**Athy Golf Club Bereavement Protocol**

INTRODUCTION The focus of this Bereavement protocol is primarily in relation to the death of a current member of Athy Golf Club, a former Officer, staff member or a member of their immediate family e.g. parent, brother, sister, sibling and spouse. It is very important that Athy Golf Club responds in a way that properly acknowledges the loss, acts sensitively and supports the bereaved.

**Death of a Past/Serving Captain or President**

• The Honorary Secretary or an Officer of the Management Committee if the Honorary Secretary is not available should contact the family through the undertaker, to ask if the family would agree to a Guard of Honour. • The Secretary or an Officer of the Management Committee will notify all Past Captains/Presidents and current Officers about the funeral arrangements. • A Guard of Honour, with the consent of the deceased family, will be at the removal and will take place at the church. If the cortege is walking a distance the Guard of Honour may walk beside the hearse with the Captain and President leading each line. •A notice of the death with details of the funeral arrangements should be posted on the Club notice boards. Members will be notified by email or texts as appropriate but Club social media outlets such as Facebook or Twitter will not be used. • A vote of sympathy to the family will be recorded at the next meeting of the Board of Directors. • No Floral arrangements or Mass cards will be issued on behalf of the Club.

**Death of a member or a member’s immediate family**

• The Honorary Secretary or member of the Office administration will notify Officers & all members of the death and funeral arrangements through email or texts as appropriate but Club social media outlets such as Facebook or Twitter will not be used. • A notice of the death with details of the funeral arrangements should be posted on the Club notice boards. • A vote of sympathy to the family will be recorded at the next meeting of the Board of Directors. • No Floral arrangements or Mass cards will be issued on behalf of the Club.

 **Death of a member of staff or their immediate family**

• The Honorary Secretary will notify the Officers of the Board of the funeral arrangements • The Captains and President’s will attend the removal or burial. • A notice of the death with details of the funeral arrangements should be posted on the Club notice boards. • A vote of sympathy to the family will be recorded at the next meeting of the Board of Directors. • No Floral arrangements or Mass cards will be issued on behalf of the Club. • Staff will be entitled to 3 days paid leave on the bereavement of an immediate family member (parent/brother/sister/spouse/sibling).

 **Code of Dress** • Officers attending funerals of the above should wear the Club blazer. **Communications** • The Communications of death notices shall not be publicised in newspapers with the exception of serving Captains or President’s.• Members should be informed of all death notices though email or text as appropriate but Club social media outlets such as Facebook or Twitter will not be used. • The staff in the office on hearing of the death of member, employee, Captain or President should prepare a death notice in accordance with the above criteria and email or text as appropriate.