



WATERFORD GOLF CLUB

Newrath, Waterford

Bereavement Protocol

INTRODUCTION

The focus of this Bereavement protocol is primarily in relation to the death of a current member of Waterford 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 the Waterford Golf Club responds in a way that properly acknowledges the loss, acts sensitively and supports the bereaved.

Death of a Past/Serving Captain, President or Chairperson

- The Secretary or an Officer of the Board if the Secretary is not available should contact the family through the undertaker, to ask if the family would agree to a Guard of Honour/Pall Bearers.
- The Secretary or an Officer of the Board will notify all Past Captains/Presidents/Chairpersons 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.
- The course will remain closed on the day of the burial of a Past/Serving Captain, President, Chairperson until after the burial takes place but will remain closed for the day if the family are availing of the Club facilities for post funeral arrangements.
- The Captains would be expected to attend the removal or burial.
- 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 Secretary or member of the Office administration will notify Officers & all members of the death and funeral arrangements through email or texts as appropriate 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.
- A Guard of Honour will not be provided at the funeral.



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Death of a member of staff or their immediate family

- The Secretary will notify the Officers of the Board of the funeral arrangements
- The Captains, Presidents & Chairperson 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.
- The course will remain closed on the day of the burial of a Serving member of staff until after the burial takes place but will remain closed for the day if the family are availing of the Club facilities for post funeral arrangements.
- 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.
- A Guard of Honour will not be provided at the funeral.
- Staff will be entitled to 2 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, Presidents or Chairperson.
- Members should be informed of all death notices though email or text as appropriate 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, President or Chairperson should prepare a death notice in accordance with the above criteria and email or text as appropriate.

Updated by Executive of Board – 23 January 2018