



Torquay Bowling Club Working Procedure - TBCWP # 2 Club Flag Lowering to Half-Mast and Raising at a Members passing

Document Created By: Mark Coombs	Date: 20/07/2023	Custodian: Board Secretary
Approved by: Board of Management	Updated, Approved and accepted at Board meeting on 27/6/2024 - See minutes	

Step #	Task	Action
1	Lowering the Torquay Bowling Club flag to half-mast at the passing of an Affiliated member and raising it post funeral.	Only persons approved by the Board Secretary are permitted to follow and action this procedure.
2	At the notification of the passing of a member the Club flag is lowered to half mask and that person's name and funeral arrangements are listed on the notice board.	The person receiving the notification contacts an approved person. Only an approved person can take the action to lower the flag and write the information on the notice board. The approved person must notify FLAME - Contact numbers in Fixture Book.
3	FLAME notification response	FLAME to confirm from a reliable source that the member has passed (rumours have had incorrect information in the past) FLAME is to notify the general Manager Andrew Dodson and ask him to send an email to all affiliated members of the members passing and any pertinent information such as the funeral arrangements if known. FLAME to Notify the Board Chairman, Board Secretary and the Bowls President.
4	If the funeral is within 7 days the flag stays at half-mast.	No action.

5	As soon as practical after the funeral the flag is raised and the notice is removed.	An approved person raises the flag and removes the notice.
6	If the funeral is more than 7 days away the flag is raised after 4 days. Notice stays on the board.	Only an approved person will take this action. An approved person will have the authority to be flexible with this action depending on circumstances.
7	<p>The Approved person are: -</p> <ol style="list-style-type: none"> 1. Peter Hirth - 0417 519 672 - pmhirth@gmail.com 2. Andrew Dodson - 0407799536 - 5261 2378 manager@torquaybowlsclub.com 3. Mark Coombs - 0408 961 500 - secretary@torquaybowlsclub.com 	The notified person contacts the number 1 approved person first then goes down the list until the TBCWP # 2 is actioned.