



NCGA Renewal Handbook



YOUR CLUB'S GUIDE TO 2023 NCGA RENEWAL



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About this Handbook

At the NCGA, it is our mission to support and promote the game of golf in Northern California. Our staff works to help more than 190,000 members representing over 1300 golf clubs enjoy golf more.

The NCGA provides many benefits and services to support our member clubs, helping to enhance the individual golfer experience and grow the game together. **We're looking forward to a great year ahead and want to be sure our clubs have the resources they need to begin another successful golf season - that's why we created this handbook!**

In this handbook you'll find all of the key dates and information you need to renew your club and your members successfully for the 2023 membership year. Plus, we're including best practices and resources you can use to make this your best renewal season yet!

We hope you find the contents of this handbook helpful.

Thank you for your dedication to your member club in addition to your continued support of the NCGA.

Dues & Fees

Club Dues and Regular & Associate club membership dues will remain the same for the 2023 membership year.

Club Dues

Regular Club Dues

- \$10 per hole per year

Associate Club Dues

- \$75 per year

Computer Lease

- \$100 per year

Membership Dues

Regular/Associate Club Adult Members

- \$39 per year renewing
- \$39 per year multi-member
- \$49 per year new or lapsed

Junior Members

- \$18 per year

Youth on Course Junior Members

- \$5 per year

Please Note: Some facilities have more than one member club (i.e. Men's Club, Co-Ed Club, Women's 18-Hole, Women's 9-Hole, etc.). Only the primary club will be billed the Regular Club Dues; all other clubs will be billed at \$75.

Mandatory Club Renewal

As part of all club renewals, it is mandatory that your club provide your Club Officers for the upcoming membership year.

At a minimum, each member club must indicate the following positions:

- Club President/Captain
- Handicap Chair
- Billing Contact/Treasurer

Additionally, we ask that your club also indicate:

- Club Ambassador
- Tournament Chair

Please complete the form for each of your 2023 Club Officers or have them complete it themselves.

All forms must be submitted by December 15, 2022.

Please note, Club Officers can serve in more than one position. If you have a Club Officer who is serving in more than one position, please simply check mark each position they are filling.

By completing this form for each of your Club Officers, you are indicating that your club will be renewing their membership with the NCGA for the 2023 membership year.

[Complete Form Here](#)

Membership Options

The NCGA offers two membership options to accommodate our member clubs and their needs: a calendar year membership option and a **rolling 12-month membership option**.



1

Option 1: Calendar Year Membership

Membership is valid from January 1 - December 31, no matter what date the member joins.

Membership must be renewed through the club each calendar year period.

(Beginning October 1, 2022, clubs may add new members to their roster for the 2023 membership year. Those members will receive the remainder of this year with their 2023 membership dues.)



2

Option 2: Rolling 12-Month Membership

Membership is valid for a full 12 months from the date the member joins.

Memberships are renewed online via automatic reminders.

This is a great way to improve membership acquisition and retention - clubs can add members all year long!

Most people are familiar with this subscription method - it can all be handled on-line and automatically.

ONLINE PAYMENTS ARE SUPPORTED FOR BOTH MODELS - WANT TO LEARN MORE?

[LEARN MORE HERE](#)

Renewal Period

NCGA Member Clubs using the calendar year membership option (membership is valid from January 1 - December 31) need to update their rosters each year.

Key dates are as follows:

OCTOBER 1

Clubs may begin to add new members to their roster. Clubs will be billed the \$10 new member fee up front and the \$39 membership dues on their January invoice.

This is also a great time to add current NCGA members who are looking to switch clubs in the new year to your roster.

JANUARY 14

All roster updates must be made by **January 14 at 5:00 pm**. This means adding any new members for the upcoming membership year in addition to removing any member who did not renew with your club.

LATE JANUARY

Membership invoices are calculated on January 15. The NCGA will review all invoices and send to clubs electronically in late January.

Please be sure to have your correct billing contact assigned, in addition to adding billing@ncga.org to your safe-senders list.

Member Profile Updates: Email

The USGA requires a unique email address and password (aka GHIN digital profile) for each member to be able to login and post their scores or lookup handicap information. This applies to both GHIN.com and the GHIN mobile app.

What does this mean for your members?

Members with no email address on file and those who share an email address with another member will no longer be able to post scores or do handicap lookups online or receive their handicap index update newsletters.

It is imperative that your club work to update your member profiles accordingly.

Use the time before January 1 to make sure all member profiles include a current and unique email address.

Note: although the NCGA.org website has links to post scores and do handicap lookups, the GHIN digital profile will be necessary to authenticate on our site as well starting in 2023.

Best Practices

Some tips to help your club have a successful renewal experience.

PRO TIP 1

Avoid the "Holiday Crunch"

The end of the year is a busy time for everyone - holiday parties, spending time with family, travel, etc. Don't find yourself fighting the "holiday crunch" as you're trying to get members to renew. Get your renewals done early so you can all enjoy the holiday season.

PRO TIP 2

Communicate Early and Often

Renewal begins October 1. Let members know what the upcoming dues are and when they're expected to pay. And remember - most people don't open all their emails. Be sure to include multiple communication methods and renewal reminders to ensure your information is getting through.

PRO TIP 3

Use the Tools Already at Your Disposal

Don't try to reinvent the wheel! Use the memberplanet email and broadcast tools to send your reminders to your members - you can even schedule them in advance! And if you really want to make renewal easy, consider [collecting your membership dues online](#) - the system does the work for you!