

DUNGARVAN GOLF CLUB

LEAVE OF ABSENCE (LOA)

POLICY

1.0 PURPOSE

The Management of Dungarvan Golf Club (The Club) recognises that from time-to-time members can experience health-related issues which prevent them from playing golf and has put in place this policy to allow members to apply for a period of formal leave of absence from membership of The Club.

As a member's owned club, it will inevitably have to balance its wish to look after its members with considerations such as the club's own 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 medical or health-related condition.

3.0 DURATION

LOA may be granted for a period of no less than 6 months and no more than 12 months.

No more than 2 separate periods of LOA will be granted in any three-year period.

An extension to a full year's leave may be requested (in writing) to a maximum of 3 continuous year's LOA.

4.0 ELIGIBILITY

1. Three continuous years of membership prior to the application
2. The applicant's membership subscription is fully paid or up to date in an agreed payment plan.

5.0 APPLICATION PROCESS

- Application for LOA is to be made on the application form (Appendix 1 with this document) which is available on the club website and in the Office.
- When returned, completed application should be accompanied by supporting medical documentation * **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 office@dungarvangolfclub.com, marked for the attention of the The Hon. Secretary.
- Applications will be considered and dealt with by a special committee appointed by the Management Committee (MC) who will have the authority to make all decisions.
- 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.

- Normally applications will be considered and decided upon within ten days of receipt. However, should a delay be encountered, an applicant will be advised of the delay
- All applications will be dealt with in confidence and stored in full compliance with General Data Protection Regulations (GDPR)

***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 MC and the grounds will be limited to that the sub-committee did not adhere to the guidelines and should be made within 10 days of being advised of the decision.
- Normally applications 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 can be downloaded from the club website or obtained in the Office (Appendix 2 with this document) and can be submitted to the Office or electronically at office@dungarvangolfclub.com, marked for the attention of The Hon. Secretary
- An appeal form will be included with the communication of every decision **not** to grant or **not** to grant in full the request made.

7.0 GENERAL CONDITIONS OF POLICY

- LOA will generally only be granted for a maximum of one year and any entry fee payable to the club in respect of new membership will not apply on return from the one year.
- Where a second or more full years continuous leave is granted, the relevant entry fee payable by new members joining the club will apply
- Return to membership from a period of more than one year of LOA will be subject to vacancies existing in the relevant membership category
- The special 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 – The details of which are set out in Appendix 3 (with this policy)
- This policy and its operation will be reviewed annually by the MC
- Nothing in this policy will preclude the sub-committee providing a quarterly and annual summary reports to the MC
- The Club, through the MC 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 will surrender his / her Golf Ireland card to the Pro shop and will be suspended from BRS booking capability and removed from the club's list of active members. BRS communications from The Club will still be sent to those on LOA.
- It is the responsibility of a member granted a period of LOA to inform the club of any change in contact details.

Appendix 1
LEAVE OF ABSENCE (LOA) – APPLICATION FORM

1.	Name	To be completed by the applicant
2	Address	
3	Contact: Mobile Number	
	Email Address	
	Membership Category	
	Golf Ireland Number	
4.	Nature and date of supporting medical documentation attached – see note below*	
5.	Period of LOA Requested (Min 6 months Max 12 months)	
6.	Expected return date (approximate date will suffice)	
7.	Previous periods of LOA granted by The Club in last 3 years	(a) From _____ to _____ (b) From _____ to _____
8.	Any other comments	
9.	Signature of Applicant	
10.	Date of Application	
	For Club Use:	
	Date Received by The Club	
	Date Approval Granted	
	Date Applicant Advise	
	BRS Updated	
	Golf Ireland updated	
*	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.

APPENDIX 2

Appeal Form

1.	Name	To be completed by the applicant
2	Address	
3	Contact: Mobile Number	
	Email Address	
	Membership Category	
	Golf Ireland Number	
4.	Grounds for Appeal under Paragraph 6.0 of the LOA Policy *	
9.	Signature of Applicant	
10.	Date of Appeal	
	For Club Use:	
	Date Received by The Club	
	Date Appeal heard	
	Date member advised of outcome of appeal	

*Note: the only categories for appeal are: sub-committee (a) did not follow policy (b) made an administrative error (c) other reason (please state clearly)

In all cases, the member must provide details in support of the selected ground(s) of appeal.

APPENDIX 3
Terms of Membership Subscription Credit

Eligibility

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:

- 100% of the monthly basic rate of membership* (excluding fees, insurance, levies or any other extras) per full month of **approved LOA** with effect from the date the application for LOA was received by The Club.

*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 member is granted LOA from the beginning of the membership year and has not therefore, paid that year's sub, but returns later in the same 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