



Buckinghamshire County Ladies Golf Association

JUNIOR DEVELOPMENT OFFICER – ROLE DESCRIPTION

Responsible to:	BCLGA CJO
Purpose of post:	To arrange and manage academy coaching for girls within the county.

Key Tasks

Prior to the start of the season, arrange the following year's academy coaching sessions. This involves:

- Agreeing training programme content with the appointed coach.
- Sending out invitations to participate in the Academy to the girls who have been recommended for coaching and to those who attended the previous year.
- Allocating girls to appropriate coaching groups.
- Producing a list of coaching dates for each group and circulating it to the appropriate girls.

Prior to each session:

- Liaise with the coach to find out what the session will cover
- Send out reminder emails to girls and check they will be in attendance
- Attend the coaching sessions as the BCLGA representative when possible and, if not available, arrange for at least one member of the Junior Committee to be there on the day.

During the year, monitor the progress of the girls and the quality of the coaching at each session.

At the end of the year, complete the monitoring forms required by England Golf.

Ensure the safety and welfare of the girls within the County and to raise any concerns regarding a girl's welfare or an adult's behaviour with the County Junior Organiser or County Welfare Officer as appropriate.

The Junior Development Manager must:

Read and understand BCLGA Safeguarding Children and Young People Policy and Procedures.

Read and sign BCLGA Code of Conduct for Coaches and Volunteers and agree to always abide by it.

Complete BCLGA Self Disclosure form.

Obtain an enhanced DBS and have it updated every three years.

Attend a Safeguarding and Protecting Children workshop and update online every three years.

Have good organisational skills and be able to communicate effectively with all age groups.