



Waterford Golf Club (WGC)  
Newrath, Waterford

Policy No. 1 – Bereavement  
Rev 1.0/Feb 2017

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**1. Purpose:**

To describe the steps to be followed when managing the following situations:

- Issuing a Bereavement Notice
- Attendance at Funerals
- Bereavement Leave

**2. Scope:**

The Policy applies to managing the following situations.

- (a) Issuing a Notice of Bereavement to WGC members
- (b) Attendance at the removal and burial of a deceased Club Captain, President and Chairperson.
- (c) Bereavement leave for WGC employees.

**3. Responsibility:**

Secretary and/or WGC designee is/are responsible for the implementation and activation of this policy in relation to points (a) and (b) as listed under Scope.

WGC designee is responsible for the approval and implementation in relation point to (c) as listed under Scope.

**4. Definitions:**

Secretary refers to WGC's employee Office Manager/Secretary.

Designee is a WGC member who is appointed by the Board of Directors to act in this role, and is documented as being trained on both the Policy and on the Club's computer messaging system.



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**5. Policy Detail:**

**Note:** It is the Policy of WGC not to issue Mass Cards or send Flowers/Floral Bouquets.

**Issuing a notice of bereavement to WGC members:**

- Covers notification of the death of any club member – past and present, and death of an immediate family member of theirs: spouse/partner – son/daughter – mother/father – sister/brother.
- As soon as notice of the death is received by or becomes known to the Club, the Secretary and/or WGC designee will notify WGC members through email and/or text messaging system with details of funeral arrangements, after first having contacted the family of the deceased.
- Contact with the family of the deceased can be through the funeral director/undertaker, or if appropriate directly with the family. The funeral arrangements should also be displayed on the notice board in the club house.
- A vote of sympathy to the family of the deceased shall be recorded at the next Board of Directors (BOD) meeting.

**Death of a Club Captain, President or Chairperson.**

- As soon as notice of the death is received by or becomes known to the Club, the Secretary and/or designee will notify WGC members through email and/or text messaging system with details of funeral arrangements, after first having contacted the family of the deceased.
- Contact with the family of the deceased can be through the funeral director/undertaker, or if appropriate directly with the family. The funeral arrangements where possible, will also be displayed on the notice board in the club house.
- Permission via the funeral director/undertaker is sought if the family is agreeable to a Guard of Honour/Pallbearer at the removal and burial of the deceased.
- Secretary and/or WGC designee will contact all past Captains, Presidents and Chairpersons and inform them that a Guard of Honour/Pallbearer will be present at removal and burial of the deceased.
- Format of the Guard of Honour/Pallbearer will be in accordance with instruction received from funeral director/undertaker acting on behalf of the family of the deceased.



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**5. Policy Detail:** continued.

- Format of the Guard of Honour/Pallbearer, if no instruction is given, format should be as listed below:

**Funeral cortege on arrival at the church:** Captains, Presidents and Chairpersons, wearing their Club Blazers, will form a guard of honour at the entrance to the church with Captains and Presidents/Chairpersons each leading a line on opposite sides.

**Funeral cortege on leaving the church:** same format as listed above.

**Arrival at final resting place:** Captains and Presidents/Chairpersons on either side of the hearse to walk the short distance from graveyard entrance to the final burial spot.

- **Course Closure:** On the day of burial of a deceased Captain, President or Chairperson, WGC Course will be closed to play for a period of 4 hours, beginning 1 hour before the memorial ceremony. Notice will be communicated to all members and displayed on notice board in clubhouse.
- A vote of sympathy to the family of the deceased Captain, President or Chairperson shall be recorded at the next Board of Directors (BOD) meeting.

**Bereavement leave for WGC employees:**

- Employees of WGC on the death of an immediate family member of theirs: spouse/partner – son/daughter – mother/father – sister/brother shall be in accordance as outlined in the Employees Handbook.
- Where additional leave may be warranted on compassionate grounds, additional paid/unpaid bereavement leave will be at the discretion of Board of Directors at WGC.
- Unpaid bereavement leave to attend funerals of other relatives such as uncles, aunts, cousins and close friends will be appropriate to allow the employee attend the funeral. Prior agreement to take such bereavement leave must first be agreed with the Executive Committee member with responsibility for employee's functional area.