



# Buckinghamshire County Ladies Golf Association

## SENIORS COMPETITION ASSISTANT – ROLE DESCRIPTION

<b>Responsible to:</b>	County Seniors Captain
<b>Purpose of post:</b>	To organise and deliver all BCLGA Seniors competitions.
<b>Period of Office:</b>	2 years with possible extension for 2 years

<b>Key Tasks</b>
<b>1. Competitions:</b> <ul style="list-style-type: none"><li>Take personal responsibility for: Midlands South Senior Championships (hosted every 6 years starting 2022); County Seniors Championship, County Seniors Spring and Autumn Meeting.</li></ul>
<b>2. Website:</b> <ul style="list-style-type: none"><li>Assist the Seniors Captain as required to manage and update the web pages for seniors competitions, ensuring that the entry forms, rules and results are up to date</li><li>Post pictures and news articles on all competitions where possible</li></ul>
<b>The Seniors Competition Assistant must:</b>
Read and understand all BCLGA Policies. Be computer literate. Some experience of organising and running competitions is useful. The Seniors County Championships are qualifying for handicap purposes, so a basic knowledge of the WHS system is useful. A software package is used to input all the scores and calculate handicap changes. Have good organisational skills and be able to communicate effectively.
Approved May 2021