



Canberra Bridge Club

Policy number:		Version:	2
Drafted by	Stephen Fischer	Approved by CBC Committee on:	20 Aug 2025
Responsible person	President	Scheduled review date:	August 2027

Bereavement Policy

The Canberra Bridge Club (CBC) is an incorporated association which offers members a friendly, supportive environment in which to play bridge. It is the largest bridge club in the ACT and owns its own premises in Deakin. The club offers bridge sessions for all levels of expertise, including beginners, improvers, intermediate and those who compete at a national level.

This policy outlines the official CBC response when notified of the death of a member or a member's spouse. It is not intended to prescribe or restrict the behaviour of individual members of the club in any way, including Committee members.

POLICY

OVERVIEW

Following receipt of advice of a member's death from a family member, from a close friend or from a death notice in a newspaper, the CBC will observe the following formal procedures:

1. The Manager will inform the membership of the event.
2. A club member designated by the Committee will send a condolence card to the family of the deceased member on behalf of the Club.
3. When appropriate, the Manager will mark a member as "deceased" on the membership databases.
4. An obituary may be published in the newsletter if the President deems it appropriate.

RESPONSIBILITY FOR NOTIFICATION

Responsibility for notifying the CBC of a member's death lies with a family member or a close friend. If the Manager or Committee member sees a death notice in a newspaper, it will be included upon verification. However, the Manager is not responsible for scanning the death notices to search for CBC members.

POLICY DETAILS

1. Informing the membership

The Manager will inform the membership of the event by:

- Advising members in the Manager’s regular email newsletter.
- Advising the Directors about the death of a member and suggesting they may wish to make an announcement before a session of bridge played at CBC during the week following receipt of advice of the member's death. Such announcements are made at the Director’s discretion.

The Manager will also advise the following about the death of a member:

- MyABF
- The ABF Masterpoint Centre

2. A condolence card

The Manager will arrange a condolence card to be sent to the family of a deceased member on behalf of the Canberra Bridge Club. The President or other suitable member will typically write a message in the card.

The club will meet all expenses relating to the purchase and mailing of each condolence card.

3. Obituary

With the approval of the President, an obituary may be published in the CBC newsletter. Any such obituary must be provided by someone close to the member – CBC will not ask someone to write one.

4. Significant members

The death of a significant Club Member (for example, a Life Member, a Past President, an Employee or a member who has made a significant contribution to bridge in general and/or the club) will be especially recognised in the CBC Newsletter. Additional arrangements may be taken in these circumstances at the discretion of the President or Committee.

5. Ex-members

The death of an ex-member with a strong connection to the Club may be treated the same way as a current member upon approval by the President.

RELATED DOCUMENTS

- (none)

AUTHORISATION

Mary Tough

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President

Date of Approval by CBC Committee: 20 August 2025

Name of Organisation: Canberra Bridge Club