



Beech Park GOLF CLUB

LEAVE OF ABSENCE (LOA) POLICY

1.0 Background

Constitution provision 8(k)

“Members granted leave of absence may apply on an annual basis up to a maximum of two years in accordance with the rules laid down by the Management Committee from time to time. However in extenuating circumstances the Committee may grant extended leave of absence to suitable candidates. In all cases of leave of absence the Management Committee may fill such position with a new member of the category left vacant. In the event of wishing to resume their previous category of membership the member(s) will be re-admitted upon application as soon as a vacancy occurs.”

The Management Committee of Beech Park Golf Club (The Club) recognises that from time-to-time members’ circumstances can change for medical or other individual personal reasons which prevent them from playing golf. The Club has put in place this policy to allow members to apply for a period of formal leave of absence from membership of The Club. The period of LOA may be undefined and may cover full or partial years. As a member owned club, the Committee has to balance the requirement of looking after the welfare of members whilst safeguarding the overarching commercial responsibilities of the running The Club. This includes agendas such as the club’s financial position, and its commitments to staff and to commercial agreements entered into with its bank and suppliers. =

2.0 DEFINITION

Leave of Absence (LOA) is permission to suspend membership of The Club on certified medical grounds due to illness, injury or other personal circumstances that have been ratified by the Management Committee

3.0 DURATION

LOA may be granted for a period of no less than 6 months and no more than 12 months in any calendar year. No more than 2 separate periods of LOA will be granted in any three-year period. An extension to a full years leave may be requested (in writing) to a maximum of 2 continuous years LOA.

4.0 ELIGIBILITY

- a) The applicant's membership subscription is fully paid or up to date in an agreed payment plan.

5.0 APPLICATION PROCESS

- An application for LOA is to be made by email or in writing.
- The application should be accompanied by supporting medical documentation where appropriate* see note below
- Application should be made, as far as possible, within 30 days of the injury / illness or other condition which gave rise to the application.
- Applications received in excess of 30 days of the injury / illness / other condition coming to attention, may not be considered.
- Applications and accompanying documentation can be submitted to the office or electronically to secretary@beechpark.ie, marked for the attention of the Hon. Secretary.
- Applications will be considered and dealt with by the Membership subcommittee who will bring recommendations to the Management committee.
- The Management Committee decision is final.
- Decisions of the sub-committee will be conveyed to applicants by the Club's Hon. Secretary who will not be a member of the sub-committee.
- All applications will be dealt with in confidence and stored in full compliance with The Clubs' Data Privacy Policy.

*Important note: a letter signed by a GP or other medical professional on headed paper stating that the individual is under their care and is unable to play golf for (state period of time or for foreseeable future) will suffice.

6.0 RIGHT OF APPEAL

- An applicant has the right to appeal a decision not to grant a period of LOA to an Appeals Committee appointed by the Management Committee and the grounds will be limited to that the sub-committee did not adhere to the policy guidelines.
- Normally appeals will be considered and decided upon within 10 days of receipt. However, should a delay be encountered, an applicant will be advised of the delay.
- An appeal form must be made in writing or by email to the Hon. Secretary.

7.0 GENERAL CONDITIONS OF POLICY

- Members granted LOA are not entitled to play golf in club competitions.
- If they are visiting for general play – they must pay the appropriate fee.

- Members granted leave of absence may apply for an extension on an annual basis up to a maximum of two years in accordance with the rules laid down by the Management Committee from time to time. However in extenuating circumstances the Committee may grant extended leave of absence to suitable candidates.
- In all cases of leave of absence the Management Committee may fill such position with a new member of the category left vacant. In the event of wishing to resume their previous category of membership the member(s) will be re-admitted upon application as soon as a vacancy occurs.
- The Membership sub-committee responsible for processing all applications have authority to classify an application as an exception to the policy and, after documenting its reasons for this designation, then proceed to decide on the application in accordance with the designation.
- Members granted LOA may be eligible for a membership subscription credit.
- This policy and its operation will be reviewed annually by the management committee
- The Club, through the Management Committee reserve the right to makes changes to this policy and will seek to keep members informed of any such changes.

8.0 CONDITIONS ON GRANT OF APPLICATION

- Members granted a period of LOA and will be suspended from BRS and removed from the club's list of active members. Their Golf Ireland handicap will also be suspended.
- It is the responsibility of a member granted a period of LOA to inform the club of any change in contact details. The member cannot presume that the LOA agreement will not expire if they have not heard from The Club.

APPENDIX 1

Terms of Application

Availability of Subscription Credits – The member must be returning from an approved period of LOA and must have advised The Club, in writing or by email, of the date of their intention to return to the Club.

Rate of Membership Subscription Credit: • Any credits due will be applied on a pro-rata basis depending on the time of year of the application at the rate applicable for the category of member

Other:

- The Club reserves the right to exclude unplanned periods of extended course closure or periods of absence from the Club due to any Government Restrictions in place at the time, from the calculation of Membership Subscription Credit.
- Any membership subscription credit granted to applicants will be in the form of a credit towards the next membership subscription due and will exclude fees, insurance, levies or other extras, which will remain payable, if outstanding.
- **Note:** The following are examples of situations which may give rise to a membership sub credit:
 - Where a member paid a full year's membership fee, however, was granted LOA for a period of time during that year.
 - Where a period of LOA straddles 2 separate membership years provided a member has paid a full year's membership fee in one of those years.

Appendix 2

Confirmation letter to successful Applicant

LEAVE OF ABSENCE

- 1) The following Rules apply to all categories of membership.
- 2) In accordance with **Golf Ireland** guidelines a member on Leave of Absence shall have his / her playing handicap suspended until such time as he / she resumes his / her role as a playing member of the Club.
- 3) A Full Member who is on L.O.A. shall not be entitled to attend any A.G.M. or S.G.M. which is held during the period that they have been granted the L.O.A. privilege.
- 4) Any levies payable by the general membership as decided upon at an A.G.M. or S.G.M. shall also apply to a member on L.O.A. (except in the case of those members over **75** years of age who are exempt from the payment of levies).
- 5) The Golf Ireland annual fee for the year shall not apply to the member on L.O.A.
- 6) As per clause **8(k)** of the Club's Constitution, in all cases of Leave of Absence the Management Committee may fill such position with a new member of the category left vacant. In the event of wishing to resume their previous category of membership, the member will be re-admitted upon application as soon as a vacancy occurs.
- 7) A Member may be granted, subject to a decision of the Management Committee to L.O.A. from the Club for a subscription year in the following instances:
 - i. Medical / Health reasons.
 - ii. Personal
 - iii. Full time Carer for immediate family member.
 - iv. Member residing overseas.

A) Medical / Health reasons:

- 1) A member granted L.O.A. under this heading he/she will not have to pay the annual subscription for the year, and the member shall not be entitled to use the facilities of the Course during the year of L.O.A.
- 2) However, the member may be permitted to play casual golf on the Course during his/her time on L.O.A. on payment of the appropriate reduced Green fee (i.e. Green fee applicable to playing with a member). The member must first apply to the Management Committee for such approval. The Management Committee will have absolute discretion in the granting or otherwise of this facility, and could be withdrawn at any time, by the Management Committee should it consider it necessary to do so.
- 3) In addition, the member will have the option to transfer to Pavilion Associate membership for the year of L.O.A., and once the appropriate fee for that category of membership has been paid, the facilities of Pavilion membership will be available to him/her.
- 4) L.O.A. under this heading shall be for a period of one year in the lifetime of the member, but in exceptional circumstances, the Management Committee may allow, at its discretion, a second year term. However, as per Clause 8 (**k**) of the Club's Constitution, in extenuating circumstances, the Management Committee may grant extended Leave of absence to suitable candidates .
- 5) The member's handicap under this heading shall be suspended for the period of L.O.A.

