



# POLICY AND IMPLEMENTATION PLAN

<b>NAME</b>	ANZAC Day and Bereavement
<b>Date of last revision</b>	August 2020
<b>Committee Approval date</b>	October 2020
<b>Date of next review</b>	October 2023
<b>Responsibility</b>	Commodore

## **Our Commitment**

GLYC recognises the importance of contributing to the customs and rituals of our local community.

## **Purpose**

This policy outlines the Club's role in recognising community and club members who have passed away

## **Policy statement**

### ANZAC Day

As a mark of respect, the Commodore or designated Club delegate will lay a wreath at the Paynesville Cenotaph as part of the annual Anzac Day Remembrance Ceremonies.

### Bereavement

As a mark of respect, it will be the tradition at GLYC to lower the flag to half-mast, upon the death of a club member, a family member or a friend of the club. Where appropriate, a formal ceremony will be held to mark this occasion.

## **Guidelines for Implementation**

Family and friends of the deceased may be invited to attend a Bereavement ceremony.

The ceremony will be conducted in the Flagpole area at GLYC. The Club Bell is sounded and the Commodore or a Club official lowers the flag to half-mast (this ceremony may be held on the day of the funeral, or at another suitable time after consulting with the Family).

At other times, as a mark of respect, the Commodore or Club official can lower the flag to half-mast, when notified of a death.

### **Half-masting on a Gaff Rigged Flag-mast**

To signal a state of mourning on a gaff rigged mast the flag is taken to the peak of the gaff and then lowered in a dignified manner, to a point where the foot (bottom horizontal edge) is positioned as near as possible to half way down the halyard, between the peak and the cleat (tie off point). When lowering the flag, it must be raised to full mast first, that is to the peak of the gaff. Information regarding Australian Flag protocol: <http://www.flagaustrnat.asn.au/protocol.php>.

**Conduct of the ceremony:**

The Ceremony commences with the ringing of the *Club Bell* by the Commodore (or Commodore's representative), before continuing as follows:

"We are here to mark the passing of (Member) who was a member of the GLYC from X to Y, a total of Z years and as a mark of respect, we will now lower the flag to Half Mast."

Lowering of Flag.

"We offer our condolences to (Family Members) and express our sadness at this time, upon (Name's) passing.

We would also like to celebrate the time (Name) spent at GLYC and I pass over to (Family Member / Friend) to give us a little of that story."

Eulogy is given

"Thankyou (Friend / Family Member), for your thoughts and recollections.

I now draw this ceremony to an end. I thank you (Family / Friends) and all members here, for your attendance today.

Good afternoon / evening everyone."

**The Death of a member will also be marked through the following actions:**

- Notification in *Wanderer* within the Commodore's Monthly Report.
- Notice in the *Advertiser* (Membership officer)
- Card to Family (Membership officer)
- Member's story / anecdote as told by Family Member / Friend, published in *Wanderer*