



Dundalk Golf Club

Bereavement Protocol

1. INTRODUCTION

1.1 The Bereavement Protocol specifies the procedures to be followed by Dundalk Golf Club in the event of the death of a serving officer, former officer, current member, staff member or immediate family member of a Club member or staff member.

1.2 The purpose of this protocol is to ensure that Dundalk Golf Club responds in a sensitive way to any bereavement which impacts the Club's members or staff.

1.3 Members and staff are encouraged to notify the administration office of the passing of a current or past member.

1.4 The Club will not announce the death of a serving officer, former officer, current member, staff member or immediate family member of a Club member or staff member until a death notice has been published or the death has been confirmed by either the family or undertaker.

1.5 The Executive Committee will pass votes of sympathy to the families of deceased members and staff at its monthly meeting and a letter of sympathy, signed by the Captain and Lady Captain on behalf of the Club, will be issued to each family.

1.6 A message of condolence will be posted on behalf of the Club by the Office to any death notice that is published online.

2. DEATH OF A SERVING OFFICER

2.1 A serving officer is defined as the President, Lady President, Captain, Lady Captain or Chairperson of Dundalk Golf Club.

2.2 If a serving officer dies a notice of the death, once confirmed, and details of the funeral arrangements, should be sent by email to all members.

2.3 The notice of the death should also be posted on the Club's website and social media accounts as well as Club noticeboards.

2.4 All flags flying from the flag poles in front of the Clubhouse shall be flown at half-mast from the time of the death being confirmed until the day after the funeral.

2.5 The Head of Operations, or a member of the Executive Committee if the Head of Operations is not available, should contact the family through the undertaker to ask if the

family would agree to a Guard of Honour and/or Pall Bearers representing Dundalk Golf Club.

2.6 The Club, through the undertaker, will agree with the family when and how the Guard of Honour will be operated and when and how Pall Bearers will be used.

2.7 The family, through the undertaker, will also be informed that, should they wish, the Club flag is available to be draped on the coffin.

2.8 The Head of Operations, or a member of the Executive Committee, will ensure all current and previous officers of the Club are notified of all arrangements relating to the funeral.

2.9 If the Guard of Honour is required to walk beside the hearse the Captains and Presidents, if available, will lead each line.

2.10 As a mark of respect to the deceased serving officer the course will remain closed on the day of the funeral until 1pm.

2.11 If flowers are permitted by the family a suitable wreath will be presented on behalf of the Club.

2.12 No Mass Cards will be sent by the Club.

2.13 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.

2.14 The family will be invited to attend the annual Remembrance Service at the end of the year in which the death occurs.

2.15 Sections 2.2 to 2.14 shall also apply to the Boys and Girls Captains

3. DEATH OF A FORMER OFFICER

3.1 A former officer is defined as a person who previously served as President, Lady President, Captain, Lady Captain or Chairperson of Dundalk Golf Club.

3.2 Once confirmed, a notice of the death with details of the funeral arrangements should be sent by email to all members as appropriate but Club social media accounts will not be used.

3.3 The notice of the death should also be posted on Club noticeboards.

3.4 The Head of Operations, or a member of the Executive Committee if the Head of Operations is not available, should contact the family through the undertaker to ask if the family would agree to a Guard of Honour and/or Pall Bearers representing Dundalk Golf Club.

3.5 The Club, through the undertaker, will agree with the family when and how the Guard of Honour will be operated and when and how Pall Bearers will be used.

3.6 The Head of Operations, or a member of the Executive Committee, will ensure all current and previous officers of the Club are notified of all arrangements relating to the funeral.

- 3.7 The Club should be represented by at least one of the five serving officers.
- 3.8 If none of the five serving officers are available a suitable person will be designated by the Chairperson, Captain or Lady Captain as the Club representative and will attend the wake and/or funeral on behalf of the Club.
- 3.9 If the Guard of Honour is required to walk beside the hearse each line shall be led by a serving officer of the Club if two are available to attend.
- 3.10 All flags flying from the flag poles in front of the Clubhouse shall be flown at half-mast on the day of the funeral.
- 3.11 No floral arrangements or Mass Cards will be issued on behalf of the Club.
- 3.12 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.
- 3.13 The family will be invited to attend the annual Remembrance Service at the end of the year in which the death occurs.

4. DEATH OF A CURRENT MEMBER

- 4.1 The Head of Operations or member of the Office administration will notify the serving Officers of the death and funeral arrangements.
- 4.2 Once confirmed a notice of the death with details of the funeral arrangements should be sent by email to all members as appropriate but Club social media accounts will not be used.
- 4.3 A suitable person will be designated by the Captain or Lady Captain as the Club representative and will attend the wake and/or funeral on behalf of the Club.
- 4.4 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.
- 4.5 No floral arrangements or Mass Cards will be issued on behalf of the Club.
- 4.6 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.
- 4.7 The family will be invited to attend the annual Remembrance Service at the end of the year in which the death occurs.

5. DEATH OF A MEMBER OF STAFF

- 5.1 The Head of Operations or member of the Office administration will notify the serving Officers of the death and funeral arrangements.
- 5.2 Once confirmed a notice of the death with details of the funeral arrangements should be sent by email to all members.

- 5.3 The notice of the death should also be posted on the Club's website and social media accounts as well as Club noticeboards.
- 5.4 All flags flying from the flag poles in front of the Clubhouse shall be flown at half-mast from the time of the death being confirmed until the day after the funeral.
- 5.5 The Head of Operations, or a member of the Executive Committee if the Head of Operations is not available, should contact the family through the undertaker to ask if the family would agree to a Guard of Honour and/or Pall Bearers representing Dundalk Golf Club.
- 5.6 The Club, through the undertaker, will agree with the family when and how the Guard of Honour will be operated and when and how Pall Bearers will be used.
- 5.7 The Club will be represented at the funeral by at least one of the serving officers.
- 5.8 As a mark of respect to the deceased member of staff the course will remain closed on the day of the funeral until 1pm.
- 5.9 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.
- 5.10 If flowers are permitted by the family a suitable wreath will be presented on behalf of the Club.
- 5.11 No Mass Cards will be sent by the Club.
- 5.12 The family will be invited to attend the annual Remembrance Service at the end of the year in which the death occurs.

6. DEATH OF A CURRENT MEMBER'S IMMEDIATE FAMILY

- 6.1 The Head of Operations or member of the Office administration will notify the serving Officers of the death and funeral arrangements.
- 6.2 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.
- 6.3 No floral arrangements or Mass cards will be issued on behalf of the Club.

7. DEATH OF A STAFF MEMBER'S IMMEDIATE FAMILY

- 7.1 The Head of Operations or member of the Office administration will notify the serving Officers of the death and funeral arrangements.
- 7.2 A vote of sympathy to the family will be recorded at the next meeting of the Executive Committee.
- 7.3 No floral arrangements or Mass cards will be issued on behalf of the Club.
- 7.4 Staff will be entitled to two days paid leave on the bereavement of an immediate family member (parent/brother/sister/spouse/sibling).

8. COMMUNICATIONS

- 8.1 The communications of death notices shall not be publicised in newspapers, with the exception being the death of serving Captains, Presidents or Chairperson.
- 8.2 Members should be informed of all death notices though email as appropriate but Club social media accounts or the website will not be used except to announce the deaths of a serving officer or staff member.
- 8.3 The office staff, on hearing of the death of a serving officer, member, or staff member should prepare a death notice and circulate it once the death is confirmed.

9. DESIGNATED CLUB REPRESENTATIVES

- 9.1 Officers and members representing Dundalk Golf Club at funerals should wear official Club clothing which is Blazer-Shirt-Tie or Blazer-Blouse-Scarf or Sweater-Shirt-Tie or Sweater-Polo Shirt

10. REVIEW

- 10.1 This policy will be reviewed each year at the second meeting of the Executive Committee who shall have the authority to amend it. The Executive Committee will also have the power to amend this policy at any other time.

INTRODUCED: March 14 2023