to the date of return.
- E. Entrance Fees
 - i. During the DLOA period, entrances fee payments will continue, if applicable.
- F. Administrative Fee
 - i. There is an administrative fee of \$300 for processing a DLOA request.
- G. Returning to Active Status
 - i. If a Member on Discretionary Leave would like to rejoin an Active Membership, they are subject to a waitlist, and placed in order behind other Members who were on Discretionary, but ahead of "non-members".
 - ii. If there is no wait list, they may rejoin immediately subject to applicable fees etc.

Resuming Active Status While Club is in Wait-list Status (amended 2022 MAR 18)

Members resuming Active status from Medical and Discretionary Leaves of Absence would be affected when resuming play while the Club is in Waitlist status.

Your Board of Directors approved amendments to the Leave of Absence Policies, as recommended by your management team.

Medical Leave of Absence

- 1) A Member can only be on Medical Leave for up to and including 24 months from original date of Leave I. Those currently on Medical Leave are to be notified of this change, and if they have been on Medical Leave for 12 or more months be notified, they are only eligible to continue Medical Leave for 12 months from the effective date of this policy.
- 2) Returning to Active Status from M. LOA When there is a Waitlist:
 - i. After the earlier of either recuperation, or 24 months the Member may immediately rejoin the active category they left (based on age) without being subject to any waitlist in existence
- 3) Options after 24 months on M.LOA
 - i. If the Member on M.LOA is unable to return to active Membership after 24 months, they can either:
 - a) Move to Discretionary Leave, or
 - b) Move to a Social category, or
 - c) Resign

Discretionary Leave of Absence

- 1) Returning to Active Status
 - i. If a Member on Discretionary Leave would like to rejoin an Active Membership, they are subject to a waitlist, and placed in order behind other Members who were on Discretionary, but ahead of "non-members".
 - ii. If there is no wait list, they may rejoin immediately subject to applicable fees etc.

Failure to comply with this policy will result in the Member forfeiting their entrance fee and being subject to a new entrance fee, as it is in effect at the time of their re-application to the Club.

Resignations

- Notice of resignation by the Member must be submitted to the membership administrator in writing. Email is acceptable
- A golf Member who resigns their golf category will be subject to the Returning Member Policy
- Any Social or Curling Member resigning after October 31st will not receive any credit for fees paid

Re-Instatement of Golf Membership

When a former Golf Member, who has been resigned, wishes re-instate, the returning Member shall pay *the lesser of*:

- The Discretionary Leave Fee for each year they were resigned, *OR*
- The Entrance Fee in place at the time of their return.
- AND Administration fee: \$300 (in either case.)

Summary

- All memberships will automatically renew unless otherwise instructed by the Member or by the club. A Member is responsible for their full annual dues beyond the commitment date.
- Membership Term:
 - Golf - Jan 1st to Dec 31st
 - Clubhouse and Curling – Oct 1st to Sept 30th
- All Members of Cataraqui Golf & Country Club are required to abide by the [Members' Code of Conduct](#) and [Club Dress Code](#)
- December 31st (Golf) and October 31st (Clubhouse and Curling) of each year are important dates for Golf, Clubhouse, and Curling members. Changes to the membership category will not be made after this date each year. The only exception to this is a move to and from DOA and DLOA.
- Resignation from any Club category must be made in writing to the membership administrator to protect both the Club and the individual. The resignation will be effective the date of receipt by the membership administrator. A resigning Member will retain the rights of their category until the December 31st (Golf) and September 30th (Curling & Clubhouse).

If you have any questions or suggestions, please

Contact: Cataraqui Golf & Country Club

Diane High – Membership Secretary

dhigh@cataraqui.com

613-546-1753 EXT: 10



Membership Resignation Information: This form is for members who are cancelling their membership with the club. Resignation must be done in writing using this form, and must be submitted on or before December 31 (alter form for curling, as the date in that case is September 30) to be effective for the next season. (See below for By-laws governing resignation protocol.)

Members' outstanding accounts must be paid in full by the last day of membership.

In the event you wish to return as a member you must submit a new member application and are subject to applicable fees, and any other requirements or conditions in place at that time .

FIRST NAME															
LAST NAME															
MEMBER NUMBER															
CONTACT NUMBER															
CONTACT EMAIL															
	<table border="1"> <thead> <tr> <th>REASON FOR RESIGNATION</th> <th>CHECK</th> </tr> </thead> <tbody> <tr> <td>MOVING FROM COMMUNITY</td> <td></td> </tr> <tr> <td>NO LONGER ACTIVE ENOUGH IN SPORT TO JUSTIFY MEMBERSHIP</td> <td></td> </tr> <tr> <td>DISSATISFIED WITH CATARAQUI EXPERIENCE</td> <td></td> </tr> <tr> <td>HEALTH REASONS</td> <td></td> </tr> <tr> <td>PREFER NOT TO ANSWER</td> <td></td> </tr> <tr> <td>OTHER – please specify (this should be a box where data can be input)</td> <td></td> </tr> </tbody> </table>	REASON FOR RESIGNATION	CHECK	MOVING FROM COMMUNITY		NO LONGER ACTIVE ENOUGH IN SPORT TO JUSTIFY MEMBERSHIP		DISSATISFIED WITH CATARAQUI EXPERIENCE		HEALTH REASONS		PREFER NOT TO ANSWER		OTHER – please specify (this should be a box where data can be input)	
REASON FOR RESIGNATION	CHECK														
MOVING FROM COMMUNITY															
NO LONGER ACTIVE ENOUGH IN SPORT TO JUSTIFY MEMBERSHIP															
DISSATISFIED WITH CATARAQUI EXPERIENCE															
HEALTH REASONS															
PREFER NOT TO ANSWER															
OTHER – please specify (this should be a box where data can be input)															

PLEASE PROVIDE THE NAMES OF OTHER RELATED MEMBERS WHO ARE ON THE SAME MEMBER NUMBER AND ARE ALSO RESIGNING.



We welcome any additional comments you may wish to share.

We have valued your time with us as a Member, and look forward to possibly seeing you at the Club again in the future.

Policies Governing resignation:

- Notice of resignation by the Member must be submitted to the membership administrator in writing. Email is acceptable
- A golf Member who resigns their golf category will be subject to the Returning Member Policy
- Any Member who resigns and still has entrance fees owing, must satisfy any remaining balance before full resignation is granted.
- A golf Member will continue to pay capital fees until fully resigned from the club
- A Golf Member resigning from the club after December 31 of any given year will not receive any refund on dues or fees paid to date and must satisfy their annual dues in full
- Any Social or Curling Member resigning after October 31st will not receive any credit for fees paid

Re-Instatement of Golf Membership

When a former Golf Member, who has been resigned, wishes to re-instate, the returning Member shall pay *the lesser of*:

- The Discretionary Leave Fee for each year they were resigned, *or*
- The Entrance Fee in place at the time of their return.



Summary

- All memberships will automatically renew unless otherwise instructed by the Member or by the club. A Member is responsible for their full annual dues beyond the commitment date.
- Membership Term:
 - Golf - Jan 1st to Dec 31st
 - Clubhouse and Curling – Oct 1st to Sept 30th
- All Members of Cataraqui Golf & Country Club are required to abide by the [Members' Code of Conduct](#) and [Club Dress Code](#)
- December 31st (Golf) and October 31st (Clubhouse and Curling) of each year are important dates for Golf, Clubhouse, and Curling members. Changes to the membership category will not be made after this date each year. The only exception to this is a move to and from DOA and DLOA.
- Resignation from any Club category must be made in writing to the membership administrator to protect both the Club and the individual. The resignation will be effective the date of receipt by the membership administrator. A resigning Member will retain the rights of their category until the December 31st (Golf) and September 30th (Curling & Clubhouse).

If you have any questions or suggestions, please Contact:

Cataraqui Golf & Country Club
Diane High – Membership Secretary
dhigh@cataraqui.com
613-546-1753 EXT: 101

SIGNATURE	
DATE	

Please return completed form to the club offices either in person,
by mail or email (reception@cataraqui.com)

ACCEPTED BY	
SIGNATURE	