



THE ALASKA CLUB

Hold Commission Policy Addendum

The changes stated below will take effect **January 7, 2019.**

Fitness Consultation Fee Updates:

- Membership team member will earn an automatic 50% commission payout when:
 - FC not written on agreement
 - FC waived
 - FC not paid at point-of-sale
 - FC billed to account
- Full commission will only be paid if FC fee is collected at point-of-sale or if fee is collected within 14 days of enrollment.
 - If fee is collected within 14 days, membership team members must notify accounting themselves via email and full commission will be paid.
- Approval for full commission is not available for uncollected fitness consultation fees.

Offsite Sales:

- Offsite sales are not subject to above FC stipulations.
- Offsite (not in a club) sales will normally have \$0 collected at point-of-sale.
 - Offer must be an active TWIW or special event offer.
 - Agreements must include 5-Day Right of Cancellation form. If no form is included, sale becomes an automatic no commission payout.
- FC fee must be listed on agreement as "bill to acct."
 - If FC is waived, sale becomes an automatic 50% commission payout unless fee is collected within 14 days. Membership team members must notify accounting themselves and full commission will be paid.

Sold Out-of-Policy Updates:

- In the unlikely event that a manager approves an out-of-policy offer, the team member must write "Manager Offer" on the offer line on the application.
 - Examples: zero enrollment when not part of TWIW, using expired TWIW for offer, using expired event TWIW for offer, etc.
- Out-of-policy is defined as: not an active/valid TWIW, an active corporate offer, or a valid special event flyer. Any sales falling within these parameters will be considered sold out-of-policy.
- Membership team member will earn an automatic 50% commission payout when a membership is sold out-of-policy.
- Any agreements exceeding \$0 enrollment, 1st month free, 2 months MP free will be an automatic hold comm unless listed on an active TWIW, active corporate agreement, or a valid special event flyer.
- Approval for full commission is not available for membership sold out-of-policy.

Notes:

- VP of Membership must approve all extensions of start date beyond 30 days.
- 1st and 6th month free will be a hold comm unless linked to 1st tier corporate agreement or VP of Membership approval.
- All other hold comm reason are still in effect (examples: missing initials, documents, information on application, etc.)

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Membership Coordinator Signature

Date

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Membership Manager Signature

Date