



## Notifying and Commemorating the Death of a Member

<b>Policy Summary:</b>	This document sets out Broomieknowe Golf Club's Policy for Notifying and Commemorating the Death of a Member.
<b>Policy Owner:</b>	Council, Broomieknowe Golf Club.
<b>Approved by:</b>	Council, Broomieknowe Golf Club; 01/12/2023
<b>Date of Review:</b>	01/12/2024
<b>Review Period:</b>	Annual (01/12/2024) or as required by Legislation.

## **NOTIFYING AND COMMEMORATING THE DEATH OF A MEMBER**

### **1. Introduction**

Instances of deaths of members and staff of Broomieknowe Golf Club are difficult and emotive events and must be communicated and commemorated in an appropriate and sensitive manner. This document is designed therefore to provide guidance for Directors, Staff and Members.

Clearly, the feelings and wishes of relatives and/or close friends and colleagues are the major consideration.

### **2. Objectives**

This policy:

- provides a framework for dealing with this difficult and sensitive situation;
- sets out the lines of communication and responsibility.

### **3. Informing Club Management**

A member or member of staff informed of the death of a relative, friend or acquaintance should inform the Club Administrator immediately. If this is not possible, the Club Captain, Vice Captain or other Director should be informed.

### **4. Notifying the Membership**

The Club cannot officially notify the membership, by any means, until the wishes of the family or other authorised person by direct communication are known. In this way, the accuracy of information is assured before any action by the Club is taken and notification is made appropriately.

Contact may be established with the next of kin to offer condolences and ascertain their wishes. A member of staff or an appropriate Director who knew the member well may be an appropriate person to undertake this initial contact. Funeral arrangements may be communicated at this or a later point. The intentions of family or their agent regarding funeral arrangements should be sought and respected. Where appropriate, a letter of condolence will be sent behalf of the Club.

At this point, a notice will be placed on the board, informing members of the death of a friend or colleague. If the information is available immediately, funeral arrangements will be included on this notice, or will be posted, using the same method, later.

### **5. Broomieknowe Flag**

As a final mark of respect, the Broomieknowe flag will be lowered on the evening before the funeral and raised again on the morning following the commemoration. This task should be completed by either the Club Manager or the PGA Professional.