

KGC Leave of Absence (LOA) Guidelines - Roles and Responsibilities

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.

Club Guidelines were approved by the JMC in February 2021 and published on the website in the members area under general information. These were updated in July 2022 to reflect periods of Maternity Leave of Absence. They were also updated in 2023 to state that **only** periods of 3 months or more will qualify for Membership Subscription Credit in the event that a member returns before the approved period of LOA has expired. Further updates were made in January 2024 to reflect current practice.

The following sets out the various roles and responsibilities under the Club Guidelines for LOA Guidelines:

JMC:

- Appoint a subcommittee on an annual basis to handle requests for Leave of Absence from members – see notes*.
- Review the Guidelines and their operation on an annual basis, approve amendments as appropriate.
- Consider reports from the Sub-Committee
- Consider and approve exceptions to the policy
- Appoint an Appeals Committee if necessary.

*Notes:

- This sub-committee would normally consist of an uneven number, at least one of which should be on the JMC. There should be at least one male and one female member of the committee who may be able to better represent the interests of the male and female members. In the past this has been the respective vice-captains from each section
- The membership of the Sub-committee is confidential to protect them from being approached individually by members.

Honorary Secretary of the Club:

- Receive applications for LOA under the Club Guidelines
- Forward these in a timely way to the Sub Committee – see note below**
- Keep the member informed of the status of their application.
- Send a letter to the person in question confirming decision. This could be drafted by member of Sub Committee, who is then sent a copy of the signed letter for the files. There are templates available for LOA Approved and LOA Denied. Any application denied should include details of the appeals procedure.

**Note: The Honorary Secretary is not a member of the Sub-Committee responsible for reviewing, approving or otherwise, requests for Leave of Absence made by members under the Clubs Guidelines. This is to protect the Hon Sec from being approached by members in relation to queries regarding the approval or otherwise of requests. They may, however, make some suggestions to the sub-committee if the information would be useful to them.

Pro-Shop Staff: Enquiries and applications often come directly into the Pro-shop

- Respond to any enquiries from members that come directly into the Pro-Shop, regarding the process by forwarding a copy of the guidelines and application form if appropriate. The eligibility criteria are set out in the policy. **The application should be addressed to the Hon Sec.**
- **Please date stamp all correspondence on receipt if it is not obvious from email or post mark**
- Check applications in terms of membership status (category of membership, how long have they been members, are they up to date with current years sub, or on payment plan and when they last played golf.
- Forward any applications, and any additional information to the Hon Sec of the Club as soon as they are received, who will then forward the application with all relevant information to Sub Committee as soon as possible.
- Update the members Golf Ireland and BRS status after approval.
- Notify the subcommittee when an individual returns, (e.g. if before expiry date of LOA, or at renewal)
- Follow up with members before expiry of their period of LOA, keep subcommittee informed.
- Apply approved credits against subscriptions.
- Include annual message in email Newletter regarding LOA policy – wording will be provided by sub-committee.
- **Keep the Captains informed if made aware of a member who not playing golf due to injury or illness.**

Captains, Men's and Ladies' Committees:

- Keep an ear to the ground regarding any member who may have suffered injury or illness.
- Advise Hon Sec of Club/Pro-shop and request that a copy of the LOA policy is forwarded to any individual to whom it may be of interest or relevant bearing in mind eligibility criteria in the policy.

Sub-Committee

- Consider all applications via email or LOA WhatsApp Group
- Check with the Proshop if the member is eligible in terms of having 3 years continuous membership, club membership payment history (including any discounts allowed/FOK) and when they last played golf.
- Also check the application for category of member, medical back up, number of previous requests for LOA and any exceptional or other important information e.g. date receipt of application, late applications.
- Grant or otherwise a request either in full or partially. If a request is denied, then the reasons for this are made clear
- Refer any exceptions to the guidelines to the JMC for consideration. (e.g. late applications >30 days from date of injury/illness, eligibility status - < 3 years continuous service etc)
- Refer applications which are not for medical or health reasons to JMC
- Advise Hon Sec of decision and draft letter for Hon Sec.

- File a copy of all documentation in folder in top drawer of filing cabinet in Board Room.
- Inform the Pro-shop who will update the members GI and BRS status
- Update LOA Tracking Spreadsheet
- Report, on a regular basis, to the JMC in terms of number of LOA approved and status of same. Any exceptions to the guidelines are clearly laid out
- Annual Renewal of Membership - At the end of the year prior to renewal notices being issued, send information to the pro-shop advising of any sub credit allowable and/or carry over LOA or expiry of LOA
- Communications: Annually in 1st quarter request the pro-shop to include reminder regarding LOA process in the weekly email newsletter to members
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Notes:

- 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
- Confidentiality is important particularly relation to any medical information provided. All parties involved are expected to ensure the confidentiality of applications.
- Must have paid full membership inc fees and levies, or if on a DD must continue as credit only allowed against following years sub.
- DD not available option for part year subs
- No carry over flex credits other than those granted under approved LOA or any Top Up paid.

Suggestion for annual member communication:

Please include the following information in next week's Newsletter:

"The Management of Kilcock Golf Club (The Club) recognises that from time-to-time members can experience medical or other health-related issues which prevent them from playing golf and for this reason, published guidelines to allow members to apply for a period of formal leave of absence (including Maternity LOA) from membership of The Club

To be eligible you must have

- 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.**
- 3. Applications should be made using the form provided to Hon Sec, **within 30 days of condition arising enclosing a letter from GP or Medical practitioner.****

Late applications (more than 30 days after date of injury/illness) may not be approved by the special subcommittee set up for this purpose and may be referred to the JMC for consideration on an exceptional basis.

The full guidelines and application process/form are available from link below, Club Website under general information or in hard copy, on request, from the Pro-shop

(add link to guidelines)

Please could you also follow this up with a BRS text to **all members** reminding them of the following:

Important information ref The Club's Leave of Absence rules is available in latest email newsletter, on the club website or in hard copy from Pro-shop on request.